

**TYPE III (FAMILY) SUBDIVISION CHECKLIST**

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

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<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"/>	<input type="checkbox"/>	Family/Density Exception Application
<input type="checkbox"/>	<input type="checkbox"/>		Application Fee Paid in Full
<input type="checkbox"/>	<input type="checkbox"/>		*Current Survey, 5 sealed and signed copies by the surveyor (24" by 36")
<input type="checkbox"/>	<input type="checkbox"/>		Survey Depicts Requirement listed under 4. a. - e.
<input type="checkbox"/>	<input type="checkbox"/>		Legal Descriptions Provided on the Survey
<input type="checkbox"/>	<input type="checkbox"/>		Meet Land Use and Zoning Requirement (including access, road frontage and lot width)
<input type="checkbox"/>	<input type="checkbox"/>		1 Acre Lot Minimum or meets Additional utility-based requirements Sec. 45-503 (e)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Survey Depicts Flood Zone (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>		Current Property Deed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type III Subdivision Agreement for road maintenance

**\*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](mailto: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 III FAMILY SUBDIVISION APPLICATION**

PROPERTY OWNER NAME(S): \_\_\_\_\_

PARCEL NUMBER(S): \_\_\_\_\_

911 ADDRESS: (Street) \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zipcode) \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FUTURE LAND USE DESIGNATION(S): \_\_\_\_\_

ZONING DESIGNATIONS(S): \_\_\_\_\_

DATE PARCEL CREATED: \_\_\_\_\_

PARCEL SIZE: \_\_\_\_\_ ACRES

REQUIRED SETBACKS: Front Side Rear Corner Water Wetlands

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**FLOOD HAZARD DETERMINATION**

FLOOD ZONE: \_\_\_\_\_ BASE FLOOD ELEVATION: \_\_\_\_\_

FIRM MAP #: \_\_\_\_\_ REVIEWER \_\_\_\_\_

THE FAMILY SUBDIVISION IS FOR:

*(List Name of All Family Members of the owners' immediate family (defined as: parent, stepparent, adoptive parent, sibling, child, stepchild, adopted child, grandchild or grandparent of the owner or owner's spouse Receiving a Parcel)*

\_\_\_\_\_  
Name of Individual Receiving Parcel

\_\_\_\_\_  
Relationship to Property Owner

\_\_\_\_\_  
Name of Individual Receiving Parcel

\_\_\_\_\_  
Relationship to Property Owner

\_\_\_\_\_  
Name of Individual Receiving Parcel

\_\_\_\_\_  
Relationship to Property Owner

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Relationship to Property Owner

\_\_\_\_\_  
Name of Individual Receiving Parcel

\_\_\_\_\_  
Relationship to Property Owner

\_\_\_\_\_  
Name of Individual Receiving Parcel

\_\_\_\_\_  
Relationship to Property Owner

Property Owner(s):

Contact Information:

\_\_\_\_\_  
*(sign)*

Phone \_\_\_\_\_

\_\_\_\_\_  
*(print)*

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*(sign)*

Email Address: \_\_\_\_\_

\_\_\_\_\_  
*(print)*

Phone \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*(sign)*

Email Address: \_\_\_\_\_

\_\_\_\_\_  
*(print)*

Phone \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

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

**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.**

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Building: 386-329-0307  
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**TYPE III FAMILY SUBDIVISION AGREEMENT**

Subdivision Case # \_\_\_\_\_

In accordance with Section 45-1036 of the Putnam County Land Development Code, this Agreement, made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, between Putnam County ("County") and individual family members receiving a parcel of land from \_\_\_\_\_ (*Property Owner(s)*), for the purpose of providing a home site for those individuals who are members of the Property Owner's immediate family (parent, stepparent, adoptive parent, sibling, child, adopted child, grandchild or grandparent of the owner or owner's spouse), hereby acknowledge and agree that:

- a. At no time is/will the County be responsible for maintenance or development of roads, drainage or other infrastructure to the lots created through the family subdivision.
- b. The individual property owner is responsible for providing and maintaining adequate access to parcels for emergency service, school and other public service vehicles.
- c. This Agreement shall identify the persons who are to receive the lots and their relationship to the owner(s).
- d. Property Owner and family members receiving lots shall be solely responsible for any environmental permitting and compliance with the regulations of the St. Johns River Water Management District, Florida Department of Environmental Protection and Florida Department of Health.

