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## Walton County Planning and Development Services

### APPLICATION FOR LOT SPLIT / MINOR RE-PLAT

#### Application Package Contents

**ALL APPLICATIONS SHALL BE SUBMITTED USING THE ONLINE PORTAL**

<https://www2.citizenserve.com/waltonplanning>

Where one single parcel of land is being divided into only two separate lots or parcels; minor common lot line shifts or adjustments; or where two parcels of land are being fused into one single lot or parcel. Land Development Code 1.13.09.G.

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## SUBMITTAL CHECKLIST

### APPLICATION FOR LOT SPLIT / MINOR RE-PLAT – INITIAL SUBMITTAL WILL INCLUDE THE FOLLOWING ITEMS

If any submittals do not meet these requirements, they will not be accepted

#### Additional items may be required per LDC 1.13.00 (N)

*(Credit Cards Accepted or Check payable to Walton County)*

- Fee for Lot Split / Lot Fusion / Lot Shift Application: \$150
- Fee for Environmental review: \$75
- Fee for Pre-Application meeting: \$25
- Fee for SWFD fire review: \$200 (make check out to South Walton Fire District)
- Agent Affidavit
- Proof of Ownership
- Flood Zone Map, Existing/Current Parcel Map, and Zoning Map
- Copy of title search, opinion or policy w/copy of any recorded covenants and restrictions on the subject parcel(s) within one (1) year
- Completed Application
- If property is subject to Home Owner's Association provide letter from Association authorizing the lot split / minor re-plat.
- Submit proof of the month and year the lot was "created", i.e. an accurate time of when the lot was first split from the original parcel and then continued in the same size and configuration to date. All lot splits must prove that they are "lots of record" being created prior to November 7, 1996.)
- Environmental Assessment (signed and illustrated) if wetlands are present
- Public Water Service availability and Public Sewer Service availability letter provided by the Utility provider. This is required to determine allowable density for the proposed lot split.
- Current and proposed boundary surveys signed/sealed/dated – meeting the survey requirements

**NOTICE TO ALL APPLICANTS**

You are required to schedule a pre-application conference with Planning and Development Services prior to submittal of this application. Your application will not be processed without verification that you have attended a pre- application conference with a representative(s) of Planning and Development Services. To schedule a pre- application conference with a planner, please use the online portal (<https://www.citizenserve.com/Portal/PortalController>).

A pre-application conference was held with \_\_\_\_\_ regarding the  
on this day of \_\_\_\_\_, \_\_\_\_\_.

**PRE-APPLICATION NOTES**

**Signature of Applicant/s:** \_\_\_\_\_

**Signature of Planner:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Project / Pre-Application #:** \_\_\_\_\_

**Applicant Information**

Name: \_\_\_\_\_

If company or corporation, name of secretary or officer

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

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

**Owner Information (if different from applicant)**

Name: \_\_\_\_\_

If company or corporation, name of secretary or officer

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

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

**Agent Information (if different from applicant)**

Name: \_\_\_\_\_

If company or corporation, name of secretary or officer

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

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_

Email: \_\_\_\_\_

**Surveyor**

**Name:** \_\_\_\_\_

**If company or corporation, name of secretary or officer**

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

**City, State, Zip:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax Number** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Sewer and Water:**

Will this parcel(s) be served with public sewer?

If yes, who is the provider? \_\_\_\_\_

*The applicant shall submit letter from company providing the service indicating service availability and treatment capacity.*

Will this parcel(s) be served with public water?

If yes, who is the provider? \_\_\_\_\_

*The applicant shall submit letter from company providing the service indicating service availability.*

**Consistency with Comprehensive Plan / Future Land Use Map:**

What is the current Zoning District of the property? \_\_\_\_\_

What is the current Future Land Use Map designation? \_\_\_\_\_

Property Acreage: \_\_\_\_\_

Adjacent Land Uses:  
(Commercial, single-family, multifamily, vacant, etc.)

Zoning District:  
(from LDC/FLUM or Land Use Determination)

North Side: \_\_\_\_\_

\_\_\_\_\_

South Side: \_\_\_\_\_

\_\_\_\_\_

East Side: \_\_\_\_\_

\_\_\_\_\_

West Side: \_\_\_\_\_

\_\_\_\_\_

Acreage of existing parcel(s): \_\_\_\_\_

Acreage of new parcel to be split/adjusted (A): \_\_\_\_\_

Acreage of parcel to be split/adjusted (B): \_\_\_\_\_

Acreage of combined lots: \_\_\_\_\_

Date parent parcel created: \_\_\_\_\_

Flood Zone: \_\_\_\_\_ Panel Number: \_\_\_\_\_ Date of Map: \_\_\_\_\_

Parcel Identification Number(s): \_\_\_\_\_

Physical (911) Address of Property: \_\_\_\_\_ (if applicable)

Is this lot split for an immediate family member? (Grandparent, parent, step-parent, adopted parent, sibling, child, stepchild, adopted child, or grand child) \_\_\_\_\_

Is this property Homesteaded? \_\_\_\_\_

**FAMILY LOT SPLIT AFFIDAVIT**

BEFORE ME, the undersigned authority, personally appeared, \_\_\_\_\_, the owner and/or authorized agent of the following described property: \_\_\_\_\_ who deposes and says the following:

1) I, \_\_\_\_\_, understand that Policy L-1.11.4 of the Walton County Comprehensive Plan permits property to be subdivided for the use of an immediate family member for their primary residence as an exception to the density provisions for a single family dwelling on a smaller lot provided that any such development must be consistent with the other provisions of the Comp Plan and shall apply only once to any individual.

