



# CITY OF DADE CITY

## Minor Lot Split Application Packet

The City may approve a minor lot split of a legally created lot that conforms to the requirements of the Land Development Regulations and Comprehensive Plan. A MLS shall not be approved within a platted subdivision when such lot split changes the character of the subdivision, or where the lot split increases the density, beyond the general nature of the subdivision. An applicant for a MLS shall have six (6) months from the date the application is submitted to the City to finalize the lot split. No extensions will be granted.

### **The following items are need for the preliminary review:**

- A completed application form.
- One copy (not to exceed 11" X 17" in size) of the proposed lot split, which shows the boundaries of the original parcel and each proposed parcel.
- An aerial photo with the boundaries of each lot drawn on it (an aerial can be obtained from our office or online maps).
- Boundary survey prepared by a professional land surveyor registered in the State of Florida. The survey must include and identify:
  - The legal description of the original parcel and proposed lots
  - The legal description of all existing or proposed easements
  - All existing structures
  - The 100-year flood zone and elevation
  - All surface water bodies
  - All wetlands and the amount of acreage inside and outside of the jurisdictional wetland line
  - Legal description with tax identification number of existing parcel(s).
- A copy of the current property record card, proof of payment of taxes, and deed for the subject property.
- The review fee, which is \$250.00. Please make the check payable to the City of Dade City. You may also pay with a debit or credit card, however, an additional fee of 3.5%, with a minimum charge of \$2.50 transaction total will be added for the convenience of using a debit or credit card.

### **Recordation**

Upon approval of the Minor Lot Split, the applicant shall record the approved lot split in the public records of Pasco County at the applicant's expense.



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## Minor Lot Split Application Packet

Date \_\_\_\_\_

**A Minor Lot Split** divides a legally created lot into two (2) parcels.

Owner's Name \_\_\_\_\_

Owner Address \_\_\_\_\_

Owner's Phone and email: \_\_\_\_\_

If Agent of Owner

Agent Name \_\_\_\_\_

Agent Address \_\_\_\_\_

Agent Phone and email \_\_\_\_\_

**Property information:**

Parcel Identification Number \_\_\_\_\_

Property Address \_\_\_\_\_

Is the property is vacant or developed? \_\_\_\_\_

I, \_\_\_\_\_, certify that I have checked the submittal application for completeness.

\_\_\_\_\_  
Signature of person completing application

**TO BE COMPLETED BY STAFF ONLY**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_\_\_ Rejected \_\_\_\_\_

**TO BE COMPLETED BY STAFF ONLY**

**File#** \_\_\_\_\_ **Address #** \_\_\_\_\_ **Project#** \_\_\_\_\_ **AR#** \_\_\_\_\_

**Property Information:**

1. Is the subject property a Lot of Record? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Current zoning \_\_\_\_\_ Future Land Use Category \_\_\_\_\_
3. Has this property been granted a variance in the past? \_\_\_\_\_ If yes, Case # \_\_\_\_\_  
What was the variance for: \_\_\_\_\_
4. Number of lots being created: \_\_\_\_\_
5. Size of lots being created: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_