



LOT SPLIT APPLICATION

Date Received		FILE # <input type="checkbox"/> \$100.00 Application Fee		
<input type="checkbox"/> ORIGINAL application with Signed & Notarized Lot Split Application and/or Affidavit Authorization for Agent (if applicable)		<input type="checkbox"/> Survey of the property (Signed & Sealed) Date of Survey? _____ (within 12 months of application)		
<input type="checkbox"/> A copy of the deed or other evidence of ownership		TOTAL ACERAGE OF PROPERTY _____ Survey must show existing lot and survey of each new lot or parcel showing proposed simple lot spit Square Footage _____		
<input type="checkbox"/> Date applicant met with a representative of the Urban Design Staff prior to the submission of application? _____		<input type="checkbox"/> Boundary survey of platted lots (lands)		
<p>A simple lot split is applicable when the owner of the land wishes to subdivide a lot or parcel one time, without platting, into two (2) lots, provided that both lots conform, without the necessity of variance, to all requirements of the appropriate zoning category, and provided that both parcels have frontage on a public street.</p> <p>This application contains all required supplemental data and information that must be completed in accordance with the specific instructions in the application and returned to the Zoning & Code Compliance Division for processing.</p>				
Applicant Information				
Name				
Address	City	State	Zip	
Phone	Email address			
Authorized Agent –(if applicable – Property Owner must sign AGENT Affidavit below)				
Name				
Address	City	State	Zip	
Phone	Email address			
Land Surveyor				
Name				
Address	City	State	Zip	
Phone	Email address			
Property Address / Street Name				
Address	City	State	Zip	
Legal Description of Property (Attach separate sheet if necessary)				
Parcel ID /Account #	Lot #	Block#	Section	Total Sq. Feet

	Lot A	Lot B
Any existing structures located on the property:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Existing Zoning:		
Required Minimum Lot width at street:		
Proposed Lot width at street:		
Required Minimum Lot Width at building Line:		
Proposed Lot Width at Building Line:		
Required Minimum Lot Area Allowed:		
Proposed Lot Area:		
Road abutting this property which qualifies as road frontage:		
Are there any Variances/Special Exceptions applicable to property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If Yes, Explain:

Staff Approved Staff Denied

I have reviewed the proposed lot split and confirm this is a legal split according to the surveys attached hereto

Comments: _____

Approved by: _____ Date _____

Once approved take copy of City approval and surveys to Charlotte County Real Property Division to have the individual parcel ID numbers assigned. Located at: 3rd Floor Murdock Administration Office - Open 8-12 and 1-5 daily – Monday thru Friday

NOTARIAL CERTIFICATE - ACKNOWLEDGEMENT

Signature of Owner or Authorized Agent

Print Name

Date

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization this day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification.

(Signature of Notary)

(Seal)

AGENT AFFIDAVIT (Property Owner to complete ONLY if applicable)

I/We _____, property owner(s), hereby authorize _____ to act as **Agent** on our behalf regarding a **LOT SPLIT APPLICATION** on the property commonly known as _____ in Punta Gorda, Florida.

Signature of Property Owner

Print Name of Property Owner

Date

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 personally known to me or who has produced _____ as identification.

(Signature of Notary)

(Seal)