2) I hereby certify that \_\_\_\_\_ is my \_\_\_\_\_ and will construct (his/her) permanent dwelling on and reside in the newly created lot located at: \_\_\_\_\_ and that this dwelling is for the sole use of \_\_\_\_\_.

3) I hereby certify that the said dwelling shall not be available for long-term or short-term rent or lease by anyone that is not a member of my family.

\_\_\_\_\_  
Applicant Signature    Printed Name    Date of Signature

\_\_\_\_\_  
Address

## LOT SPLIT SURVEY REQUIREMENTS

- A current boundary survey (signed and sealed) establishing the limits or bounds of the property rights is required when the boundary survey is supporting a lot split.**
- A boundary survey provided to support a lot split must show all utilities, and address the possible existence of **underground sanitary disposal systems** (septic tanks and drain fields). The location of existing power poles, power lines and water service lines must be shown. *Old concrete pads and cleared areas are some of the indicators of underground sanitary disposal system existence.* **Address the issue in either case. Report format is acceptable.**
- Boundary surveys provided to support lot splits must show all adjacent roads, trail roads, driveways and denote if they are public or private easements or rights-of-way, access driveways, bridle paths, drainage easements, ditches, fences and all encroachments or any existing use that may generate rights or affect the real property must be located and defined by the survey.
- FS 95.361 Roads presumed to be dedicated... must be addressed. A determination must be made if property boundaries have moved or changed.**
- A measured survey tie to the POC is required with all meets and bounds surveys.
- As a suggestion, when creating new parcels from a survey calling for monuments (lot/parcel corners) found or set in land/legal description created to describe the new parcel places the reader on notice that the new parcel was created from a survey.
- Mean high water line boundary is required for all boundary surveys with a tidal boundary.**
- FS 161 must be addressed on all coastal boundaries. Must address this issue, if it applies.**
- All coastal setbacks, coastal construction control lines and dune protection zones must be located and shown if they apply.**
- FEMA flood zones and flood hazard areas must be shown if they apply.**
- Wetlands must be denoted. If they exist on the property, they must be addressed.**
- County required building setbacks must be denoted and graphically depicted on the survey of the new parcel or lot being created.

**Maximum size for survey is 8½" x 14"**

**NOTICE: This list may not be complete and there may be other boundary issues that must be addressed.**

**PLANNER'S NOTE: Check all boxes that require applicant submittal. If you do not require the applicant to submit an item, mark through it and initial.**



## **Walton County Environmental Assessment**

### **Project Description**

Provide a detailed description of the project site, including the project name, driving directions, location, acreage, and a map to the site. The description should accurately characterize the current conditions within the project site (i.e. cleared, vegetated, disturbed, etc.), and portray the development site's current land use, and the surrounding land uses.

### **Soils**

Utilize the United States Department of Agriculture, NRCS Soil Survey data for Walton County to describe each soil type found within the project site. Provide a map illustrating the area of each soil type.

### **Natural Vegetative Communities - Upland and Wetland**

In accordance with Comprehensive Plan Policy C-3.2.7, utilizing the Florida Natural Areas Inventory descriptions, found in the FNAI Guide to Natural Communities of Florida, list and describe all Natural Community types found within the development site, and include a list of the actual species that comprise each community. Provide the acreage of each community type, provide a site map illustrating approximate boundaries, and address preservation per the Walton County Land Development Code and Comprehensive Plan. If preservation is required, please provide a preservation plan that illustrates and quantifies the vegetation community to be preserved.

### **Wetlands**

If wetland areas are present, provide wetland delineation for all wetlands within and immediately adjacent to the development site, including isolated wetlands. Address wetland buffer requirements per Walton County Land Development Code and Comprehensive Plan. Illustrate all wetland areas and wetland buffer areas on the survey and site map.

### **Threatened and Endangered Species**

In accordance with Comprehensive Plan Policy C-3.2.7, request a Standard Data Report from Florida Natural Areas Inventory (<http://www.fnai.org/>). In conjunction with the information obtained from FNAI, perform a site visit to search for any occurrences of Threatened and/or Endangered species within or adjacent to the development site. Provide a radius map and list of species occurring in vicinity of the project. Summarize findings and survey methods. Other references to consult may include the Florida Fish and Wildlife Conservation Commission, United States Fish and Wildlife Service, et. al. If Threatened and Endangered Species are found within or adjacent to the development site, provide proof of coordination with the Florida Fish and Wildlife Conservation Commission and the U.S. Fish and Wildlife Service to develop a management plan.