Any future splitting of any lots within an approved Type III subdivision, in excess of ten lots, would result in a Type I subdivision as set forth in section 45-1034 of the Putnam County Land Development Code (or its successor in function) including all required subdivision design and improvement standards. Furthermore, in accordance with LDC Section 45-1036, the Type III subdivision procedure may not be utilized more than twice by any property owner and property to divide land.

**Agreement – Type III Subdivision**  
**Subdivision Case # \_\_\_\_\_**

The undersigned hereby acknowledges that he/she is the individual receiving property within the \_\_\_\_\_ Type III Family Subdivision, identified as \_\_\_\_\_ (Lot # or Parcel # indicated on the approved survey), and hereby agrees to comply with this Agreement.

\_\_\_\_\_  
Print Name of Individual Receiving Parcel

\_\_\_\_\_  
Relationship to Property Owner

\_\_\_\_\_  
Signature of Individual Receiving Parcel

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 III (FAMILY) SUBDIVISION**

### **ELIGIBILITY**

Article XII, Division 8, Section 45-1036 of the Land Development Code provides for review and approval of Type III (Family) Subdivision for the purpose of providing a home site for immediate family members on agricultural land.

The following Conditions must be met to be eligible to utilize Family Subdivision:

Type III subdivisions may be approved in areas designated Agriculture I in the Putnam County Comprehensive Plan and have Agricultural (Ag) zoning when the following conditions are met:

- (1) Not more than ten lots may be created in a Type III "family" subdivision.
- (2) The subdivision shall conform to minimum size, lot dimension requirements and density restrictions as set forth in the Putnam County Comprehensive Plan (including family density exception if applicable) and Land Development Code.
- (3) All new lots are created for the purpose of providing a home site for an individual who is a member of the owner's immediate family (parent, stepparent, adoptive parent, sibling, child, stepchild, \_adopted child, grandchild or grandparent of the owner or owner's spouse).
- (4) An individual is eligible to receive a parcel thru the Type III (family) subdivision one time only.
- (5) All new lots created through the "family subdivision" shall have frontage on a county-maintained road if available. If county maintained road is not available, each new lot created must be accessed, at a minimum, by a recorded 66-foot wide easement. The easement must connect the created lots with a public road or private road. In the case of connecting to a private road, the applicant must provide documentation that they have right to access via the private road.
- (6) Execution of agreement between the county and each newly created parcel owner for recording in the public records which stipulates that:
  - a. At no time is/will the county be responsible for maintenance or development of roads, drainage or other infrastructure to the lots created through the family subdivision.
  - b. The individual property owner is responsible for providing and maintaining adequate access to parcels for emergency service, school and other public service vehicles.
  - c. The agreement shall identify the persons who are to receive the lots and their relationship to the owner(s).
  - d. Owner and family members receiving lots shall be solely responsible for any environmental permitting and compliance with the regulations of the St. Johns River Water Management District, Florida Department of Environmental Protection and Florida Department of Health.

- (7) The creation of new parcels by the use of the Type III (family) subdivision shall be completed pursuant to the procedures for obtaining a lot split set forth in article XII, division 9 of the land development code.

The Type III subdivision maybe utilized no more than twice by any property owner and property that meets the above criteria. However, in no case shall the ten lot maximum, as provided in paragraph a. above be exceeded. Any future splitting of any lots within an approved Type III, in excess of ten lots, would result in a Type I subdivision as set forth in section 45-1034 of the Putnam County Land Development Code (or its successor in function) including all required road and drainage improvements.

