HENDRY COUNTY PLANNING AND ZONING DEPARTMENT
P.O. Box 2340
LaBelle, Florida 33975-2340
863-675-5240 ● FAX: 863-674-4194
http://www.hendryfla.net/planning.php

For Official Use Only:
Date Received:
Pre-App Date:
Case No:
Fees:
Check No.:

LOT SPLIT APPLICATION

Lot Splits are executed jointly by Hendry County Planning and Zoning Department and the Hendry County Property Appraiser's Office.

APPLICANT: _____

Company/Firm/LLC: _____

Address: _____

Telephone: _____ E-mail: _____

OWNER: _____

Company/Firm/LLC _____

AGENT: _____

Company/Firm: _____

Telephone: _____ E-mail: _____

Property Address: _____

Property Acreage: _____

Parcel ID Number(s): _____

_____

_____

Zoning: _____

Future Land Use (FLU): _____

Adjacent Zoning/FLU: North: _____ / East: _____ /
South: _____ / West: _____ /

Application Fee: $150

The owner, by filing this application, agrees to comply with the decision(s) regarding this application and conform to all conditions of approval. The signature(s) below affirm that all information contained within this application is correct to the best of the owner's knowledge and belief. The owner understands that splitting property may increase taxes by affecting existing capped values and if, at a future date, I choose to reverse the split, the capped value will not be restored to its former level. Furthermore, if the property is encumbered by a mortgage, it is the owner's responsibility to seek prior approval of the mortgagee to the split. Filing an application does not guarantee approval, and denial or withdrawal of an application does not result in remittance of the application fee.

OWNER'S SIGNATURE TITLE DATE

APPLICANT'S SIGNATURE TITLE DATE

ALL DATA AND EXHIBITS SUBMITTED IN SUPPORT OF THIS APPLICATION BECOME A PERMANENT PART OF THE PUBLIC RECORDS OF HENDRY COUNTY, FLORIDA.

PARCEL NUMBERS REQUEST FORM

Every property in the county has been issued a Parcel ID number that is based on the section, township, range, and subarea the parcel is located in. Complete the left column of the table below. Property Appraiser staff will issue parcel numbers for the new parcels when the split has been approved.

EXISTING PARCEL NUMBER(S)				NEW PARCEL NUMBER(S)			
SEC	TWP	RGE	SUB	SEC	TWP	RGE	SUB

HCPA Use Only

Notes:

ALL DATA AND EXHIBITS SUBMITTED IN SUPPORT OF THIS APPLICATION BECOME A PERMANENT PART OF THE PUBLIC RECORDS OF HENDRY COUNTY, FLORIDA.

LETTER OF AUTHORIZATION

ATTEST:

We/I, _____, being first duly sworn, depose and say that we/I are/am the owners of the property described herein and that all the answers to the questions in this application and all sketches, data, and other supplementary matter attached to and made a part of this application are true and correct to the best of our knowledge and belief. We/I understand that the information requested on this application must be complete and accurate and that the content of this form, whether computer-generated or County-printed, shall not be altered.

As property owner We/I further authorize _____to act as our/my representative in any matters regarding this Petition.

_____ _____

(Signature of Property Owner) (Signature of Property Owner)

_____ _____

(Typed or Printed Name of Owner) (Typed or Printed Name of Owner)

State of Florida
County of _____

Sworn to (or affirmed) and subscribed before me by means of **(CIRCLE ONE)** physical presence or online notarization,

this _____ day of _____, 20_____,

by _____ who is personally known to me or has

produced _____ as identification.

_____

SIGNATURE OF NOTARY PUBLIC – STATE OF FLORIDA

_____

PRINT, TYPE, OR STAMP COMMISSIONED NAME OF NOTARY PUBLIC

ALL DATA AND EXHIBITS SUBMITTED IN SUPPORT OF THIS APPLICATION BECOME A PERMANENT PART OF THE PUBLIC RECORDS OF HENDRY COUNTY, FLORIDA.

APPLICATION PROCEDURES

Portions of the submittal requirements may be waived at the Pre-Application Meeting with Planning and Public Works. **Staff highly recommends submitting all of the application requirements with a Table of Contents outlining all of the included exhibits with corresponding tabbed dividers.** All printed documents should be submitted on double-sided pages. Graphs and/or maps should be one-sided.

