



**CITY OF ORMOND BEACH**

v3.2013

Planning Department

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**LOT SPLIT CHECKLIST**

**PURPOSE**

This form shall serve as a checklist for lot split site plan submittal and review by the Site Plan Review Committee (SPRC). The use of this plan review checklist by the applicant helps to ensure compliance with technical provisions of the City's Land Development Code pertaining to preliminary and final plan preparation.

**APPLICATION REQUIREMENTS**

For projects that are not seeking final sign-off, 9 plan sets (24" x 36"), 1 plan set (11" x 17"), and a CD of the package are required. All drawings shall be signed, dated and sealed by a registered civil engineer, architect, landscape architect or other person as required under the Land Development Code or by Florida general law. The first set shall be an original with signatures, dates and seals provided. The remaining 8 sets may be copies provided that they clearly indicate the signatures, dates and seals shown on the original set. For final SPRC sign off a minimum of 7 plan sets (24" x 36") and 1 plan set (11" x 17"), all signed and sealed, are required. An updated CD of the final plans is also required. Minor applications, such as lot splits, may be able to submit an alternative plan set size, after a pre-application meeting with staff.

Submit 1 completed and signed original copy of this checklist to the Planning Department with all plan submittals. Except for surveys, information may be indicated on a sheet other than the required sheet, provided that the location is noted on the checklist. This form is also used by check-in personnel to verify that all required materials related to this application have been received. The use of this plan review checklist by the City or applicant does not constitute a waiver of any requirement contained in the City's Land Development Code. Refer to the City's Land Development Code for a complete listing of requirements.

**FORMS AND DOCUMENTS**

Applicant    SPRC

- Site Plan Review Committee (SPRC) Application Form and payment.
- Conditional Use, Special Exception or Planned Development Application Form and payment, if applicable.
- Proof of Ownership (Warranty Deed, tax bill, Property Assessor printout or Contract Purchase Agreement).
- Affidavit Authorizing Representation.
- Statement of Intent. Provide a paragraph statement describing in detail the nature and intended use of the development.
- Copy of SPRC Previous Comments and response, if applicable.

**CONDITIONS**

- The subdivision of land increases the number of "lots" by no more than 1.
- The newly created lots must have frontage on an existing right-of-way or conforming private access road. The newly created lots must meet the lot width requirements (the horizontal distance between the side lot lines) measured along the required minimum front yard setback.
- Utilities shall be required to be available and additional services or granting of new easements for new main trunk lines is not required.
- The newly created lots must meet all of the dimensional standards of the zoning district of the subject property and must have no encumbrances on the subject property that would render the newly created lots undevelopable.
- If there are existing structures on the subject property, the lot split may not cause the existing structures to become nonconforming in terms of required setbacks.
- The survey must be signed, dated, sealed and Certified to the City.
- Legal description(s), parcel identification number(s) and zoning classification(s).
- Tract boundaries and total acreage in tract.
- City limit lines, property lines.
- Names and locations of adjoining developments and streets, names of abutting property owners and zoning classifications of abutting properties.

**COVER SHEET**

Applicant    SPRC

- Right-of-ways, easements, streets and railroads.
- Bridges, buildings, bulkheads and bulkhead lines and fuel storage tanks.
- Utility transmission lines, including but not limited to water, sanitary sewer and storm sewers.
- Existing Stormwater Management Systems. Location and horizontal limits of all existing drainage structures, culverts, ponds, ditches, swales and pipes within property, and adjacent rights-of-way and easements.
- Existing buildings, structures, signage and pavement - Indicate location of all existing structures, signage and pavement. Include striping and signage of existing parking, loading and circulation areas.
- Existing topography of the site (extending to adjoining properties at least 1 contour at not more than 1-foot vertical contour interval based on mean sea level data furnished by a professional engineer or surveyor.
- Wooded areas; wetland areas by type including acreage; 100-Year floodplain areas including acreage; watercourses, ponds, and others.
- Location, size and type of all protected, historic and specimen trees. Locate all Hardwoods and Palms 6-inch caliper and greater, all Pine trees 10-inch caliper and greater as measured 4.5 feet above grade; specify variety and size.

**DESCRIPTION**

- Legal description of the parent parcel and legal description of the newly created lots.
  - The site plan/survey must be signed and sealed.
- In the REA Zoning District, here the developer will not be extending water and/or sewer mains or improving roads for acceptance of maintenance by the City, the following statement shall appear in bold, capital letters on the deed or survey:
- "NO GOVERNMENTAL AGENCY, INCLUDING THE CITY OF ORMOND BEACH, SHALL EVER BE RESPONSIBLE FOR THE MAINTENANCE, UPKEEP OR IMPROVEMENT OF ANY PRIVATE DRIVES, ROADS, STREETS, EASEMENTS OR RIGHTS-OF-WAY PROVIDING INGRESS AND EGRESS TO THE PROPERTY HEREIN CONVEYED. NOR SHALL WATER OR SEWER MAINS BE EXTENDED BY THE CITY OR RIGHTS-OF-WAY IMPROVED, EXCEPT IN CONJUNCTION WITH AN ASSESSMENT DISCRETED AT THE DISCRETION OF THE CITY WHERE SUCH DISTRICT IS REQUESTED BY NO LESS THAN 50% OF THE PROPERTY OWNERS."**

**ADMINISTRATIVE ORDER**

The SPRC shall review the proposed lot split for compliance with the criteria listed in this checklist. Once the SPRC members determine that the proposed lot split complies with the aforementioned criteria, then the Planning Director shall issue to the applicant an administrative order authorizing the applicant to proceed with the lot split. The administrative order shall be recorded in the Public Records of Volusia County (the cost of the recording is included in the application fee). The order shall expire within 1 year of issuance if the applicant has not recorded the lot split with the Volusia County Property Appraiser's office.

**CERTIFICATION**

By submitting this application, I hereby certify that the information provided above is true and correct to the best of my knowledge and that I am aware of the application submittal requirements and review process for this application. I hereby authorize City of Ormond Beach Staff to place legal notice on my property and to take pictures pertaining to my request. I am aware of the required pre-application meeting and am aware that if all the required information is not provided, my application will be continued to the next regularly scheduled hearing.

Signature: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ as \_\_\_\_\_ (title\*) for \_\_\_\_\_ (name of corporation\*), ( ) who provided \_\_\_\_\_ as identification, or ( ) who is personally known to me.

\_\_\_\_\_  
Notary Public, State of Florida  
My Commission Expires:

\* If you are executing this document on behalf of a corporation please complete the spaces with your title and the name of your company as indicated.