



MINOR LOT (PARCEL) SPLIT APPLICATION

104 N. Riverside Drive
Edgewater, FL 32132
Planning@cityofedgewater.org
386-424-2400 ext. 1503

Application Fee \$200.00

Case No. _____

Applicant Information (MUST BE A PERSON)

Name Phone Email

Street Address City State ZIP Code

Property Owner Information (If different from applicant)

Name Phone Email

Street Address City State ZIP Code

Request

Street Address/Location Parcel ID No.

Acreage/Sq. Ft Zoning # of proposed parcels Dimensions of Each Proposed Parcel (i.e., parcel #1 = 75'x115', parcel #2 = 80'x115')

Required Documents

1. Current Deed
2. One (1) signed and sealed survey of the existing parcel
3. Electronic Word Document containing full current and new legal descriptions for Parent lot and all Subdivided lots. (Document should contain a minimum of three legal descriptions once completed.)
4. One (1) signed and sealed survey for each of the proposed parcels (shown separately) on Letter Size Paper
5. Joinder from mortgage holder (if property is encumbered). *It is the sole responsibility of the property owner to make sure the mortgage holder approves the lot split. If not approved by the mortgage holder, owner acknowledges that mortgage holder may call the note/mortgage.*

Disclaimer and Signature

Pursuant to Chapter 286, F.S., if an individual decides to appeal any decision made with respect to any matter considered at a meeting or hearing, that individual will need a record of the proceedings and will need to ensure that a verbatim record of the proceeding is made. The city does not prepare or provide such record.

PLEASE SUBMIT YOUR APPLICATION WITH ALL REQUIRED ATTACHMENTS. SUBMISSIONS OF INCOMPLETE APPLICATIONS WILL DELAY PUBLIC HEARINGS. APPLICATION FEES ARE NON-REFUNDABLE.

I have read and agree to the terms and conditions set forth in this application.

Owner Signature Date

Applicant Signature Date

NOTARIZED AUTHORIZATION OF OWNER (to be completed if applicant is not the property owner)

I/we _____ as the sole or joint fee simple title holder(s) of the property described as (address or parcel number) _____ authorize _____ to act as my agent to seek a Minor Lot Split on the above referenced property.

Owner's Signature

Owner's Signature

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____.

NOTARY PUBLIC
(Signature of Notary Public - State of Florida)

SEAL

Personally Known OR Produced Identification
Type of Identification Produced

**AGREEMENT FOR CONSULTANT, ENGINEERING, PLANNING,
ENVIRONMENTAL, LEGAL, ADVERTISING COSTS & ON-SITE INSPECTIONS**

The City of Edgewater contracts for certain consultant, engineering, planning, environmental and legal services related to its review of development projects. All fees charged by any such consultant, engineering, planning, environmental, on-site inspections and/or legal service providers are required to be paid by the **owner/applicant**. In addition, the **owner/applicant** is required to pay all advertising and recording costs in connection with application submitted by the undersigned.

The undersigned agrees that it shall be liable to the City for one hundred percent (100%) of the actual costs, both direct and indirect, of coordinating and reviewing the application submitted by the undersigned, including, but not limited to, the following:

- Engineering Review and Approval Fees*
- Planning Consultant Fees*
- On Site Inspection and Approval Fees*
- Legal Fees*
- Advertising Costs*
- Recording Costs*

The owner/applicant does hereby acknowledge that on-site inspections by City staff, consultants, elected and appointed officials are permitted on said property.

The undersigned agrees to pay the above-referenced fees within thirty (30) days of receipt of an invoice for same and further agrees to pay to the City interest on the unpaid balance at the rate of one percent (1%) per month for any fees not remitted within thirty (30) days of receipt of an invoice for same. No site inspections, Development Order or Certificates of Occupancy will be issued until all of the above-referenced fees are paid in full.

OWNER/APPLICANT:

Signature

Printed Name

Title

Date



Larry Bartlett, JD, CFA
Volusia County Property Appraiser

SPLIT/COMBINE/RECONFIGURATION REQUIREMENTS

PARCEL RECONFIGURATION OR SPLITS:

- A letter from your local governing authority approving the reconfiguration or split of the parcel(s) is **required**.
- A parcel reconfiguration or split by the Volusia County Property Appraiser (VCPA) is for **ad valorem taxation purposes only**.
- Pursuant to *Florida Statute 197.192*, the VCPA will not process a parcel reconfiguration or split of parcels until **all taxes due or delinquent have been paid** to the Volusia County Revenue Division.
- During the final tax roll preparation which begins September 1st each year, we will continue to accept requests for parcel reconfigurations or splits. However, they will not be processed in our system until after the current year taxes have been paid.
- All new parcels being reconfigured or split must have the new parcels' legal description(s) recorded in the Public Records of Volusia County, Florida. Affidavits are commonly used.
- Only the property owner may request in writing that the parcel(s) be reconfigured or split. Forms signed by prospective buyers will not be processed.
- **Homestead** property with the Save our Homes 3% assessment limitation will be adjusted accordingly for the current year. In the year following the split, the split (new) parcel will be assessed at Just Value unless a Contiguous Homestead application is accepted. **The new split parcel assessed at market (just) value will generally result in an increase in taxable value.**
- **Non-Homestead** property with the 10% assessment limitation will be adjusted accordingly for the current year. In the year following the split, the split (new) parcel will be assessed at Just Value. **The new, split parcel assessed at market (just) value will generally result in an increase in taxable value.**

PARCEL COMBINATIONS:

- A letter from your local governing authority approving the combination of parcels is **required**.
- Parcels combined by the Volusia County Property Appraiser (VCPA) are for **ad valorem taxation purposes only**.
- Pursuant to *Florida Statute 197.192*, the VCPA will not process parcel combinations until **all taxes due or delinquent have been paid** to the Volusia County Revenue Division.
- During the final tax roll preparation which begins September 1st each year, we will continue to accept requests for parcel combinations. However, they will not be processed in our system until after the current year taxes have been paid.
- Parcels must be titled in the same name(s), in the same jurisdictional boundary (city limits), and must be contiguous.

