

HENDRY COUNTY PLANNING AND ZONING DEPARTMENT

P.O. Box 2340
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<http://www.hendryfla.net/planning.php>

<i>For Office Use Only:</i>	
Date:	_____
Hearing No:	_____
Fees:	_____
Check No.:	_____ or Cash _____
Strap No.:	_____

APPLICATION FOR LOT SPLIT REVIEW

* Note: See process on attached checklist. Additional reviews by the Property Appraiser and Health Department are required.

Name of Applicant: _____

Address: _____

Tel: _____ Fax: _____ e-mail: _____

Name of Agent: _____

Address: _____

Tel: _____ Fax: _____ e-mail: _____

Property Address: _____

Property Acreage: _____

Future Land Use Designation on Property: _____

Zoning on subject Property: _____

Adjacent Zoning: North: _____ South: _____ East: _____ West: _____

Reason for Request: _____

HAS A ZONING HEARING BEEN HELD ON THIS PROPERTY IN THE PAST TWENTY-FOUR (24) MONTHS? _____

_____ If yes, application number or resolution number. _____

IS THIS REQUEST A RESULT OF A VIOLATION NOTICE? _____

If yes, to whom was the Violation Notice written? _____

Is there an existing approval for a special exception, rezone, variance, and/or administrative waiver on the property? _____

_____ If yes, please provide resolution and/or ordinance numbers _____

All data and exhibits submitted in support of this application shall become a permanent part of the public records of Hendry County, Florida. **PLEASE SUBMIT ORIGINAL APPLICATION PLUS SIX COPIES OF ALL REQUIRED DOCUMENTS.**

SUBMITTAL REQUIREMENTS (unless waived at the pre-application meeting):

1. Original application.
2. Notarized letter of Owner's Authorization (attached)
3. Warranty deed(s).
4. A copy of the pre-application meeting notes.
5. A boundary survey of each of the proposed lots prepared by a professional surveyor and mapper, and shall include the following information:
 - (a) Legal description.
 - (b) Dimensions of the proposed lots.
 - (c) Boundary Survey (11" X 17" minimum), must be less than one-year old, signed, sealed, prepared by a professional surveyor and mapper, showing the location and dimensions of all property lines, existing streets or roads, easements, rights-of-way, and areas dedicated to the public. In the case of improved property, the survey is to show all vertical improvements and location of septic and well systems. The boundary survey shall be drawn to scale appropriate for legibility and no letter or number shall be less than one-tenth of an inch in height and shall be bold enough to remain clearly legible after reduction.
6. Please indicate how access will be provided to the lots through one of the following means:
 - (a) Direct driveway meeting the requirements as set forth in Ch. 1-17, Art. V; or
 - (b) Private roads shall meet the requirements as set forth in Sec. 1-53-6.14(a); or
 - (c) Private driveways shall meet the requirements as set forth in Sec. 1-53-6.14(b).
7. Processing fee payable to the Hendry County Board of County Commissioners:

Lot Split Review Application Fee-
\$150.00

LETTER OF AUTHORIZATION

ATTEST:

We/I, _____, being first duly sworn, depose and say that we/I are/am the owners of the property described herein; that all the answers to the questions in this application, all sketches, data, and other supplementary matter attached to and made a part of this application, are true and correct to the best of our knowledge and belief. We/I understand that the information requested on this application must be complete and accurate and that the content of this form, whether computer generated or County printed shall not be altered.

As property owner We/I further authorize _____ to act as our/my representative in any matters regarding this Petition.

(Signature of Property Owner)

(Signature of Property Owner)

(Typed or Printed Name of Owner)

(Typed or Printed Name of Owner)

State of Florida
County of Hendry

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification.

(Signature of Notary Public – State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Lot Split Checklist:

1. Go to the Property Appraiser's (PA) Office.

- Fill out the Split Request Form
- Provide proof of I.D (property ownership or Power of Attorney)
- Provide an original survey that is less than 1 year old
- Have form Notarized.

The following will be verified at the PA's office:

Survey Legals

All taxes paid

Ownership

2. Go to Planning & Zoning (P&Z) Department for Lot Split Review.

- Provide copy of new legal descriptions and surveys to ensure compliance with the comp plan and zoning and legal access

3. Once approved by P&Z go back to PA who will assign ID numbers.