



LOT SPLIT APPLICATION

SUBMITTAL REQUIREMENTS		STAFF
<i>PLEASE BRING ALL OF THE FOLLOWING ITEMS THAT APPLY WHEN SUBMITTING YOUR REQUEST</i>		
APPLICATION	INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.	<input type="checkbox"/>
CD	A CD COPY OF ALL APPLICATION AND SUBMITTAL DOCUMENTS IN PDF FORMAT.	<input type="checkbox"/>
SURVEY	SIX (6) COPIES. (FOLDED IF LARGER THAN 11" X 17") SURVEY MUST SHOW THE FOLLOWING: A. THE LOT SIZE AND DIMENSIONS OF BOTH LOTS (BOTH LOTS MUST CONFORM WITH THE REQUIREMENTS OF THE ZONING CHAPTER 118). B. BUILDING SETBACKS. C. WETLANDS. D. EXISTING BUILDINGS AND STRUCTURES (I.E.; FENCES, DRAINAGE FIELDS, ETC) E. DESCRIPTION OF AVAILABLE UTILITIES	<input type="checkbox"/>
POWER OF ATTORNEY	A LIMITED POWER OF ATTORNEY (IF SIGNED BY AN AGENT OF THE OWNER).	<input type="checkbox"/>
FEE	\$100.00 – NON REFUNDABLE	<input type="checkbox"/>

** ADVISEMENTS **

PROCEDURE:

THE PROCEDURE FOR A LOT SPLIT APPLICATION IS OUTLINED IN SECTION 110-96 OF THE CITY'S CODE OF ORDINANCES. IN GENERAL, THE PROPOSED LOT SPLIT SHALL BE HEARD AND APPROVED, DENIED OR APPROVED WITH CONDITIONS BY THE PLANNING AND ZONING BOARD AT AN ADVERTISED PUBLIC HEARING.

CODE OF ORDINANCES:

THE CITY OF WINTER GARDEN'S CODE OF ORDINANCE CAN BE FOUND ON THE INTERNET AT WWW.MUNICODE.COM. ACCESS TO THE INTERNET CAN BE OBTAINED AT ANY BRANCH OF THE ORANGE COUNTY LIBRARY.

APPLICATION SUBMITTAL:

APPLICATION SUBMITTAL DEADLINE IS THE FIRST DAY OF THE MONTH. THE APPLICATION SHALL BE PRESENTED TO THE PLANNING & ZONING BOARD ON THE FIRST MONDAY OF THE FOLLOWING MONTH (IE; APPLICATION IS SUBMITTED ON THE 1ST DAY OF JANUARY, IT WILL BE SCHEDULED BEFORE THE P & Z BOARD ON THE FIRST MONDAY OF FEBRUARY.)

NOTE: IF THE APPLICANT WISHES TO BE REPRESENTED BY AN AGENT, A LIMITED POWER OF ATTORNEY MUST BE PROPERLY EXECUTED AND PROVIDED TO THE CITY ALONG WITH THIS APPLICATION.

ORANGE COUNTY PROPERTY APPRAISER'S OFFICE:

AFTER THE LOT SPLIT IS APPROVED THE APPLICANT/OWNER MUST APPLY TO THE ORANGE COUNTY PROPERTY APPRAISER'S OFFICE FOR A PARCEL IDENTIFICATION NUMBER FOR THE NEW LOT. CITY OF WINTER GARDEN PERMITS WILL NOT BE ISSUED FOR THE NEW LOT UNTIL THIS PROCESS IS COMPLETE AND PROOF PROVIDED TO THE CITY.

CONTACT: ORANGE COUNTY PROPERTY APPRAISER'S OFFICE
200 S. ORANGE AVENUE, SUITE 1700
ORLANDO, FLORIDA 32801
PHONE: 407-836-5000
WEBSITE: WWW.OCPAFL.ORG



LOT SPLIT APPLICATION

SECTION 110-96 OF THE CITY OF WINTER GARDEN CODE OF ORDINANCE REQUIRES THAT EACH APPLICANT FOR A LOT SPLIT SUBMIT A WRITTEN REQUEST CLEARLY DESCRIBING ALL THE SPECIFIC CONDITIONS NECESSARY FOR THE GRANTING OF THE LOT SPLIT. PLEASE PROVIDE THE INFORMATION REQUESTED IN SUFFICIENT DETAIL IN ORDER TO ASSIST THE PLANNING AND ZONING BOARD IN MAKING THEIR DETERMINATION AS TO THIS APPLICATION (USE ADDITIONAL SHEETS IF NECESSARY).

