

City of Temple Terrace



Lot Split Application and Process

June 2018

LOT SPLIT: PROCEDURE OVERVIEW

Sec. 12-40. – Definitions

Lot Split is defined as the division or redivision of a tract or parcel of land into two (2) lots, building sites, or other divisions for the purpose, whether immediate or future, of sale, legacy, or building development. (Ord. No. 1076, 9-24-2002)

There are four basic steps to the Lot Split process: **pre-application conference, application submittal, administrative determination and filing/recording**. The timeframe from submitting the application to the Community Development Department to approval depends on the number and complexity of comments by the Development Review Committee (DRC).

Step One Property Owner/Applicant conducts a **Pre-Application Conference** with the Community Development Department staff to discuss the proposed Lot Split. The specific submittal requirements and procedure will be established by the Community Development Department at this meeting.

Step Two Property Owner/Applicant **submits Lot Split** Application and fee. Community Development staff distributes application to DRC and reviews submitted materials and submits comments to the Director of Community Development Department.

Step Three Following the receipt of DRC comments, the Community Development Department Director makes the **final determination**, taking into consideration the staff comments and the applicant's responses. If the proposed lot split meets the conditions of this section and otherwise complies with all applicable laws and ordinances, the director of Community Development shall approve the lot split by affixing his/her signature to the application form.

Step Four Upon approval of the lot split, the Community Development department shall record the split on the appropriate maps and documents in the department. In addition, lot splits shall be **filed** with the Hillsborough County Property Appraiser's office and Hillsborough County Clerk of the Court.



LOT SPLIT APPLICATION

Application Number _____

Date: _____

LOT SPLIT REVIEW - SCHEDULE OF FEES	
Internal Administrative Review	\$350.00

Name of Owner: _____
Mailing Address: _____
Telephone: _____ Fax: _____
E-mail Address: _____

Name of Applicant: _____
Mailing Address: _____
Telephone: _____ Fax: _____
E-mail Address: _____

NOTE: Please fill out the Authorized Agent Affidavit if the site plan approval is being applied for by someone other than the property owner.

PROJECT INFORMATION:

Address of Property: _____

Zoning of Property: _____

Folio Number: _____

Parcel Acreage: _____

Proposed Use: _____

Number of buildings proposed to be demolished: _____

The lot split process allows one additional lot only. More than one lot split requires a review through the formal subdivision process. The lot split shall conform to the following standards:

- Must be of a size that is consistent with the Comprehensive Plan and zoning requirements.
- Each proposed lot must conform to the provisions of this chapter.
- Must be provided with legal access.
- Each lot shall front a public street or approved private street for the required minimum lot width for the zoning district where the lots are located.
- Must meet applicable connection/meter fees for utilities and impact fees for Schools.

Please include the following information in the application package:

- Executed Lot Split Application
- \$350.00 Lot Split Review Fee
- Authorized Agent Affidavit (if applicable)
- Additional Owner Signature Sheet (if applicable)
- 4 copies of a Boundary Survey of parent parcel showing the proposed lot split
- Legal Descriptions and acreage for the proposed lots – Must be submitted in Microsoft Word format.

To my knowledge, a lot split has not previously occurred on this parcel(s), following the adoption of the subdivision regulations established in the City’s Code of Ordinances. I understand that no further division of this lot will be permitted under this section. If further divisions are desired, a final plat shall be prepared and submitted in accordance with this Code.

SIGNATURE OF APPLICANT/OWNER:

I hereby certify that I am (we are) owner(s) of record of the above described property or I (we) have written permission from the owner(s) of record (copy of authorized agent affidavit attached) to request this action. I hereby certify that the information submitted on this application is true and correct to the best of my knowledge at the time of application.

SIGNATURE OF APPLICANT/OWNER

DATE

PRINTED NAME OF APPLICANT/OWNER

DATE

NOTE: All persons having a legal or equitable ownership interest in the property must sign the application. Publicly held corporations must provide the name and address of the corporation and principal executive officers.

OFFICE USE ONLY

APPROVAL CHECK-OFF	YES	NO	PROPERTY INFORMATION
Public Works	[]	[]	Folio No: _____
Fire	[]	[]	Physical Address prior to Lot Split: _____
Engineering	[]	[]	Applicant Name/Title: _____
Community Development	[]	[]	
<i>Signature:</i> _____ <i>Date:</i> _____			
<i>Print First & Last Name:</i> _____, <i>Community Development Director</i>			
Comments:			
<i>In accordance with Sec. 12-358, the Community Development Department hereby authorizes the granting of the lot split described above.</i>			



AUTHORIZED AGENT AFFIDAVIT

The undersigned, _____, as owner or officer of the owner of the real property located at _____; Folio No. _____ (“Property”) hereby appoints and grants authorization to _____ (“Authorized Agent”) to act on behalf of the owner with the City of Temple Terrace Community Development Department and other members of City staff while conducting activated related to the development of the above Property, including, but not limited to filing applications and obtaining development orders and permits. These activities specifically include signing all documents on behalf of the owner. Authorized Agent is to be considered an agent of the owner’s business and therefore the signature of said agent is binding on the owner and causes the owner to assume all responsibilities connected to or associated with the signature as they may relate to the Property.

The undersigned owner hereby relieves the City of Temple Terrace Community Development Department of, and agrees to hold the City of Temple Terrace Community Development Department harmless from, any and all responsibility, claims or other actions arising from or related to the Department’s acceptance of the Authorized Agent’s signature for permit/application and other development related activities. The undersigned owner understand that it is his/her sole responsibility to grant and terminate any such authorization and to ensure that the Department receives timely notice of any such grant or termination.

OWNER

Owner’s First and Last Name

Owner’s Company and Title

Signature of Owner

Notary for Owner’s Signature:

State of _____ County of _____

The foregoing was acknowledged before me this _____ day of _____, _____, by _____, who is personally known to me, or who produced _____ as identification.

Notary Public Signature

Print, Type, or Stamp Name of Notary
My Commission expires: _____

(SEAL)

AUTHORIZED AGENT

Authorized Agent’s First and Last Name

Authorized Agent’s Company and Title

Signature of Authorized Agent

Notary for Agent’s Signature:

State of _____ County of _____

The foregoing was acknowledged before me this _____ day of _____, _____, by _____ who is personally known to me, or who produced _____ as identification.

Notary Public Signature

Print, Type, or Stamp Name of Notary
My Commission expires: _____

(SEAL)



ADDITIONAL OWNER SIGNATURE SHEET

Application Number _____

I (we), the undersigned, attest and affirm that all representations made in this application are true and accurate to the best of my knowledge.

Name (Please Print)

ADDRESS: _____

Signature

Name (Please Print)

ADDRESS: _____

Signature

**STATE OF FLORIDA
COUNTY OF HILLSBOROUGH**

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by _____, who is personally known to me OR has produced _____ as identification.

(type of identification produced)

(Notary Public Signature)

Notary Stamp

(print, name of Notary Public)