Print Form

COMMUNITY DEVELOPMENT DEPARTMENT
300 WEST PLANT STREET
WINTER GARDEN, FLORIDA 34787

P: 407.656.4111
F: 407.654.1258
WWW.WINTERGARDEN-FL.GOV

LOT SPLIT APPLICATION

SUBMITTAL REQUIREMENTS *PLEASE BRING ALL OF THE FOLLOWING ITEMS THAT APPLY WHEN SUBMITTING YOUR REQUEST*		STAFF
APPLICATION	INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.	☐
SURVEY	TWENTY (20) COPIES. (FOLDED IF LARGER THAN 11" X 17") SURVEY MUST SHOW THE FOLLOWING: A. THE LOT SIZE AND DIMENSIONS OF BOTH LOTS (BOTH LOTS MUST CONFORM WITH THE REQUIREMENTS OF THE ZONING CHAPTER 118). B. BUILDING SETBACKS. C. WETLANDS. D. EXISTING BUILDINGS AND STRUCTURES (IE; FENCES, DRAINAGE FIELDS, ETC…) E. DESCRIPTION OF AVAILABLE UTILITIES	☐
POWER OF ATTORNEY	A LIMITED POWER OF ATTORNEY (IF SIGNED BY AN AGENT OF THE OWNER).	☐
FEE	**$100.00 – NON REFUNDABLE**	☐

** ADVISEMENTS**

PROCEDURE:

THE PROCEDURE FOR A LOT SPLIT APPLICATION IS OUTLINED IN SECTION 110-96 OF THE CITY'S CODE OF ORDINANCES. IN GENERAL, THE PROPOSED LOT SPLIT SHALL BE HEARD AND APPROVED, DENIED OR APPROVED WITH CONDITIONS BY THE PLANNING AND ZONING BOARD AT AN ADVERTISED PUBLIC HEARING.

CODE OF ORDINANCES:

THE CITY OF WINTER GARDEN'S CODE OF ORDINANCE CAN BE FOUND ON THE INTERNET AT WWW.MUNICODE.COM. ACCESS TO THE INTERNET CAN BE OBTAINED AT ANY BRANCH OF THE ORANGE COUNTY LIBRARY.

APPLICATION SUBMITTAL:

APPLICATION SUBMITTAL DEADLINE IS THE FIRST DAY OF THE MONTH. THE APPLICATION SHALL BE PRESENTED TO THE PLANNING & ZONING BOARD ON THE FIRST MONDAY OF THE FOLLOWING MONTH (IE; APPLICATION IS SUBMITTED ON THE 1ST DAY OF JANUARY, IT WILL BE SCHEDULED BEFORE THE P & Z BOARD ON THE FIRST MONDAY OF FEBRUARY.)

NOTE: IF THE APPLICANT WISHES TO BE REPRESENTED BY AN AGENT, A LIMITED POWER OF ATTORNEY MUST BE PROPERLY EXECUTED AND PROVIDED TO THE CITY ALONG WITH THIS APPLICATION.

ORANGE COUNTY PROPERTY APPRAISER'S OFFICE:

AFTER THE LOT SPLIT IS APPROVED THE APPLICANT/OWNER MUST APPLY TO THE ORANGE COUNTY PROPERTY APPRAISER'S OFFICE FOR A PARCEL IDENTIFICATION NUMBER FOR THE NEW LOT. CITY OF WINTER GARDEN PERMITS WILL NOT BE ISSUED FOR THE NEW LOT UNTIL THIS PROCESS IS COMPLETE AND PROOF PROVIDED TO THE CITY.

CONTACT: ORANGE COUNTY PROPERTY APPRAISER'S OFFICE
200 S. ORANGE AVENUE, SUITE 1700
ORLANDO, FLORIDA 32801
PHONE: 407-836-5000
WEBSITE: WWW.OCPAFL.ORG

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LOT SPLIT APPLICATION

SECTION 110-96 OF THE CITY OF WINTER GARDEN CODE OF ORDINANCE REQUIRES THAT EACH APPLICANT FOR A LOT SPLIT SUBMIT A WRITTEN REQUEST CLEARLY DESCRIBING ALL THE SPECIFIC CONDITIONS NECESSARY FOR THE GRANTING OF THE LOT SPLIT. PLEASE PROVIDE THE INFORMATION REQUESTED IN SUFFICIENT DETAIL IN ORDER TO ASSIST THE PLANNING AND ZONING BOARD IN MAKING THEIR DETERMINATION AS TO THIS APPLICATION (USE ADDITIONAL SHEETS IF NECESSARY).