OWNER OF RECORD INFORMATION:

NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FACSIMILE: _____ CELLULAR: _____

EMAIL: _____

APPLICANT / CONTACT PERSON INFORMATION (IF DIFFERENT THAN OWNER OF RECORD):

NAME OF APPLICANT: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FACSIMILE: _____ EMAIL: _____

NAME OF BUSINESS: _____

BUSINESS ADDRESS (IF DIFFERENT FROM ABOVE): _____

CITY: _____ STATE: _____ ZIP: _____

PROJECT/SITE INFORMATION:

PROJECT NAME: _____

PROJECT ADDRESS: _____

COUNTY PROPERTY APPRAISER TAX PARCEL ID NUMBER(S): _____ - _____ - _____ - _____ - _____ - _____

CURRENT ZONING: _____ ACRES: _____

EXISTING USE: _____ DU OR SQ FT: _____

WHAT DEVELOPMENT IS BEING PROPOSED: _____

RESPONSIBLE PARTY:

I UNDERSTAND THAT THE CITY OF WINTER GARDEN REQUIRES THAT THE APPLICANT BE RESPONSIBLE FOR REIMBURSING THE CITY FOR ALL ADVERTISING COSTS ASSOCIATED WITH THIS APPLICATION, INCLUDING POSTAGE FOR NOTICES TO ADJACENT PROPERTY OWNERS, AND FOR NEWSPAPER ADVERTISING AS REQUIRED BY THE FLORIDA STATUTES AND THE CITY CODE. I UNDERSTAND THAT I WILL BE BILLED FOR THESE COSTS AND WILL BE RESPONSIBLE FOR PAYING THEM, WHETHER OR NOT MY APPLICATION FOR A SPECIAL EXCEPTION PERMIT IS SUCCESSFUL.

IN ADDITION, IF THIS APPLICATION IS DEEMED TO REQUIRE REVIEW BY THE CITY ENGINEER, CITY SURVEYOR AND/OR CITY ATTORNEY, I UNDERSTAND THAT I OR MY COMPANY WILL BE RESPONSIBLE TO PAY FOR ANY AND ALL REASONABLE LEGAL, ENGINEERING, OR SURVEYING FEES INCURRED BY THE CITY OF WINTER GARDEN IN THE PROCESS OF REVIEWING THE ABOVE PROJECT. I ALSO UNDERSTAND THAT IF THIS PROJECT PROPERTY IS SOLD, I OR MY COMPANY WILL BE RESPONSIBLE TO ENSURE THAT THE NEW OWNER WRITES A SIMILAR LETTER ACCEPTING ALL THE RESPONSIBILITY TO PAY FOR ANY AND ALL REASONABLE LEGAL, ENGINEERING, OR SURVEYING FEES INCURRED BY THE CITY OF WINTER GARDEN IN THE PROCESS OF REVIEWING THIS PROJECT FROM THE DATE THE PROPERTY IS SOLD.



COMMUNITY DEVELOPMENT DEPARTMENT

300 WEST PLANT STREET
WINTER GARDEN, FLORIDA 34787

P: 407.656.4111

F: 407.654.1258

WWW.WINTERGARDEN-FL.GOV

AN APPLICANT SHALL PROVIDE PROMPT WRITTEN NOTICE TO THE CITY MANAGER IN THE EVENT OF A CHANGE IN OWNERSHIP OF ALL OR A PORTION OF A LOT, TRACT, OR PARCEL OF REAL PROPERTY WITH THE RESPECT TO WHICH AN APPLICATION, OR PROJECT IS PENDING BEFORE THE CITY.

PLEASE INITIAL RECOGNIZING YOUR AGREEMENT OF THE ABOVE REQUIREMENT:

INITIALS: _____

ALL INVOICES FOR THE COSTS ASSOCIATED WITH THIS PROJECT SHOULD BE SENT TO:

PROJECT NAME OR ADDRESS:

NAME:

COMPANY:

MAILING ADDRESS:

CITY

STATE

ZIP

TELEPHONE:

EXT.: _____

FACSIMILE:

EMAIL:

SIGNATURE OF APPLICANT:

I/WE HEREBY CERTIFY THAT I/WE ARE THE OWNER(S) OF THE REAL PROPERTY WHICH IS THE SUBJECT OF THIS APPLICATION AND THAT THE FOREGOING INFORMATION ON THIS APPLICATION IS TRUE AND COMPLETE.

