

TYPE II SUBDIVISION CHECKLIST

Please complete the checklist below and submit it with the application. Staff will use this to check for completion of application requirements.

<u>Applicant</u>	<u>Staff</u>	<u>N/A</u>	<u>Item</u>
<input type="checkbox"/>	<input type="checkbox"/>		Application Complete, Correct, & Notarized
<input type="checkbox"/>	<input type="checkbox"/>		Application Fee Paid in Full
<input type="checkbox"/>	<input type="checkbox"/>		*Certified Survey Map, 5 sealed copies (16.5 x 22.5) to include the land descriptions and acreage or square footage of the original and proposed parcels
<input type="checkbox"/>	<input type="checkbox"/>		Recorded Deed
<input type="checkbox"/>	<input type="checkbox"/>		Legal Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agent Designation form and Agent Oath Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Letter from the developer naming the developers designated representative
<input type="checkbox"/>	<input type="checkbox"/>		No Further Division Clause a.2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Survey Depicts Flood Zone

***OPTIONAL SURVEY REVIEW:** At the time of submittal of an application, the application may include a signed document from any professional surveyor and mapper certified in the state of Florida, other than the surveyor - or surveying firm - that prepared the survey depicting the proposed division, verifying that the survey map and legal descriptions are correct. By using this option, the County Surveyor will not review the survey for accuracy.

**PUTNAM COUNTY
PLANNING & DEVELOPMENT SERVICES**

2509 Crill Avenue, Suite 300
Palatka, FL 32177
Fax: 386-329-1213
Email: pzb@putnam-fl.gov
Website: <https://www.putnam-fl.gov>



Planning: 386-329-0491
Zoning: 386-329-0316
Building: 386-329-0307
Code Enforcement: 386-329-0317

TYPE II SUBDIVISION APPLICATION

1. Name of property owner(s): _____ Mailing Address(es)(Street, City, State, Zip): _____

2. Telephone Number: _____ Email: _____
3. Parcel ID number(s): _____
4. 911 Address(es) (Street, City, State, Zip): _____

5. Driving directions to property from Palatka: _____

6. Current zoning designation: _____ Current Future Land Use designation: _____
7. Surveying Firm and Address: _____

8. Size of property to be covered by subdivision: _____ +/- acres
9. Current Property Use: _____
10. Number of proposed lots: _____ Size of proposed lots: _____ (acres / sq ft)
11. Date of required pre-application meeting with staff: _____
12. Prior zoning actions on this property (include case number): _____

NOTICE: Submittal of a completed application represents express permission to Department staff to enter onto the property to conduct a site visit. If you desire to be present during the site visit, contact the Department to schedule the site visit. Denial or refusal to grant such access shall be grounds rejecting the application.

YOUR SIGNATURE BELOW REPRESENTS YOUR AGREEMENT TO PAY ANY FEES INCURRED FOR THIRD PARTY EXPERTS OR CONSULTANTS NECESSARY TO REVIEW AND ANALYZE TECHNICAL SUBMITTALS PROVIDED BY THE APPLICANT, INCLUDING BUT NOT LIMITED TO ENVIRONMENTAL ASSESSMENTS, HOUSING STUDIES, TRAFFIC STUDIES AND OTHER LEVEL OF SERVICE ANALYSES.

YOUR SIGNATURE BELOW AFFIRMS THAT YOU HAVE READ AND AGREE TO THE TERMS OF THIS APPLICATION IN ITS ENTIRETY.

11. Signature(s) of property owner(s):

Contact Information

(sign)

Phone: _____

Address: _____

(print)

Phone: _____

Address: _____

(sign)

(print)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,

this ____ day of _____, 20____, by _____ who is
(Print Signer's Name)

personally known to me or who has produced _____ as identification.
(Type of Identification)

Notary Stamp

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

Signature of Notary Public

NOTE: In the event that a resubmittal is requested, a signed resubmittal acknowledgement must be submitted within 30 days of said request. If the acknowledgment is not received within this timeframe, the application will be closed, and a new application with the applicable fee will be required.