The application process consists of two general phases: completeness and sufficiency.

The first phase is the completeness review which requires one digital application package. This review only checks that all of the required materials were included in the application package. If the application includes all of the requirements, a completeness letter will be issued to the applicant or agent and the application will move to its second phase.

This is the phase where formal comments will be issued to the applicant to create an application package that meets all of the code requirements. Because Lot Split applications DO NOT go to public hearing, once the application package meets the code requirements, it will be stamped approved and an approval letter will be issued.

If, during any time of the application process, an application is dormant for more than six (6) months, an inactivity letter will be sent to the agent/applicant. The letter will specify a date in which staff will need a status update or the application will be closed. Any resubmittals after this occurs will require a new application and fee.

SUBMITTAL REQUIREMENTS

Planning Staff needs a digital copy of the complete application package for review. The digital application can be submitted via flash drive, CD, or through email. If the application is submitted through email, all application materials must be contained in ONE email. The items needed for the application package are listed below. Items on the list below may be waived at the Pre-Application Meeting by staff.

1. Letter of Intent which should include:
    a. Name of the applicant
    b. Address or Parcel ID number
    c. Reason for splitting the property
    d. Description of what structures exist on the property and which, if any, will remain.
        i. For example: House and barn to remain. The shed in the middle of the property will be moved to new parcel.
    e. Intended use of the property
2. Completed Application
3. Pre-Application Meeting Notes

ALL DATA AND EXHIBITS SUBMITTED IN SUPPORT OF THIS APPLICATION BECOME A PERMANENT PART OF THE PUBLIC RECORDS OF HENDRY COUNTY, FLORIDA.

4. Warranty Deed for the property showing ownership. If the property is held by a company, trust, or any other method that is not an individual owner, documentation on managing members must be included in the application materials.
5. Notarized Letter of Owner's Authorization (Page 3 of the Application). If the property is owned by multiple individuals, **ALL** owners must complete the authorization form.
6. Original surveys of the existing property and each of the proposed new parcels.
    a. Surveys must be signed, sealed, and prepared by a professional surveyor
    b. The surveys must include:
        i. Legal description
        ii. Dimensions of the proposed parcels
        iii. Existing structures and the setbacks of those structures to the existing and proposed lot lines.
        iv. Existing and proposed easements
        v. Existing and proposed accessways
            1. Direct driveway meeting the requirements as set forth in Ch. 1-17, Art. V; or
            2. Private roads shall meet the requirements as set forth in Sec. 1-53-6.14(a); or
            3. Private driveways shall meet the requirements as set forth in Sec. 1-53-6.14(b).
        vi. Name and size of the existing right-of-way or access easement