APPLICANT'S SIGNATURE

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 20 _____,

BY _____, WHO DID NOT TAKE AN OATH.

PERSONALLY KNOWN OR;

PRODUCED IDENTIFICATION / TYPE OF ID PRODUCED _____

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC SIGNATURE

PRINT NAME

Notary Seal

P & Z MEETING _____	FOR OFFICE USE ONLY	DATE STAMP
	LSA - _____ APPLICATION NUMBER	



Development Review Costs

By signing this Application, the Applicant acknowledges and agrees that Applicant has read Chapter 88, City of Winter Garden Code Ordinances ("Chapter 88") and understands and agrees to accept Applicant's responsibilities and obligations to pay the City for all fees, costs, and expenses incurred by the City in the review, processing, inspection, and regulation of this Application, including but not limited to: (i) those charges associated with the time City staff and City consultants (including, without limitation engineers, architects, planners, attorneys, paralegals, surveyors, construction inspection professionals and any other professional or technical consultants) spend on the review, processing, inspection, and regulation of the Application or development; (ii) any expenses directly related thereto, including but not limited to notices, advertising, postage, surveying, inspection, legal and engineering costs; and (iii) those charges associated with the time City staff and City consultants spend concerning administrative proceedings, quasi-judicial proceedings, trial court proceedings and appellate court proceedings relating to the consideration, review or challenge of all or part of the Application or any development order or permit issued as the product of the Application or a similar application by the Applicant. However, Chapter 88 does not require the Applicant to pay the City's attorneys' fees and litigation expenses in proceedings or litigation where the City and Applicant are direct adverse parties, except in matters where the City is enforcing the requirements of Chapter 88 against Applicant as specified in § 88-10, City of Winter Garden Code of Ordinances. Applicant understands and agrees that the aforesaid fees, costs and expenses will be invoiced and shall be paid by the Applicant whether or not the Application is successful.

Applicant shall provide prompt written notice to the City's City Manager and Community Development Director within ten (10) calendars days of the occurrence of a change in ownership of all or a portion of a lot, tract, or parcel of real property that is the subject of the Application. Such written notice shall comply with the provisions of § 88-11, City of Winter Garden Code of Ordinances.

Invoices from the City shall be paid within ten (10) calendar days of the date appearing on the invoice. Full payment is a requirement for City's final approval of the Application or any similar application by the Applicant, and as such, the failure to pay such amount jeopardizes the effectiveness of any development order or permit issued prior to full payment of such amounts by Applicant. If nonpayment occurs, the City shall have all remedies at law and in equity against the Applicant and the property owner(s) of the Property subject to this Application, including without limitation, the right to cease development review and processing of the Application, revoke, rescind or place a stop work order on development orders and permits issued at the request of the Applicant, and those other remedies specified in Chapter 88. The provisions of Chapter 88 are incorporated herein by this reference, and the agreements contained herein are supplemental to the Applicant's and the property owner(s)' requirements and obligations under Chapter 88.

No Reliance

Applicant acknowledges and agrees that it is spending funds at its own risk in an attempt to obtain development orders, permits and/or approvals from the City or to otherwise develop the Property, and the City is not liable for reimbursing Applicant for such costs and expenses. Individual City employees, City consultants, City appointed officials and elected officials (including city commissioners) have no actual or apparent authority to bind the City on Application approvals and development matters, except for certain very limited matters that are expressly authorized by the City of Winter Garden Code of Ordinances to be determined by the City's Community Development Director or the City's City Manager. Applicant shall not rely on and has no basis to rely on, any written or oral statements of the City's employees, consultants, or elected or appointed officials, except for the actual development order(s) or permit(s) issued after final action is taken by the City on the Application pursuant to the standard applicable review and approval process. Often for development matters, prior to final action being taken by the City, the City must conduct quasi-judicial public hearing(s) where decisions on development applications must be based on the evidence presented in the record at such hearing(s), including testimony and evidence presented by the Applicant, City staff and consultants, and other interested parties. Moreover, often it is the case that multiple types of development orders and permits must be issued before a development can proceed, so the issuance of one or more development orders and permits, should not be relied upon by the Applicant for the likelihood that other required development orders, permits and approvals will be issued. Further, the final actions and/or development orders or permits of the City on development matters can often be challenged; thus, the Applicant should consult with its own legal counsel as to the reliability of final actions of the City and development orders and permits issued by the City.



