
Wakulla County, FL

Sec. 7-7. Minor lot splits for divisions of land creating less than three parcels.

- (1) The following shall qualify for review as a minor lot split:
 - (a) The division of a parcel of land, not contained within a recorded subdivision plat, with legal access from an existing public or private road and consistent with the property's zoning and land use designation, into not more than two parcels.
 - (b) Adjustments to the existing boundaries of parcels not located within a recorded subdivision plat, consistent with the property's zoning and land use designation, without creation of any new parcel of land.
- (2) Limitations:
 - (a) A minor lot split shall not require the creation of a new street, however, may allow the creation of a private driveway easement containing a minimum width of 30 feet, unless otherwise approved by the planning director based on environmental, legal or physical constraints which may exist. In no case shall the easement be less than 20 feet in width.
 - (b) A minor lot split shall not be used where extension of public utilities would be required by the county, however, may be approved if the extension of necessary utilities are completed at the expense of the applicant and in accordance with minimum county standards.
 - (c) A minor lot split may not be used when any portion of the subject property has been previously involved in any subdivision pursuant to this section.
- (3) Application: The applicant shall make application on appropriate forms provided by the planning and community development department, for the review of a minor lot split. A complete application shall include the following:
 - (a) The current deed and legal description for the property proposed to be split;
 - (b) Boundary survey and legal description of the existing parent parcel which is signed and sealed by a professional surveyor licensed in the State of Florida;
 - (c) Boundary survey and legal description of the proposed parcels which is signed and sealed by a professional surveyor licensed in the State of Florida;
 - (d) The location of all existing structures and associated infrastructure present on-site, including: driveways, accessory buildings, septic tanks and associated drainfields, wells, parking area(s) and other manmade features;
 - (e) Location of any wetlands and/or karst features;
 - (f) Date of preparation;
 - (g) Total acreage of the parcel to be split and acreage for the newly created parcels;
 - (h) All easements on the property to be split, with corresponding official record book and page numbers;
 - (i) Each abutting street;
 - (j) A statement on the face of the plan stating that any further division of the lot shall be subject to the platting requirements pursuant to chapter 7 of the Wakulla County Land Development Code and F.S. ch. 177;
 - (k) Scale of plan, both written and graphic; and

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- (l) A complete application form.
- (3) Procedure:
- (a) Application: The applicant shall submit the required application and materials, in triplicate to the planning and community development department.
- (b) Determination of completeness:
1. Within ten working days after the receipt of the application for a minor lot split, the planning official or designee shall determine whether the application contains all required information at the required level of detail and shall advise the applicant of all areas of deficiency. This notification shall specify the additional information and level of detail required in order to meet the requirements of this section.
 2. In the event that an applicant fails to submit the required additional information within 15 calendar days of the date of the notice of deficiency, the planning official may consider the application to be withdrawn.
 3. Upon determination of completeness, the planning official shall approve, approve with conditions or deny the application within ten working days of receipt of a complete application and shall notify the applicant.
 4. Approval of a minor lot split shall be dependent upon a finding by the planning official that the application satisfies the following criteria:
 - a. The application is consistent with the comprehensive plan;
 - b. The application complies with all applicable provisions of the Land Development Code, including zoning, except when the application intends to correct the deficiencies in previously improperly subdivided lands; and,
 - c. The requirements of this chapter and other applicable regulations and ordinances have been met.
- (c) In those instances wherein the application substantially meets these three criteria but, in the determination of reviewing entity, does not completely satisfy these criteria, the entity may approve the application subject to the condition that all deficiencies are corrected; whereupon the applicant shall thereafter be required to provide documentation demonstrating complete satisfaction with these criteria. No permits for development activity for properties included in such applications shall be issued by the county unless and until the application has been determined to demonstrate complete satisfaction with these criteria.
- (4) Materials required for recording: Upon approval of a minor lot split, the applicant shall provide to the planning and community development department the following for recording:
- (a) One original eight and one-half by 14-inch copy of the signed and sealed survey, which depicts the approved division and any required revisions which have been made during the course of review;
 - (b) A metes and bounds description of each lot in the approved minor lot split;
 - (c) The required recording fee.
- (5) Recording subsequent to approval: All minor lot splits approved under this section shall be recorded with the Clerk of Court of Wakulla County by the planning and community development department upon submittal of the approved plan and recording fee by the applicant. If the applicant fails to submit both the approved plan and recording fees within 60 calendar days following the final plan approval, said approval shall be deemed to have been revoked and expired.

(Ord. No. 2015-15, art. 3, 10-19-2015)

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