### **Archeological/Cultural Resources**

In accordance with Walton County Comprehensive Plan Objective L-1.3, conduct a review of the State of Florida Division of Historical Resources Master Site File for the presence of any known Archeological or Cultural Resource. If the development site has not been surveyed for the presence of Cultural Resources, a licensed archeologist may need to conduct a site visit and provide a Cultural Resources Assessment summarizing their survey methods and findings. If cultural resource sites are located, the applicant must provide proof of coordination (official SHPO letter) with the State of Florida, Division of Historical Resources Office.

### **Hazardous Materials and Contamination**

List and describe any known contamination and/or suspected hazardous materials found within or adjacent to the development site (i.e. any chemicals, containers, dumping of trash, and/or any known sites listed in the FDEP data base).

### **Conclusion**

Summarize findings/results and provide opinions and recommended course of action.

### **Attachments**

Attach applicable maps, surveys, aerial photos, diagrams, and supporting documentation.

**PLEASE NOTE: I understand that Walton County has adopted policies regarding the preservation of native vegetation and no clearing of any kind can take place on a development site until the proposed development has been approved for a development order by Walton County or a clearing permit has been issued.**

**Agent Affidavit / Special Power of Attorney**

STATE OF FLORIDA COUNTY OF WALTON

KNOW ALL MEN BY THESE PRESENTS, that I \_\_\_\_\_ am presently the owner and/or leaseholder of \_\_\_\_\_ and desiring to execute a Special Power of Attorney, have made, constituted and appointed, and by these presents do make, constitute and appoint \_\_\_\_\_ whose address is \_\_\_\_\_. County of \_\_\_\_\_, State of \_\_\_\_\_, my Attorney full power to act as my agent in the process of obtaining a lot split/minor re-sub pertaining to \_\_\_\_\_.

FURTHER, I do authorize the aforesaid Attorney-in-Fact to perform all necessary tasks in the execution of aforesaid authorization with the same validity as I could effect if personally present. Any act or thing lawfully done hereunder by the said attorney shall be binding on myself and my heirs, legal and personal representative, and assigns.

PROVIDED, however, that any and all transactions conducted hereunder for me or for my account shall be transacted in my name, and that all endorsements and instruments executed by the said attorney for the purpose of carrying out the foregoing powers shall contain my name, followed by that of my said attorney and the designation "Attorney-in-Fact."

WITNESSES:

APPLICANT:

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

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

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned Notary Public in and for said County and State, appeared

\_\_\_\_\_, who is personally known to me or who produced \_\_\_\_\_ as identification, and who executed the foregoing instrument. Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
Signed Name of Notary Public

\_\_\_\_\_  
Printed Name of Notary Public

{Seal}

Commission Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**REQUIRED SIGNATURE**

The undersigned fully understands that after a lot split has been approved as to particular property, no further division (by minor replat, lot split, or otherwise) is permitted unless a development plan is prepared and submitted in accordance with the Walton County Land Development Code.

It is further understood that it is unlawful for any property owner to transfer, sell, or agree to sell such land by reference to, exhibition of, or by other use of a plat or subdivision of such land without having submitted a plan and plat of such subdivision for approval as required by the Walton County Land Development Code with a recorded subdivision plat as required. If such unlawful use were made of a plat before it is properly approved and recorded, the applicant or agent of the applicant of such land shall be deemed guilty of a misdemeanor and shall be punishable as provided by law.

I agree that the Walton County personnel or any assigned agents may enter the property for the purpose of verifying the conditions that affect this application, for periodic inspections, and to verify information that I provided as part of this application.

**FLORIDA STATUTES 837.06 – FALSE OFFICIAL STATEMENT**  
Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance

**I have read and understand all the information provided in this application, the requirements listed within the application, and agree to provide the necessary information requested by Walton County. The information I have provided on this application is true and correct to the best of my knowledge.**

\_\_\_\_\_  
Owner’s Signature Printed Name Date of Signature

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned Notary Public in and for said County and State, appeared

\_\_\_\_\_, who is personally known to me or who has produced

\_\_\_\_\_ as identification, and who executed the foregoing instrument.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

{Seal}

\_\_\_\_\_  
Signed Name of Notary Public

\_\_\_\_\_  
Printed Name of Notary Public

Commission Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**NOTE: This Lot Split Application will not be processed without a Notary Public Witnessed Signature by the Applicant.**

**THIS SUBMITTAL WAS CHECKED BY:**

\_\_\_\_\_  
Walton County Staff Signature

\_\_\_\_\_  
Date

**This lot split MUST BE recorded by the applicant and verification of the recorded lot split shall be provided to with the Walton County Clerk of Court within one year of approval date.**

I have reviewed this application and determined that the proposed lot split meets the conditions of the Walton County Land Development Code and otherwise complies with all applicable laws and ordinances.

\_\_\_\_\_  
Planning Official Signature Printed Name Date of Signature