

35 conforming to land development regulations or comprehensive plan requirements,
36 or if the lot split will negatively impact surrounding properties. The Lot Split
37 procedure shall not apply to a subdivision into more than two parcels. The intention
38 being that this procedure may only be used once as it pertains to all or any portion
39 of the lands involved in or previously utilizing or subject to this procedure.

40 (1) Lot Split Application. A subdivider shall apply to the City on an application
41 form as well as submit to the City the plan for subdivision with the following
42 minimum submittal requirements:

43 a. A scaled drawing showing the existing parcel and improvements,
44 location of easements, names of bordering streets, proposed parcel
45 boundaries, minimum required building setbacks on each proposed
46 parcel, names and locations of all bodies of water, wetland, drain fields,
47 and all other waterways and watercourses abutting or encroaching upon
48 subject property. This drawing must also show existing buildings and
49 parcel dimensions. The scaled drawing may coincide with the certified
50 boundary survey required below.

51 b. A brief description of all utilities and City services, including sewers,
52 potable water facilities, and fire hydrants, electric and telephone poles,
53 streetlights, storm drains and any other utilities or services relevant to
54 the maintenance of subject properties.

55 c. A listing of the names and addresses of the record owners abutting
56 subject property.

57 d. A boundary survey of the lands subject to this procedure, as existing
58 (i.e., prior to the proposed lot split) and as proposed (i.e., after the
59 proposed lot split), performed and prepared by a professional, Florida
60 licensed surveyor and mapper. The survey shall be certified to and
61 submitted to the City. Said surveys shall include the depiction of existing
62 improvements and easements thereon.

63 e. Proposed legal instruments creating and granting proposed easements,
64 conditions and restrictions upon the proposed lots.

65 f. Application fee.

66 (2) Staff Review. Once the application is determined to be complete, staff shall
67 review the request for compliance with the code and the provision of
68 necessary easements and access for public services and utilities (e.g.
69 compliance with lot dimensions requirements, setbacks for existing buildings,
70 easements, legal access, etc.). A staff report/recommendation, with or without
71 conditions or restrictions, and the application shall be presented to the

72 Planning and Zoning Board at its next available regular meeting or session,
73 for a recommendation of approval or disapproval.

74
75 (3) The City staff may require an applicant to follow the standard subdivision
76 procedure contained in this chapter if they determine that the lot-split
77 procedure is being utilized by an applicant in order to defeat the objectives of
78 subdivision requirements or the lot-split procedure would be inadequate to
79 address matters presented by the application that could be more adequately
80 addressed through the platting or replatting procedure.

81
82 (4) Planning and Zoning Board Review. The Planning and Zoning Board may
83 take the following actions:

84 a. Recommend approval of the application as recommended by staff.

85 b. Recommend approval of the application, deleting or supplementing the
86 conditions and restrictions of staff.

87 c. Recommend approval of the application, adding conditions and
88 restrictions as determined by the Planning and Zoning Board.

89 d. Recommend denial of the application.

90
91 (5) City Council Review. The Planning and Zoning Board recommendation shall
92 be presented to the City Council at the next available Council meeting for
93 Council's consideration of approval.

94 (6) Conditions. The City may condition the lot split upon the recording in the
95 Orange County public records legal instrument(s), in a form acceptable to the
96 City, showing the new boundaries of the parcels created by the lot split and
97 creating any easements, conditions and restrictions upon the created parcels
98 necessary for the orderly and proper development of the land.

99 If staff or the Planning and Zoning Board determines that an easement or
100 right-of-way is necessary for the subdivision of the subject property, the
101 applicant must provide a proper and satisfactory executed deed of easement
102 or right-of-way prior to any final approval by City Council.

103 (7) Appeals. Appeals of any decision of the City Council shall follow that stated in
104 Section 126-590 of the Edgewood Code.

105 **SECTION THREE.** The provisions of this Ordinance shall be codified as and become
106 and be made a part of the Code of Ordinances of the City of Edgewood.

107
108 **SECTION FOUR.** If any section, sentence, phrase, word or portion of this ordinance is

109 determined to be invalid, unlawful or unconstitutional, said determination shall not be
110 held to invalidate or impair the validity, force or effect of any other section, sentence,
111 phrase, word or portion of this Ordinance not otherwise determined to be invalid,
112 unlawful or unconstitutional.

113
114 **SECTION FIVE.** All ordinances that are in conflict with this Ordinance are hereby
115 repealed.

116
117 **SECTION SIX.** This Ordinance shall become effective immediately upon its passage
118 and adoption.

119
120 **PASSED AND ADOPTED** this _____ day of _____, 2022, by the City
121 Council of the City of Edgewood, Florida.

122
123 PASSED ON FIRST READING: _____

124
125 PASSED ON SECOND READING: _____

126
127 _____
128 Richard A. Horn, Council President

129 *ATTEST:*
130
131 _____
132 Sandy Riffle
133 Interim City Clerk