OWNER OF RECORD INFORMATION:

NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FACSIMILE: _____ CELLULAR: _____

EMAIL: _____

APPLICANT / CONTACT PERSON INFORMATION (IF DIFFERENT THAN OWNER OF RECORD):

NAME OF APPLICANT: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FACSIMILE: _____ EMAIL: _____

NAME OF BUSINESS: _____

BUSINESS ADDRESS *(IF DIFFERENT FROM ABOVE)*: _____

CITY: _____ STATE: _____ ZIP: _____

PROJECT/SITE INFORMATION:

PROJECT NAME: _____

PROJECT ADDRESS: _____

COUNTY PROPERTY APPRAISER TAX PARCEL ID NUMBER(S): ____ - ____ - ____ - _____ - _____ - _____

CURRENT ZONING:

_____ ACRES: _____

EXISTING USE:

_____ DU OR SQFT: _____

WHAT DEVELOPMENT IS BEING PROPOSED: _____

_____

RESPONSIBLE PARTY:

I UNDERSTAND THAT THE CITY OF WINTER GARDEN REQUIRES THAT THE APPLICANT BE RESPONSIBLE FOR REIMBURSING THE CITY FOR **ALL ADVERTISING COSTS** ASSOCIATED WITH THIS APPLICATION, INCLUDING POSTAGE FOR NOTICES TO ADJACENT PROPERTY OWNERS, AND FOR NEWSPAPER ADVERTISING AS REQUIRED BY THE FLORIDA STATUTES AND THE CITY CODE. I UNDERSTAND THAT I WILL BE BILLED FOR THESE COSTS AND WILL BE RESPONSIBLE FOR PAYING THEM, WHETHER OR NOT MY APPLICATION FOR A SPECIAL EXCEPTION PERMIT IS SUCCESSFUL.

IN ADDITION, IF THIS APPLICATION IS DEEMED TO REQUIRE REVIEW BY THE CITY ENGINEER, CITY SURVEYOR AND/OR CITY ATTORNEY, I UNDERSTAND THAT I OR MY COMPANY WILL BE RESPONSIBLE TO PAY FOR ANY AND ALL REASONABLE LEGAL, ENGINEERING, OR SURVEYING FEES INCURRED BY THE CITY OF WINTER GARDEN IN THE PROCESS OF REVIEWING THE ABOVE PROJECT. I ALSO UNDERSTAND THAT IF THIS PROJECT PROPERTY IS SOLD, I OR MY COMPANY WILL BE RESPONSIBLE TO ENSURE THAT THE NEW OWNER WRITES A SIMILAR LETTER ACCEPTING ALL THE RESPONSIBILITY TO PAY FOR ANY AND ALL REASONABLE LEGAL, ENGINEERING, OR SURVEYING FEES INCURRED BY THE CITY OF WINTER GARDEN IN THE PROCESS OF REVIEWING THIS PROJECT FROM THE DATE THE PROPERTY IS SOLD.

AN APPLICANT SHALL PROVIDE PROMPT WRITTEN NOTICE TO THE CITY MANAGER IN THE EVENT OF A CHANGE IN OWNERSHIP OF ALL OR A PORTION OF A LOT, TRACT, OR PARCEL OF REAL PROPERTY WITH THE RESPECT TO WHICH AN APPLICATION, OR PROJECT IS PENDING BEFORE THE CITY.

PLEASE INITIAL RECOGNIZING YOUR AGREEMENT OF THE ABOVE REQUIREMENT: **INITIALS:** _____

ALL INVOICES FOR THE COSTS ASSOCIATED WITH THIS PROJECT SHOULD BE SENT TO:

PROJECT NAME OR ADDRESS: _____

NAME: _____

COMPANY: _____

MAILING ADDRESS: _____

_____ CITY _____ STATE _____ ZIP

TELEPHONE: _____ **EXT.:** _____

FACSIMILE: _____

EMAIL: _____

SIGNATURE OF APPLICANT:

I/WE HEREBY CERTIFY THAT I/WE ARE THE OWNER(S) OF THE REAL PROPERTY WHICH IS THE SUBJECT OF THIS APPLICATION AND THAT THE FOREGOING INFORMATION ON THIS APPLICATION IS TRUE AND COMPLETE.

_____
APPLICANT'S SIGNATURE

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____ , 20 _____ ,

BY _____ , WHO DID NOT TAKE AN OATH.

☐ PERSONALLY KNOWN OR;
☐ PRODUCED IDENTIFICATION / TYPE OF ID PRODUCED _____

_____
NOTARY PUBLIC SIGNATURE

MY COMMISSION EXPIRES: _____

_____
PRINT NAME

Notary Seal

FOR OFFICE USE ONLY

P & Z MEETING _____

LSA - _____
APPLICATION NUMBER

DATE STAMP