- (8) The sale of any parcel created by a Type III subdivision is prohibited for five (5) years from the date the parcel was created if the parcel remains vacant. If a sale takes place on any parcel within the Type III subdivision prior to five (5) years from the date of creation, all lots within the Type III subdivision will be required to comply with the requirements of a Type I subdivision within ninety (90) days of that sale.

If the parcel is developed with a single-family dwelling and a Certificate of Occupancy has been issued to the individual(s) named on the Type III subdivision application, no prohibition for its sale would be required. Special circumstances could permit the sale if the parcel if:

- a. Transfer of the parcel to the owner's estate upon death, either through testate or intestate succession as provided by state law; or
- b. Transfer of the parcel to an immediate family member of the owner(s) or an immediate family member of the owner of the parent parcel in the original Type III subdivision application; or
- c. Involuntary transfer of the parcel arising out of a judgment or order entered against the owner and rendered by a court of competent jurisdiction; or
- d. Relocation due to an employment or educational opportunity, provided that the relocation would require the owner to move his or her permanent residence, as defined in Florida Statutes.
- e. Relocation due to a health condition, provided that the relocation would require the owner to obtain health care in another location.

## **THE PROCESS**

1. Complete Type III (Family) Subdivision Application in full. Submit complete application and five (5) sealed copies of survey along with filing fee that is established by the Putnam County Board of County Commissioner's (BOCC). This fee is subject to change by the BOCC.
2. The application and surveys will be sent to the following entities for review:
  - a. \*The County Surveyor
  - b. The Property Appraiser
  - c. The Department of Health (Septic & Well)
  - d. Planning Staff
  - e. Flood Plain Manager (If applicable)
3. The above entities will conduct their review and provide comments if necessary. If comments are provided the applicant must remedy the issues for the application to be approved. If there are no comments or all comments have been remedied, then the application is approved.
4. Once Type III subdivision application has been approved by staff, it is the applicant's responsibility to ensure new deeds have been recorded in order for the new parcels to become legal for development purposes.
5. Applicant will obtain parcel numbers for newly created parcels from the Property Appraiser. A copy of the recorded deed and parcel numbers will be provided to Planning & Development Services.
6. Applicant and family members receiving parcels will execute Agreement. Agreement will be executed on behalf of the County by Chair of the BOCC. This agreement sets forth that:
  - At no time is/will the County will not be responsible for development or maintenance of roads, drainage and other infrastructure to the lots created in the family subdivision.
  - Individual property owners will be responsible for providing and maintaining adequate access to parcels for emergency service, school and other public service vehicles.
  - The Agreement shall identify the person receiving the lot and their relationship to the owners
  - The owner and family members receiving lots shall be solely responsible for any environmental permitting and compliance with the regulations of the applicable water management district, Florida Department of Environmental Protection and Florida Department of Health.

It is the property owner's responsibility to record the subdivision agreement.

### **REVIEW TIME:**

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

## **REQUIREMENTS**

Lot split application completed and notarized (we have notaries at the office). The application must have the notarized signatures of **ALL** property owners of record.

1. Complete, correct, and notarized application.
2. Family Member Density Exception completed and notarized. (If Applicable)
3. Application fee
4. \*Current Survey, 5 sealed copies (24 by 36 minimum).
  - a. Survey of entire property depicting all existing improvements (e.g. structures, sheds, septic tank, drain field, well, etc.) to verify conforming setbacks from existing and new lot lines.
  - b. The legal descriptions of the parent (existing) parcel(s) and the new parcels must be on the surveys. The legal descriptions must include reference to any and all easements providing access to or otherwise affecting the parcels. Official Records (OR) or Deed Book number and page must be provided for the parcel(s) to be divided.
  - c. Flood hazard noted and depicted on survey if a property is in a flood zone
  - d. All requested information must be on the surveys, not attached.
  - e. Each newly created lot must have frontage on a county maintained road or recorded easement.