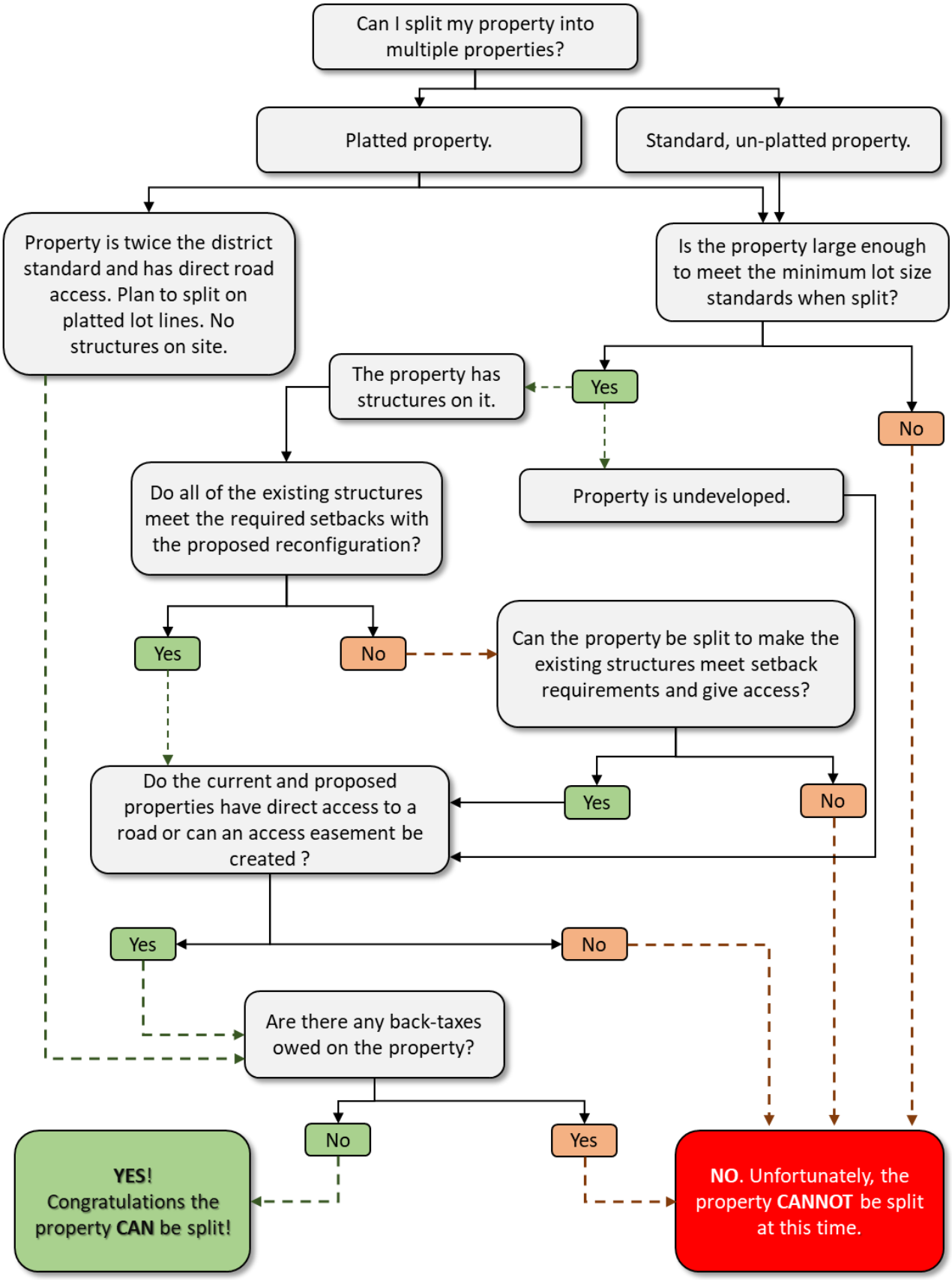
IMPORTANT NOTICE

Pursuant to Florida Statute 197.192 the property appraiser's office will not split or combine parcels until all taxes, due or delinquent, have been paid to the Tax Collector. The Hendry County Board of County Commissioners, the Hendry County Property Appraiser and the Hendry County Tax Collector are not responsible for any delinquent taxes, penalties or interest that may result from a parcel split. It should also be noted that a parcel split by the Property Appraiser is for taxation purposes only and does not imply the legality of the land division being requested (land ownership is governed by deeds), nor the suitability for such parcel to be developed. Contact the Hendry County Planning and Zoning Department for any questions concerning property development.

All lot splits that are approved between October 1-November 1 may be delayed due to the Hendry County Property Appraiser certifying the Roll to the Tax Collector. On November 1, the Hendry County Tax Collector will extend the official tax bill, that bill will need to be paid prior to any lot splits being completed by the Property Appraiser.

ALL DATA AND EXHIBITS SUBMITTED IN SUPPORT OF THIS APPLICATION BECOME A PERMANENT PART OF THE PUBLIC RECORDS OF HENDRY COUNTY, FLORIDA.

LOT SPLIT DETERMINATION CHART



ALL DATA AND EXHIBITS SUBMITTED IN SUPPORT OF THIS APPLICATION BECOME A PERMANENT PART OF THE PUBLIC RECORDS OF HENDRY COUNTY, FLORIDA.

DISTRICT STANDARDS AND COMMON TERMS

Hendry County's Planning and Zoning Department handles Lot Splits applications with the assistance of the Property Appraiser's Office and the Public Works Department. Each department reviews for something different. Please use the contact information below to direct questions to the appropriate reviewing entity.