AGENT DESIGNATION FORM

The applicant(s) does (do) hereby appoint and designate: _____
as agent in fact for the owner(s) of parcel(s): _____

To present an application for a Type II Subdivision for all or a portion of the referenced parcel(s) and to present all evidence in support thereof to the Putnam County Development Review Committee, and to respond and furnish all information and data requested by said Committee.

Print name of property owner(s):

Signature(s) of property owner(s):

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,

this ____ day of _____, 20____, by _____ who is
(Print Signer's Name)

personally known to me or who has produced _____ as identification.
(Type of Identification)

Notary Stamp

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

Signature of Notary Public

AGENT OATH AND SIGNATURE:

The undersigned _____, being duly appointed as agent in fact for the above named owner(s) of the property whereby said owners are seeking an application for a Type II Subdivision and the undersigned does hereby accept said appointment and will faithfully and truly carry out the request of said owner(s).

Signature of Agent: _____

Address: _____

Telephone Number: _____

Email Address: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,

this ____ day of _____ 20____, by _____ who is
(Print Signer's Name)

personally known to me or who has produced _____ as identification.
(Type of Identification)

Notary Stamp

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

Signature of Notary Public

TYPE II SUBDIVISION APPLICATION AND REVIEW PROCESS

1. The applicant must schedule a pre-application meeting with a Planner in the Department of Planning & Development Services to discuss the proposed subdivision. This application will not be accepted until such a meeting takes place and proof of same is provided by signature of the Planner verifying the date and time of such meeting in the space provided on the application.
2. To ensure efficiency of the application, it is recommended to have a lot inquiry letter issued by the department indicating that the parent parcel is eligible for a Type II subdivision.
3. The applicant is responsible for all required information (please carefully review application included with the application documents).

REVIEW TIME: Approximately four (4) to six (6) weeks after submittal of a sufficient application.

4. Before proceeding to the next steps of the application, review the following requirements for a Type II Subdivision:

Article XII, Division 8 Sec. 45-1035 Requirements for Type II Subdivisions

Type II subdivisions may be approved in areas designated Agriculture in the Putnam County Comprehensive Plan when the following conditions are met:

- a. The subdivision shall conform to minimum lot size, lot dimension requirements, and density restrictions in the Putnam County Comprehensive Plan and Land Development Code.
- b. No more than six (6) lots may be created by the division, and no new lot resulting from the division shall be smaller than ten (10) acres. Provided, however, that one or more of the lots may be less than 10 acres in size if each and every lot meets the minimum lot size requirements of the zoning district, each of the lots will front on a road classified by the county as “local” or greater, the road fronting each lot meets the minimum design requirements under article VII, Division 10 of this Code as determined by the Director of Public Works, and the overall density of the subdivision does not exceed a density of 1 unit per 10 acres. Nothing herein shall be read to allow a Type II Subdivision to exceed the maximum density of the applicable future land use category.
- c. All new parcels resulting from the division shall have frontage on a county-maintained road, and no roadway construction is proposed within the subdivision.
- d. The parent tract is not the result of a prior Type II subdivision or Lot Split under this Code.

Article XII, Division 8, Section 45-1043 Review of Type II Subdivisions

- a. Submittals: The Department shall consider a proposed Type II Subdivision upon the submittal of the following materials:
 1. A completed application form provided by the Department, which shall include land descriptions and acreage or square footage of the original and proposed parcels.
 2. *Five (5) copies of a scaled survey drawing showing the intended division signed and sealed by a Florida licensed surveyor in accordance with minimal technical standards. The survey shall clearly describe the parcels of land and any existing principal or accessory structures. The survey shall contain a notation in not less than 14 point type as follows: ***“Pursuant to County regulations, no land that is subject to this Type II subdivision may be further divided by way of the Putnam County lot split procedure in of article XII, division 9 the Putnam County Land Development Code.”***
 - b. Procedure: The Department shall review an Application for a Type II subdivision and insure that all requirements of this Code have been met.
5. The applicant must complete and submit an application according to the instructions provided in this packet. The application may not be accepted unless the application is completed in full with all of the proper information and documentation.
 6. Staff may conduct a site visit to the parcel that is the subject of the application. Submittal of a completed application represents express permission to Department staff to enter onto the property to conduct a site visit. When only a piece of a larger parcel is subject to the subdivision, such a site visit includes the entire parcel and not just the portion that is the subject of the subdivision. Such site visits will be conducted during regular business hours (8:30 am to 5:00 pm Monday through Friday). The purpose of the site visit is to verify information submitted with this application and complete an analysis of the proposed subdivision for consistency with the Comprehensive Plan and compliance with the Land Development Code and other relevant County Ordinances. Denial or refusal to grant such access shall be grounds for rejecting the application.

