



City of Belle Isle

1600 Nela Avenue, Belle Isle, FL 32809

Tel 407-851-7730 * Fax 407-240-2222 * www.belleislefl.gov

Lot Split Determination Application

City Code Chapter 50-33(6) - Non-Refundable \$300.00 application fee (BIMC SEC 54-171)

The City Manager or Designee reserves the right to determine whether this application is complete and accurate. Incomplete applications will not be processed and will be returned to the applicant. The processing time may take up to 5-business days. Please be aware septic systems are not approved with this request. Contact the Health Department at 407-836-2600 for the ability to install septic systems on these proposed lots.

PARENT PROPERTY INFORMATION		Parcel ID#	
Property Owner's Names		Permit #	
Property Owner's Address		Owner's Contact Number	
PERMITTEE'S PROPERTY INFORMATION			
Permittee's Name		Permittee's Contact Number	
Permittee's Address			
Legal Description (Parent Tract and Proposed Lots)			
Reason for Request			
Are there any existing/pending permits for the subject property? (If yes, indicate on the survey)			Yes <input type="checkbox"/> No <input type="checkbox"/>
Overall Land Area		Are Septic tanks proposed ___Yes ___No	
Will Wells be used ___Yes ___No		All resulting lots have public access (Please indicate on the survey)	
How many total parcels proposed (3 max)	For proposed split _____	Reconfiguration _____	Aggregation _____
Developable land area (less lake and wetlands) for each lot	Lot #1	Lot #2	Lot #3

SUBMITTAL REQUIREMENTS:

- ◆ **Non-Refundable \$300.00 application fee (BIMC SEC 54-171).**
- ◆ The applicant shall submit a survey and legal description, both certified by a registered state surveyor of the property as it is to be divided, payment as outlined in this Land Development Code or as otherwise prescribed by the city council or city manager, and proof of ownership acceptable to the City.
 - *The survey, to scale, must contain at a minimum 1) all existing structures, 2) easements, 3) wetlands, 4) the NHWE for any water bodies, 5) the 100-year flood zone limit, 6) all adjoining rights-of-way, 7) proposed lot lines and dimensions, 8) lot areas, and 9) legal descriptions (of parent tract and all proposed lots). If septic systems or wells are proposed, the survey must indicate existing septic tanks, drain fields, and well locations. All lots shall maintain a minimum 20' fee for simple access to a dedicated public paved street.*
- ◆ Notarized Owner Authorization (if the applicant is not the property owner).

- ◆ With the prior approval of the city council, any lot or parcel not located within a planned unit development may be divided by lot split so long as the two resulting lots or parcels meet in every respect the Land Development Code's requirements for newly created lots or parcels. No lot or parcel or any portion of any lot or parcel created by a lot split shall be further divided by a lot split. No variance will be given for any lot split that results in a lot or parcel that does not conform in every respect to the Land Development Code's requirement for newly created lots or parcels. For example, no variance will be given for any lot split resulting in a substandard lot.
- ◆ A Notice of No Further Lot Split shall be submitted and fully executed by the owner of the property submitted for a lot split, which notice must be approved by the City, and such notice shall be recorded in the public records of the county prior to the issuance of any building permit for lots or parcels created by lot split. The form of the notice shall be in recordable form and substance substantially in accordance with the following: "The property described on the attached Exhibit 1 was the subject of a lot split within the City of Belle Isle, Florida, and no further division of all or any portion of the property described on the attached Exhibit 1 by the lot split procedure in the City of Belle Isle shall be allowed. Further subdivision by other methods may or may not be allowed."



Property Owner's Names	Permit #
Signature	ZONING APPROVAL STAMP:
Owner or Designee Name	

The following request is to divide property for purposes of obtaining building permits or for transfer of ownership as required by the Belle Isle Municipal Code.

- I understand that any approval to divide land may require further approvals by the Planning & Zoning Board and City Council. This request may take up to thirty (30) days for staff review and written response. I understand that any request to divide land is subject to the Belle Isle Comprehensive Plan, as amended, and all other applicable regulations and ordinances.
- If approval of this application is granted based on false information provided by the property owner or authorized representative, the City reserves the right to revoke the approval and any permits issued as a result of the false information.
- Decisions of the Planning & Zoning Board may be appealed to the City Council within 15 calendar days of receipt of the decision. The appeal fee is \$150.00. Submit notice of appeal and fee to the City Clerk.

Print (Owner or Designee)	Signature	Date
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FOR OFFICE USE ONLY - FEE: **\$300.00** Date Paid _____ Check/Cash/CC _____

State of _____

County of _____

Notary's Signature _____ Date _____

Notary Printed _____

My commission expires: _____ (SEAL)