

TYPE IV 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 (Non-Refundable)
<input type="checkbox"/>	<input type="checkbox"/>		Lot Inquiry Letter (Case # _____)
<input type="checkbox"/>	<input type="checkbox"/>		*Certified Survey Map, 5 Sealed Copies 16.5 x 22.5 (See Requirements)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Survey Depicts Flood Zone
<input type="checkbox"/>	<input type="checkbox"/>		Recorded Deed(s)
<input type="checkbox"/>	<input type="checkbox"/>		Legal Description(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agent Designation and Agent Oath Forms

***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

TYPE IV SUBDIVISION APPLICATION

1. Name of Property Owner(s): _____
2. Mailing Address(es): (street) _____
(city) _____ (state) _____ (zip) _____
3. Phone Number(s): _____
4. Email: _____
5. Parcel ID Number(s): _____
6. 911 Address(es): (street) _____
(city) _____ (state) _____ (zip) _____
7. Zoning Designation: _____ Future Land Use Designation: _____
8. Surveying Firm, Phone, Contact Person and Address: _____

9. Size of Property to be Covered by Subdivision: _____ (+/-) acres
10. Current Property Use(s): _____
11. Number of Proposed Lots: _____
(no more than ten lots may be created by the division including the remaining parent track)
12. Water/Sewer will be Installed and Maintained by: _____
13. Drainage will be Managed by: _____
14. Prior Zoning Actions on this Property (include case number): _____

15. Date of Required Pre-Application Meeting with Planning Staff: _____

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 6 on page 6 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 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.

16. Signatures 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.

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 IV Subdivision for all or a portion of the referenced parcel(s) and to present all evidence in support thereof to Planning and Development Department Services and to respond and furnish all information and data requested by said Department.

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 a Type IV 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: _____

Mailing Address: _____

Phone Number: _____

Email: _____

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 IV SUBDIVISION APPLICATION AND REVIEW PROCESS

ELIGIBILITY

Article XII, Division 8, Sec. 45-1037 Requirements for Type IV Subdivisions

Type IV subdivisions may be approved in residentially zoned areas when the following conditions are met:

- (1) The subdivision shall conform to minimum lot size, lot dimension requirements, and density restrictions in the Putnam County Comprehensive Plan and Land Development Code.
- (2) No more than ten (10) lots may be created in a Type IV subdivision.
- (3) All new parcels resulting from the division shall have frontage on a county-maintained paved road, and no roadway construction is proposed within the subdivision.
- (4) The Creation of new parcels by the use of the Type IV 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.

PROCESS

1. Call Planning Staff at (386) 329-0491 about your interest in the Type IV Subdivision application.
2. The applicant is responsible for all required information (please carefully review application included with the application documents).
3. All applications for dividing the property are **required to have a Lot Inquiry letter** issued by the Department indicating that the parent parcel is eligible to be divided.
4. 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 the submittal of a sufficient application.

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.
6. 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 Type IV Subdivision, 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 purposes of the site visit are to verify information submitted with this application and complete an analysis of the proposed subdivision for consistency with the Comprehensive Plan and compliance with County Ordinances.

7. Once the Type IV 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.

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 and Public Works Executive Director:

COMPLETED LOT INQUIRY LETTER: A response letter issued by the Planning Department indicating that the parent parcel is eligible for a subdivision.

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 PLAN – All copies of the survey must have a raised seal and surveyor's signature. Must submit 5 copies that are 16.5 by 22.5 minimum and 1 copy that is 8.5 by 11. 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 new lot lines.
- b. 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.
- c. The proposed division of the property must meet zoning district requirements and be consistent to the requirements of the Comprehensive Plan.
- d. There is a 1 acre minimum if properties are serviced by private well and septic systems regardless of zoning. 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.
- e. The location of flood hazard and wetland areas noted and depicted on the surveys, if applicable.
- f. 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.
- g. Each newly created lot must have frontage on a county maintained road or recorded easement (Development Design and Improvement Standards in the LDC).

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 area for the rezoning must be provided, if the area is different from the legal description in the deed to the property.

SCHEDULE – A proposed schedule for completion of the construction of improvements.

AGENT DESIGNATION AND AGENT OATH FORMS – These forms are applicable if the applicant(s) chooses to designate an agent other than an applicant to represent them at the public hearings.