



SEMINOLE COUNTY PLANNING & DEVELOPMENT DIVISION

1101 EAST FIRST STREET, SANFORD, FLORIDA 32771

(407) 665-7371 PLANDESK@SEMINOLECOUNTYFL.GOV

www.seminolecountyfl.gov

LOT SPLIT / LOT LINE RECONFIGURATION

CONDITIONS

The following conditions **must** exist in order to **split** a parcel under this process per Seminole County Land Development Code Section 35.2:

- The property must be a parcel of record prior to July 28, 1970.
- Created parcels (lots) must have frontage on a public right-of-way. (20' of frontage for each lot)
- Newly created parcels must meet all zoning requirements, including minimum buildable lot area above the 100 year flood prone elevation, lot width, etc.
- Existing structures must meet the minimum setback requirements after the split without a variance.
- **INFORMATIONAL:** Your mortgage may be affected by splitting or reconfiguring your property

REQUIRED ATTACHMENTS

INQUIRY

- Application
- Application fee of \$250.00 (will be applied towards approval fee if completed within 1 year)
- Sketch of property locating any existing structures and/or sketch of proposed land split locating any existing structures

FINAL APPROVAL

- Application
- Application fee of \$250.00 (unless a lot split/reconfiguration inquiry has been completed within 1 year)
- Topographical survey signed and sealed by an authorized land surveyor **may** be required based on the amount of property that lies within the 100 year flood plain as determined by FEMA maps. (must receive original)
- Complete legal description of the property to be split or reconfigured
- Legal description(s) and sketch of newly created parcels
- **Lot Split ONLY:** Dated copy of School Impact Analysis submitted to the School Board
- **Lot Line Reconfigurations ONLY:** Applicant will be responsible for recording the new Deeds and Sketch of Description for the lot line reconfiguration with the Seminole County Clerk of the Courts Land Records Division.

APPLICATION DELIVERY METHODS

Completed forms and all of the **required attachments** may be sent via:

- **Hand delivery or mail:** Seminole County Planning & Development Division, West Wing, Second Floor, Room 2028, 1101 East First Street, Sanford, Florida 32771
- **E-mail:** plandesk@seminolecountyfl.gov



SEMINOLE COUNTY
PLANNING & DEVELOPMENT DIVISION
 1101 EAST FIRST STREET, ROOM 2028
 SANFORD, FLORIDA 32771
 TELEPHONE: (407) 665-7371
 PLANDESK@SEMINOLECOUNTYFL.GOV

PROJ. #: _____

LOT SPLIT / LOT LINE RECONFIGURATION

APPLICATION TYPE/FEE

<input type="checkbox"/> LOT SPLIT INQUIRY	\$250.00
<input type="checkbox"/> LOT SPLIT APPROVAL	\$250.00 (WAIVED IF INQUIRY APPROVED WITHIN 1 YEAR)
<input type="checkbox"/> LOT LINE RECONFIGURATION INQUIRY	\$250.00
<input type="checkbox"/> LOT LINE RECONFIGURATION APPROVAL	\$250.00 (WAIVED IF INQUIRY APPROVED WITHIN 1 YEAR)

PROPERTY

PARCEL ID #(S):		
PROPERTY ADDRESS(S):		
WATER:	<input type="checkbox"/> SEMINOLE COUNTY	<input type="checkbox"/> WELL <input type="checkbox"/> OTHER: _____
SEWER:	<input type="checkbox"/> SEMINOLE COUNTY	<input type="checkbox"/> SEPTIC <input type="checkbox"/> OTHER: _____
ZONING:	FUTURE LAND USE:	
LOT 1 ACREAGE:	LOT 2 ACREAGE:	TOTAL ACREAGE:

OWNER

NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	

AUTHORIZED AGENT

OWNER AUTHORIZATION FORM ATTACHED

NAME:	COMPANY:
ADDRESS:	
CITY:	STATE: ZIP:
PHONE:	EMAIL:

 SIGNATURE OF OWNER/AUTHORIZED AGENT

 DATE

STAFF USE ONLY

PM:	REC'D DATE:	COMMENTS DUE:
<input type="checkbox"/> PROP. APPRAISER SHEET(S)	<input type="checkbox"/> PRIOR REVIEWS/APPROVALS:	
ZONING:	WATER:	LOCATION:
FLU:	SEWER:	
BCC:	ACREAGE:	