

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.

<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 (Non-Refundable)
<input type="checkbox"/>	<input type="checkbox"/>		*Certified Survey Map, 5 sealed copies (24 by 36) (See Enclosed Requirements)
<input type="checkbox"/>	<input type="checkbox"/>		Certified Survey Map, 1 sealed copy (8.5 by 14)
<input type="checkbox"/>	<input type="checkbox"/>		Survey Depicts Requirement (See Survey Requirements on Page 8 of this Packet)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Surveys Depict FEMA Flood Zone
<input type="checkbox"/>	<input type="checkbox"/>		Legal Descriptions Provided on the Survey
<input type="checkbox"/>	<input type="checkbox"/>		Recorded 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



Planning & Zoning: (386) 329-0491
Building: (386) 329-0307
Code Enforcement: (386)-329-0317
Website: www.putnam-fl.gov

**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 # A

1. Property Owner Name(s): _____
2. Mailing Address(es): (street) _____
(city) _____ (state) _____ (zip) _____
3. Phone Number(s): _____
4. Email: _____
5. Parcel ID Number: _____
6. 911 Address: (street) _____
(city) _____ (state) _____ (zip) _____
7. Zoning Designation: _____ Future Land Use Designation: _____
8. Current Property Use: _____
9. Date Parcel Created: _____
10. Current Parcel Size: _____ (+/-) acres
11. Proposed Parcel Size: _____ (+/-) acres
12. Subdivision (name & number): _____ (if applicable)
13. Required Setbacks: Front Side Rear Corner Water Wetlands

14. Flood Hazard Determination:
Flood Zone: _____ Base Flood Elevation: _____
Firm Map #: _____ Reviewer: _____

PARCEL # B

1. Property Owner Name(s): _____

2. Mailing Address(es): (street) _____

(city) _____ (state) _____ (zip) _____

3. Phone Number(s): _____

4. Email: _____

5. Parcel ID Number: _____

6. 911 Address: (street) _____

(city) _____ (state) _____ (zip) _____

7. Zoning Designation: _____ Future Land Use Designation: _____

8. Current Property Use: _____

9. Date Parcel Created: _____

10. Current Parcel Size: _____ (+/-) acres

11. Proposed Parcel Size: _____ (+/-) acres

12. Subdivision (name & number): _____ (if applicable)

15. Required Setbacks: Front Side Rear Corner Water Wetlands

13. Flood Hazard Determination:

Flood Zone: _____ Base Flood Elevation: _____

Firm Map #: _____ Reviewer: _____

NARRATIVE: Explain purpose of proposed Boundary Line Adjustment (attach extra sheet if necessary). Add copies of supporting documentation (prior deeds, court order, etc.) if applicable.

PARCEL # A

NOTICE: Submittal of a completed application represents express permission to Department staff to enter onto the property to conduct a site visit under the conditions described in paragraph 4 on page 7 of the application packet. 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 for rejecting the application.

Your signature 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.

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

(sign)

(sign)

(print)

(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.

PARCEL # B

NOTICE: Submittal of a completed application represents express permission to Department staff to enter onto the property to conduct a site visit under the conditions described in paragraph 4 on page 7 of the application packet. 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 for rejecting the application.

Your signature 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.

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

(sign)

(sign)

(print)

(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.

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:

- (5) Boundary line adjustment, which may include any of the following upon determination by the director of planning and development services:
- a. 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:
 1. 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;
 2. A deed, or other conveyance instrument, shall be recorded in the Official Records of Putnam County;
 3. 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
 4. 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.
 - b. 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;
 - c. 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;
 - d. Any division of land by order of a court of competent jurisdiction; and
 - e. 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.
 - f. 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);
 - g. 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.
 - h. Any lands which, in the opinion of the public works director, should not be subject to the terms of this section.

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 a Boundary Line Adjustment application (Formally known as an Exempt Subdivision).
2. The applicant is responsible for submitting all required information (please carefully review application requirements enclosed within this packet).
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)

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

4. Staff may conduct at least one site visit to the parcel that is the subject of this application. While staff will only be reviewing the site as it pertains to the Boundary Line Adjustment, you may request that you be present when the site visit occurs. Site visits will be conducted during regular business hours (8:30 am to 5:00 pm Monday through Friday). The express purpose of the site visit is to verify information submitted with this application and complete an analysis of the proposed Boundary Line Adjustment for consistency with the Comprehensive Plan and compliance with County Ordinances.
5. 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.
6. 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

COMPLETED APPLICATION: A complete, correct, signed and notarized application. All applications will be required to comply with all submittal requirements and where applicable and necessary additional submittal requirements as specified by the Planning & Development Services Executive Director or designee.

APPLICATION FEES – The Putnam County Board of County Commission establishes fees. See fee schedule. 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 MAP: All copies of the survey must be current, drawn to scale, and have a raised seal and surveyor's signature. Must submit five (5) copies that are 16.5 by 22.5 minimum and one (1) copy that is 8.5 by 11 (six copies total). The survey must include the following:

- 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 proposed lot lines.
- b. The legal descriptions of the parent (existing) parcels and the proposed 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. FEMA Flood Zone noted and depicted on surveys if a property is in a hazardous flood zone.
- d. All requested information must be on the surveys and not attached to the survey. 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.

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

LEGAL DESCRIPTION - A legal description of the property must be provided if it is different from the legal description in the deed to the property.