Zoning Designation, Minimum Lot Size, or Use Allowances:	**HENDRY COUNTY PLANNING AND ZONING** **Marlen Lorences** Phone: (863) 675-5240 Email: marlen.lorences@hendryfla.net
Access, Driveways, or Easements:	**HENDRY COUNTY PUBLIC WORKS** **Shane Parker** Phone: (863) 675-4721 Email: sparker@hendryfla.net
Property Taxes and Ownership:	**PROPERTY APPRAISER'S OFFICE** **Dena Pittman** Phone: (863) 675-5270 Email: dpittman@hendrypa.com

COMMON TERMS

Platted Lot: A lot depicted on a subdivision plat, duly recorded pursuant to statute in the recorder's office. A recorded lot may or may not coincide with the minimum lot requirements of the zoning district. Normally, a platted lot is described in specific lot numbers in the legal description of a property instead of descriptions of the size and location of a property based on the geographical coordinates.

Structure: Anything constructed or erected, the use of which requires permanent location on the ground or attached to something having a permanent location on the ground including but not limited to fences, signs, sheds, or similar uses. For the purposes of a Lot Split, infrastructure like septic systems and water wells will count as structures.

Easement: A right to use another person's real property for certain limited purposes.

Access: Driveway or easement that connects to a right-of-way or easement providing a means to gain entry into a property.

Right-of-way: Road or other way open for use by the public or specified parties.

Developed: Structures or infrastructure exists on the property.

Undeveloped: Land without structures or infrastructure.

Setbacks: The required distance between every structure and the lot lines of the property on which it is located.

Zoning District: The division of a land by legislative regulations into areas, or zones, which specify allowable uses for real property and size restrictions for buildings within these areas. Also, a program that implements policies of the general plan.

BASIC ZONING DISTRICT STANDARDS

District/Use Type	Minimum Lot Area	Minimum Setbacks (Ft)			Min. Lot Size (Ft)		Maximum Lot Coverage
		Front	Side	Rear	Width	Depth	
A-1: Agricultural Conservation							
	20 acres	50	50	50	400	—	—
A-2: General Agriculture							
	5 acres	50	25	40	200	200	—
RR-WE: Rural Residential, Wheeler Estates							
Residential	1.1 acres,	25	15	15	135	200	—
Non-Residential	1 acre	25	15	15	135	200	50%
RR: Rural Residential							
Flaghole	1 acre	40	15	25	150	200	—
Pioneer Plantation	2 acres	40	15	25	150	200	—
Fort Denaud	2 acres	40	15	25	150	200	—
Big Oak Acres Units 1 and 2	5 acres	40	15	25	150	200	—
All others	2 acres	40	15	25	150	200	—
RR-F: Rural Residential Farm, Montura							
	1.10 acres	40	15	25	150	200	—
RG-1 and RG-1M: Residential/Low Density							
	1 acre	40	15	25	150	200	—
RG-2 and RG-2M: Residential/Medium Density							
Single-family dwelling or mobile home	21,780 sf	35	15	25	100	150	—
All other uses	1 acre	40	15	25	150	200	—
RG-3 and RG-3M: Residential/High Density							
Single-family dwelling or mobile home	7,500 sf	25	10	15	75	100	—
All other uses	1 acre	40	15	25	150	200	50%
RG-4: Residential/Multifamily							
Single-family dwelling	7,500 sf	25	10	15	75	100	—
Two-family dwelling	10,000 sf	40	15	25	100	100	—
Interior unit	1,500 sf	15	—	25	20	75	—
End unit	2,500 sf	15	15	25	25	75	—
Multifamily	1 acre	40	15	25	150	200	50%
All other uses	1 acre	40	15	25	150	200	50%
C-1 and C2: Convenience Commercial and General Commercial							
	10,000 sf	40	15	25	100	100	40%
C-3, I-1, and I-2: High Intensity Commercial, Light Industrial, and Heavy Industrial							
	10,000 sf	40	15	25	100	100	30%

Zoning districts not included in the chart have requirements based on their approval documents. Contact Planning Staff for copies or information on these district requirements.

ALL DATA AND EXHIBITS SUBMITTED IN SUPPORT OF THIS APPLICATION BECOME A PERMANENT PART OF THE PUBLIC RECORDS OF HENDRY COUNTY, FLORIDA.