- Only the property owner may request in writing that the properties be combined. Forms signed by prospective buyers will not be processed.
- When combining any (**homestead**-without a *Contiguous Homestead application on file* and/or **non-homestead**) parcels, the full market (just) value of the combined parcel(s) will be added to the assessed value of the existing parcel for the current year. **No assessment limitations (caps) are transferred.**

PROCEDURE FOR SUBMITTING PAPERWORK:

- List all current Alternate Key and/or Parcel Number(s) under the column titled 'List Alternate Key(s) or Parcel Number(s)' shown on the following page.
- Sign and date the form. Please provide your contact information in case we need to reach you.
- Submit the completed form, approval letter from your local jurisdiction, and any other requested documentation by mail, fax or Email to the VCPA.

Mail to: Volusia County Property Appraiser's office
 Attn: Kenny Ruegger
 123 W. Indiana Ave., Room 102
 DeLand, FL. 32720
 Fax to: 386-740-5179
 Email to: KRuegger@volusia.org

FREQUENTLY ASKED QUESTIONS:

- *Why do I need approval by the local governing authority?*
 Planning and Zoning agencies have a master plan adopted by the local government to determine the size or configuration allowed for parcels in your area. Not meeting with planning and zoning requirements might harm the future use of your parcel(s).
- *Do I need a parcel number for my real estate closing?*
 No. Parcel numbers are not a requirement.
- *Do I need a parcel number to apply for a building permit?*
 Each municipality issues building permits. If all the requirements are completed and it is prior to Sept. 1st, the VCPA can issue a parcel number(s). We cannot issue parcel number(s) between Sept. 1st and Nov. 1st. Once you satisfy the tax bill issued on Nov. 1st and all other requirements, we will be able to process your request and issue new parcel number(s).
- *Why do we need to record proposed legal descriptions?*
 To accurately assess and depict the correct configuration of the parcel(s), the VCPA needs a complete and accurate description of the new parcel(s) so they can be located and identified. By referencing the Official Book and Page of the public records noted on the property record card, you may view the actual document used to determine size, shape and location of the new parcel(s).
- *After I get approval, must I have the parcel split or reconfigured if it is for future development?*
 No. If you are creating parcels for future development or investment, you may leave the parcel in the same configuration until you are ready to proceed with a sale or development. If, however, the municipality requires you to proceed, it is best to adhere to the requirements of that governing body.

**For questions, please contact our DeLand office located at 123 W. Indiana Ave, Room 102
 Phone (386) 822-5720**

REQUEST FOR PARCEL SPLIT OR COMBINATION

SECTION 1: TO BE COMPLETED BY THE PROPERTY OWNER

Is this request to:

- Split Property (new legal descriptions must be recorded in Clerk records)
- Combine Property (parcels must be contiguous and used for same purpose)

LIST ALTERNATE KEY(s) or PARCEL NUMBER(s)		
<i>Ex: Alt Key: 1234567 Parcel: 8104-00-00-9999</i>		
NOTES:		

Please check all boxes to indicate that you have read and understand the aforementioned.

- I/We understand that pursuant to *Florida Statute 197.192*, the VCPA will not split, reconfigure or combine parcel(s) until **all taxes due or delinquent have been paid** to the Volusia County Revenue Division.
- I/We understand that a parcel reconfiguration, split or combination by the VCPA is for **ad valorem taxation purposes only**.
- I/We understand that splitting, reconfiguring or combining parcels may affect the assessed value of the subject parcel(s) and may increase taxes by affecting existing capped values. If at a future date I/we choose to reverse the process, the “cap” **will not** be restored to its former level.

VOLUSIA COUNTY 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 Volusia County Revenue Division. The Property Appraiser 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 when requesting parcel splits, reconfigurations 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, reconfiguration or combination.

By signing below, you acknowledge to have read and understand the aforementioned and have availed yourself of the opportunity to ask any questions, seek clarification, or obtain additional information prior to the initiation of this action.

Signature: _____ Date: _____

Print Name: _____ Phone: _____

E-mail Address: _____ Fax: _____

Mailing Address: _____

SECTION 2: TO BE COMPLETED BY THE VOLUSIA COUNTY PROPERTY APPRAISER'S OFFICE

- Are all property taxes paid (current and delinquent)? Yes No
- Is letter of approval from local jurisdiction attached? Yes No

Splits Only

- Are all new legal descriptions recorded in Official Records? Yes No

Combinations Only

- Is Title (Ownership) the same for all parcels? Yes No
- Is Taxing District the same for all parcels? Yes No
- Are all parcels contiguous? Yes No

Volusia County Property Appraiser's Office

Deputy Signature: _____ Date: _____

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

New/Changed Alternate Key or Parcel Number(s)		
<p>NOTES:</p>		