

## SUPPLEMENTAL APPLICATION SUBMISSION PROCESS

### PARCEL COMBINATIONS \* SUBDIVISIONS (SPLITS) \* PARCEL (LOT) LINE ADJUSTMENTS LETTERS OF NO CONTRAVENE

- A. **Application submission is not complete until** documents are electronically submitted, **and** payment has been received.
- B. Each complete document must be labeled as its own **PDF** file.
- C. The **current** Uniformed Development Review Application (UDA) is required.
- D. Fees for each of these processes are found in the attached Fee Schedule.
- E. Payments can be made online (at the end of the submission) **OR** submitted via check. Please provide an itemized list of what the check is for and include the City project number. Fees paid by check may require a 5-day hold in the review process.
- F. Boundary Surveys must be signed and sealed, **no greater than 2 years from the date of application** – representing current conditions.
- G. Site Plans, when required, must be signed and sealed, **no greater than 2 years from the date of application** - representing current and/or proposed conditions.
- H. Title Reports - when required - must be **no greater than 60 days from the date of application**.
- I. All applications require a Notarized Authorization of Owner form (from the Owner of Record) when the applicant is not the owner **OR** when the owner wishes for City Staff to coordinate with individuals/agencies other than themselves.

When uploading into the **iMS** system:

#### Parcel Combinations/Subdivisions (splits)/Parcel (lot) Line Adjustments:

- o Utilize the "Subdivision & Plats" header,  
**then,**
- o Utilize the "Parcel Combining" header **or**
- o Utilize the "Parcel Split" header **or**
- o Utilize the "Lot Line Adjustment" header.

**Letters of no contravene** (does not contain elements that contradict our LDC nor any other Regulations):

- o Utilize the "Determination Request" header,  
**then,**
- o Utilize the "No Contravene Letter" header.

**NOTE:** DO NOT SUBMIT ZIP files and/or EMBEDDED folders.

## REQUEST TO COMBINE PARCELS

*(Combining 2 or more parcels to become 1 parcel)*

1. Boundary survey - **11x17"** (must include legal descriptions, *not older than two years of age* and must represent **current** (as the parcel exists today) **and proposed** (the new parcel conditions) and will include:
  - **All** set back measurements from **all structures** (principal & accessory) to **all** property boundary lines (**front, rear and sides**), between **any** structures and from those structures to the boundary lines.
2. The current Deeds for all properties included in the request
3. Title Reports (Ownership and Encumbrances (O&E)/Title Opinion) for all properties included in the request (*not older than 60 days of age*)
4. Current UDA – in line with the date of full application submittal.
5. Notarized Authorization of Owner (when the applicant is not the owner of record or Registered Agent listed on SunBiz)

## REQUEST TO SUBDIVIDE (SPLIT) PARCELS

*(Subdividing 1 parcel into no more than 4 parcels)*

1. Boundary surveys - **11x17"** (must include legal descriptions of the conditions, *not older than two years of age*)
  - Current Conditions (*as the parcel exists today*) – inclusive of **all** set back measurements from **all structures** (principal & accessory) to the property boundary lines (**front, rear and sides**), between **any** structures and from those structures to the boundary lines.
  - Proposed conditions (*the new parcels*) – inclusive of **all** setback measurements from all structures (principal & accessory) to the property boundaries (**front, rear and sides**), between **any** structures and from those structures to the boundary lines.
2. The current Deeds for all properties included in the request
3. Title Reports (Ownership and Encumbrances (O&E)/Title Opinion) for all properties included in the request (*not older than 60 days of age*)
4. Current UDA – in line with the date of full application submittal
5. Notarized Authorization of Owner (when the applicant is not the owner of record or Registered Agent listed on SunBiz)

## **REQUEST TO ADJUST PARCEL (LOT) LINES**

*(Combining & subdividing parcels into a new configuration of 4 parcels or less)*

1. Boundary surveys - **11x17"** (must include legal descriptions of the conditions, *not older than two years of age*)
  - Current Conditions (*as the parcels exists today*) – inclusive of **all** set back measurements from **all structures** (principal & accessory) to the property boundary lines (**front, rear and sides**), between **any** structures and from those structures to the boundary lines.
  - Proposed conditions (*the new parcels*) – inclusive of **all** setbacks for all structures (principal & accessory structures) from all property boundaries (**front, rear and sides**), between **any** structures and from those structures to the boundary lines.
2. The current Deeds for all properties included in the request
3. Title Reports (Ownership and Encumbrances (O&E)/Title Opinion) for all properties included in the request (*not older than 60 days*).
4. Current UDA – in line with the date of full application submittal.
5. Notarized Authorization of Owner (when the applicant is not the owner of record or Registered Agent listed on SunBiz)

## **REQUEST FOR A LETTER OF NO CONTRAVENE**

*(Generally requested by Financial Institutions and Florida Department of Environmental Protection (FDEP) confirming the development has no elements that are contrary to the LDC nor any other in-place regulations)*

1. Boundary survey - **11x17"** (must include legal descriptions of the conditions, *not older than two years of age*)
  - **All** set back measurements from **all structures** (principal & accessory) to all property boundary lines (**front, rear and sides**), between **any** structures and from those structures to the boundary lines.
2. Site Plan - **11x17"** (*not older than two years of age*)
  - Detailing **all** set back measurements from **all structures** (principal & accessory) to all property boundaries lines (**front, rear and sides**), between **any** structures and from those structures to the boundary lines.
3. The current Deeds for all properties included in the request
4. Current UDA – in line with the date of full application submittal.
5. Notarized Authorization of Owner (when the applicant is not the owner of record or Registered Agent on SunBiz)