General Instructions for Requesting Parcel Split or Combination

NOTE: Prior legal approval for parcel splits from the appropriate zoning / planning / community development agency of your jurisdiction is **required**. OCPA does not issue determinations regarding the legality of splits and will not advise owners on such matters.

- List all current parcel number(s) under the column titled Parent Parcel Number(s)
- For parcel splits, a survey, sketch, or legal description clearly defining the new property boundary **MUST** be submitted. **OCPA will not create or draft property descriptions.**
- For parcel combinations, a survey, sketch, legal description is **not required**. However, copies of surveys are always beneficial and appreciated.

NOTE: For combinations, parcels must be titled in the same name(s), must be in the same jurisdictional boundary (city limits), and in most cases must be contiguous.

- Sign and date the form. **NOTE:** Forms must be signed by the current owner or the owner's designated representative. Forms signed by prospective buyers **will not** be processed.
- Either fax or mail information to OCPA. You may also schedule an appointment to meet with a mapping department staff member by calling 407-836-5077.
- OCPA will review, pre-issue new parcel number(s), sign, and return the form via fax or mail as quickly as possible.
- Use the fully executed form to provide information for permitting, closings, etc.

Please allow 2 – 6 weeks (depending on time of year and coordination with the tax roll cycle) for processing of the request. **NOTE:** The processing time by OCPA should not hinder the sale of a property. Please contact us at 407-836-5077 with any questions.



Request for Parcel Split or Combination
For Properties within City Of Winter Garden

PARENT PARCEL NUMBER(S)

NEW PARCEL IDENTIFICATION NUMBER(S)
(ISSUED BY MAPPING DEPT P.A. OFFICE)

SEC__TWP__RNG__SUB__PARCEL_____

SEC__TWP__RNG__SUB__PARCEL_____

NOTES: _____



RICK SINGH
ORANGE COUNTY PROPERTY APPRAISER
www.ocpaf.org



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.** It should also be noted that a parcel split / combination by the Property Appraiser is for taxation purposes only and does not imply legality of the land division being requested, the legality for such parcel to be conveyed via land title, nor the suitability for such parcel to be developed. Contact the appropriate land development, zoning, and/or planning department of your jurisdiction for questions concerning property development.

HOMESTEAD/NON-HOMESTEAD PROPERTIES AFFECTED BY ASSESSMENT LIMITATION:

I/We understand that splitting or combining property may increase taxes by affecting existing capped values. If at a future date you choose to reverse the process, the cap will not be restored to its former level.

PROPERTY APPRAISER TO BE HELD HARMLESS:

It is the responsibility of the owner to ensure that any and all prior or currently due tax amounts on any parcels being split or aggregated with any other parcels are paid in full to the Tax Collector. This agency is not responsible for any delinquent taxes, penalties, or interest that could occur and accrue due to negligence on the part of the property owner, the owner's representatives, or other parties when requesting parcel splits or combinations. Furthermore, if the property is encumbered by a mortgage, it is the owner's responsibility to seek prior approval from the mortgage company for any changes to the property involving a split or combination.

By signing below, whether by the owner or the owner's representative, the owner acknowledges they have read and understand the aforementioned and availed themselves of the opportunity to ask any questions, seek clarification, or obtain additional information prior to this action being requested.

Signature: _____ Date: _____

Owner or Owner's Representative

Print Name: _____

Phone: _____

Signature: _____ Date: _____

City Of Winter Garden Planning/Zoning (407) 656-4111 X-2292

This split/combination will be effective for the 20____ tax year.

Signature: _____ Date: _____

Orange County Property Appraiser's Office

For questions regarding new parcel numbers:

Contact: Rocco Campanale, CCF, CFE Phone: (407)836-5077 Orange County Property Appraiser's Office
Cadastral Mapping Manager Fax: (407)836-5985 200 S. Orange Ave. Suite 1700
Orlando, FL 32801