Subdivision Type II – Pre-application requirements:

- a. Applicant shall prepare and submit to the Department one (1) copy of the application and application submittals as follows.
- b. A letter from the developer naming the developer’s designated representative if such a person is to represent the developer in matters concerning the application.
- c. The legal description of the parent tract, if any, from which the subdivision property was taken.
- d. A certified *survey map showing the proposed layout of the subdivision, including location of lots, location of roads and drainage, and the location of areas of special flood hazard, wetland areas and any areas of environmental or archeological significance.

INSTRUCTIONS FOR COMPLETING THIS APPLICATION:

ITEM #1-2: The owner(s) must list their name(s), address(es), phone number(s), email address(es), and interest in the property. **The applicant(s) must be the property owner(s).** An agent designation form follows the second page of the application.

ITEM #3: The parcel identification number for the property(ies) is on your tax notice or can be obtained from the Property Appraisers Office or Planning & Development Services.

ITEM #4-5: Provide the 911 address, and the driving directions to the property from Palatka using road numbers, street names, and distances.

ITEM #6: Provide the current zoning designation and Future Land Use designation (this information is available at the Department).

ITEM #7: Provide the survey company name, phone number, address, and contact person.

ITEM #8: Provide the acreage of the total area within the proposed subdivision.

ITEM #9: Describe the current use of the property; for example, vacant, residential or commercial (type of business).

proposed lot sizes and proposed lot dimensions.

ITEM #10: Provide the number of proposed lots in the subdivision

ITEM #: Provide information regarding the water/sewer; as to who will install and who will maintain.

ITEM #: If a prior rezoning, special use permit or variance application has been submitted for the property, print YES and provide the case number(s). If none, print NO.

ITEM #: Each of the following items must be submitted with the application:

APPLICATION AND OTHER FEES are established by the Putnam County Board of County Commissioners. Fees are subject to change at any time by resolution of the Board of County Commissioners.

IN ADDITION TO THE APPLICATION FEE, YOU WILL BE RESPONSIBLE FOR PAYMENT OF ANY FEES INCURRED FOR THIRD PARTY EXPERTS OR CONSULTANTS NECESSARY TO REVIEW AND ANALYZE TECHNICAL SUBMITTALS PROVIDED BY THE APPLICANT, INCLUDING BUT NOT LIMITED TO ENVIRONMENTAL ASSESSMENTS, HOUSING STUDIES, TRAFFIC STUDIES AND OTHER LEVEL OF SERVICE ANALYSES.

***CERTIFIED SURVEY** – The survey map must show the proposed layout of the subdivision, including location of lots and size, location of open/common area, location of roads and drainage, and the location of flood hazard and wetland areas.

AGENT DESIGNATION FORM - This must be submitted at the time of application. Please note that the notarized signatures of the owner(s) and the agent are required on this form. The owner(s) signatures must be the same as in ITEM #12 on the instructions provided in the application form.

RECORDED DEED - A copy of the recorded deed to the property involved in the request must be provided.

LEGAL DESCRIPTION - A legal description showing the land descriptions and acreage or square footage of the original and proposed parcels must be provided on the survey.

All owners of record must sign the application. If all owners are unable to appear before the same notary public, then a duplicate completed application must be signed by each owner and notarized. All signatures submitted must be originals. If the owner is a corporation or a business entity, all officers/partners must sign, or one officer may sign if written proof in a form acceptable to the Department is provided establishing that the one person has been delegated authority to represent the corporation or business entity.