

## BOUNDARY LINE ADJUSTMENT 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>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"/>	*Current Survey, 5 sealed copies (24 by 36)
<input type="checkbox"/>	<input type="checkbox"/>	Current Survey, 1 sealed copy (8.5 by 14)
<input type="checkbox"/>	<input type="checkbox"/>	Survey Depicts Requirement 3. a.- d. (page 7)
<input type="checkbox"/>	<input type="checkbox"/>	Legal Descriptions Provided on the Survey
<input type="checkbox"/>	<input type="checkbox"/>	Survey Depicts Flood Zone
<input type="checkbox"/>	<input type="checkbox"/>	Current Deeds for each parcel

### \*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

**BOUNDARY LINE ADJUSTMENT APPLICATION  
(NON-LOT SPLIT SUBDIVISION)**

*This document becomes a public record when submitted.  
Do not use correction fluid or correction tape when completing the document.*

**PARCEL # 1**

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

PARCEL NUMBER: \_\_\_\_\_

911 ADDRESS (Street, City, State, Zip): \_\_\_\_\_

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

ZONING DESIGNATION(S): \_\_\_\_\_

CURRENT USE(S): \_\_\_\_\_

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

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

SUBDIVISION (name & number): \_\_\_\_\_

REQUIRED SETBACKS:    Front        Side        Rear        Corner        Water        Wetlands  
   \_\_\_\_\_        \_\_\_\_\_        \_\_\_\_\_        \_\_\_\_\_        \_\_\_\_\_        \_\_\_\_\_

**PARCEL # 2**

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

PARCEL NUMBER: \_\_\_\_\_

911 ADDRESS (Street, City, State, Zip): \_\_\_\_\_

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

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

CURRENT USE(S): \_\_\_\_\_

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

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

SUBDIVISION (name & number): \_\_\_\_\_

REQUIRED SETBACKS:    Front        Side        Rear        Corner        Water        Wetlands  
   \_\_\_\_\_        \_\_\_\_\_        \_\_\_\_\_        \_\_\_\_\_        \_\_\_\_\_        \_\_\_\_\_



**PARCEL # 1**

1. Signature(s) of Property Owner(s) :

Contact Information

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

Phone: \_\_\_\_\_

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

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

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

Phone: \_\_\_\_\_

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

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)*

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

\_\_\_\_\_  
Signature of Notary Public

**PARCEL # 2**

2. Signature(s) of Property Owner(s) :

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

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

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

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

Contact Information:

Phone: \_\_\_\_\_

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

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

# **BOUNDARY LINE ADJUSTMENT: NON-LOT SPLIT APPLICATION**

## **ELIGIBILITY**

Article XII, Division 8, Section 45-1033 (5) of the Land Development Code provides for review and approval of exempt subdivisions, which shall include any of the following:

1. Any conveyance of an illegal or nonconforming parcel(s), as determined by the Department, to adjust or settle a common boundary line between adjoining property owners in accordance with the following conditions:
  - a. The purpose of the conveyance is to settle boundary disputes, correct encroachments, or otherwise resolve conditions which are illegal, nonconforming or deemed by the Director of Planning and Development Services to be undesirable under this Code;
  - b. A deed, or other conveyance instrument, shall be recorded in the Official Records of Putnam County;
  - c. The grantee of the conveyance shall combine the conveyed parcel with their original parcel under a single parcel identification number in the records of the Putnam County Property Appraiser; and
  - d. Upon completion of the conveyance transaction, the resulting parcels shall conform to all dimensional and frontage requirements of this Code, or shall result in greater conformance with this Code, as determined by the Director of Planning and Development Services.
2. Any division of land for the purpose of conveyance to any Federal, State or local government entity or public utility provided the instrument is accepted by the grantee and recorded in the Official Records of Putnam County;
3. Any conveyance (i.e. corrective deed) necessary to correct an error made in the language used in an earlier conveyance for the purpose of resolving land title issues;
4. Any division of land by order of a court of competent jurisdiction; and
5. Any parcel that contains 30 acres or greater and not intended for development with permanent structures as defined in the Florida Building Code. No permanent structures may be erected on the parcel unless the access roads and drainage are determined to be acceptable by the Public Works Director. No such creation of a lot 30 acres or greater in size shall be exempt under this section if it results in the remainder of the parcel being subdivided having less than 30 acres.
6. The combination or recombination of portions of previously platted lots or parcels where the total number of lots or parcels is not increased and the resultant lots comply with the density limitations of the comprehensive plan and the dimensional standards of the applicable zoning district(s);

7. Development of commercial centers or industrial parks where no new streets are being established, provided however, that such commercial or industrial development shall be subject to design and engineering review and approval by the public works director or designee.
8. Any lands which, in the opinion of the public works director, should not be subject to the terms of this section.

**REVIEW TIME:**

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

Note: A Lot Split intended to create a new buildable lot, requires a different application form and fee

**THE PROCESS**

1. Call Planning Staff at (386) 329-0491 about your interest in an exempt subdivision application.
2. The applicant is responsible for all required information (please carefully review application requirements on page 7).

Application fee is established by the Putnam County BOCC

3. The application and surveys are sent to the following 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)
4. 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.
5. Once the Boundary Line Adjustment application has been approved by staff, it is the applicant's responsibility to ensure new deeds have been recorded. The grantee of the conveyance shall combine the conveyed parcel with their original parcel under a single parcel identification number in the records of the Putnam County Property Appraiser.

## REQUIREMENTS

Exempt subdivision 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. Application fee
3. \*Current Survey, 5 sealed copies (24" x 36" minimum)
  - a. The survey shall depict such improvements impacted by the proposed exempt subdivision (for example: principal & accessory structures drain field, well etc.), the properties involved in the conveyance, and the condition or situation being resolved by the conveyance. For example, if the purpose is to correct or mitigate an encroachment by a structure, the survey shall depict the structure and show the distance(s) from the structure to the current and proposed boundary or boundaries.
  - 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).
  - 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. If necessary the survey size may be increased to a maximum of 24" x 36" and/or additional sheets (i.e. Sheet 1 of 2, Sheet 2 of 2) may be added.

Once the exempt 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.