



CITY OF DADE CITY

Proud Heritage. Promising Future.

MINOR LOT SPLIT/LOT COMBINATION/LOT LINE ADJUSTMENT APPLICATION PACKET

(DO NOT WRITE IN THIS SPACE. FOR OFFICE USE ONLY.)

Reviewed by: _____ Date: _____
Approved _____ Rejected _____
File# _____ Address# _____ Project# _____ AR# _____
Property Information:
Is the subject property a Lot of Record? Yes _____ No _____
Current Zoning _____ Future Land Use Category _____
Has this property been granted a variance in the past? _____ If yes, Case# _____
What was the variance for: _____
Number of lots being created: _____ Size of Lots being created: _____
Approved by: _____ Date: _____

REQUIREMENTS

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

PRELIMINARY REVIEW

The following items are needed 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.

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- 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 is \$500.00. 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

Recordation

Upon approval of the Minor Lot Split/Lot Combination/Lot Line Adjustment, the applicant shall record the approved in the public records of Pasco County at the applicant's expense.

Date: _____

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

Owner's Name: _____

Owner's Address: _____

Owner's Phone# & Email Address: _____

IF Agent of Owner:

Agent Name: _____

Agent Address: _____

Agent Phone# & Email Address: _____

PROPERTY INFORMATION

Parcel Identification Number:

Property Address:

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P.O. BOX 1355 • 38020 MERIDIAN AVENUE • DADE CITY, FL 33526-1355 • (352) 523-5050 FAX (352) 521-1422

Is the property vacant or developed?

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

Signature of person completing application

Pursuant to Section 117.05(13)(a), Florida Statutes, the following notarial certificate is
sufficient for an oath or affirmation:

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of [] physical presence
or [] online notarization, this (_____) day of (_____), (_____),

Date

Month

Year

by (_____)

Signature

(NOTARY
SEAL)

(Signature of Notary Public-State of Florida)
(Name of Notary Typed, Printed, or Stamped)

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

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