



Administrative Streamlined Application Process (ASAP; 2 Lot Subdivision)

Revised 04/05/24

APPLICATION FEE: \$600



Department of Development Support & Environmental Management
435 North Macomb St., 2nd FL
Tallahassee, Florida 32301
Phone: (850) 606-1300

Date: _____

Tax Parcel I.D. Number: _____
(If not known, contact the Leon County Property Appraiser's Office at 850-606-6200)

Parcel Size (In Acres): _____

Parcel Street Address (If Any): _____

Zoning District: _____

Proposed Number of Lots: _____

Applicant Information:

Name (Please Print): _____

Mailing Address: _____

Telephone Number: _____ Fax: _____

Email Address: _____

Agent Information:

(Note: All property owners must submit a completed Affidavit of Ownership form that specifies an agent, if applicable).

Name (Please Print): _____

Mailing Address: _____

Telephone Number: _____ Fax: _____

Email Address: _____

This Property is (or will be) served by (Check All That Apply):

Sewage Disposal: Septic Tank Talquin Sanitary Sewer City of Tallahassee (COT) Sanitary Sewer

Water System: Private Water Well Talquin Water City of Tallahassee Water

(For information on the availability of sanitary sewer and/or potable water, please contact the COT Utilities at (850) 891-4968 or Talquin Electric at (850) 627-7651.

Driveway Access: Existing Proposed Name of Roadway: _____

The undersigned agent acknowledges that once the application has been determined approved by the Development Services Division, an ASAP Affidavit must be signed and notarized by all property owners and recorded in the official records of the Clerk of Circuit Court along with the proposed lot layout and legal descriptions. The property owners are responsible for deed transfers.

Agent Signature

Date

Print Name

ELIGIBILITY

In order to qualify for the creation of a two lot subdivision, the following shall be met:

1. The applicant shall have obtained a Permitted Use Verification (PUV), which has been determined “eligible” or “conditional.”
Permitted Use Verification No. VC-_____
2. The applicant shall have obtained an approved Natural Features Inventory (NFI) or No-Impact NFI.
Natural Features Inventory No. LEA-_____
3. Once the applicant has obtained an approved NFI, an Environmental Management Permit (EMP) shall be submitted for review together with the ASAP submittal. Please note the application for ASAP review cannot be approved until such time the EMP has been issued. If common/shared infrastructure is required (example stormwater management facility, road, etc.), then such infrastructure to support the subdivision shall be completed/built and verified (via As-Built & Operating Permit) prior to approval of the ASAP.
4. The application shall furnish sufficient information to clearly demonstrate legal access, utility service connections, existing and proposed easements, compliance with zoning district standards and adequate protection of environmental resources. Applications that have been submitted that do not meet these minimum requirements cannot be approved and are not eligible for refunds.

SUBMITTAL CHECKLIST

The following information shall be included in the application submittal.:

1. Scaled (written and graphic) survey drawings and legal descriptions signed and sealed by a professional land surveyor licensed to practice in the State of Florida. Existing and proposed conditions shall be depicted on separate sheets. These documents shall be provided on legal size paper (8 ½’ x 14”) for recording purposes:
 - a. Existing Conditions Survey – Existing conditions survey drawings shall depict all existing conditions, including all preservation areas (as noted in approved NFI), all easements (including Official Record Book and Page #s), structures, driveways, septic tanks, drain fields, wells, utilities, drainage structures, fences, and the location of any other improvements on the site; lot numbers or lot and block numbers when located within an existing subdivision.
 - b. Proposed Conditions Survey – Shall include all of the existing conditions, as well as the following: proposed easement locations and widths, lot lines, legal descriptions of the proposed lots and easements, setbacks for structures, wells, septic tanks and drain fields. Proposed easements for legal access shall be, at minimum, 40 feet wide and provide access to a County maintained road. Proposed lot lines shall be configured to avoid encroachment of structures into required setbacks or across lot lines. Lot numbers or lot and block numbers shall be included when located within an existing subdivision. Where stormwater management facilities are required, the proposed conditions survey shall reference the Environmental Management Permit number. Natural features or conservation areas, as determined by the NFI (wetlands, flood plain, waterbodies, protected wildlife or vegetation, etc) shall be delineated on the proposed conditions survey.
 - c. For all survey documents, please note the 100-year floodplain location, or a document stating the subject property is located in Flood Zone X. If the subject property is located in a flood zone, show the line(s) on the survey and place a statement on the drawing indicating which flood zones are present on the property.
2. Legal Access - Legal access to a publicly dedicated road is required as a condition of approval. In some instances, an easement for access or utilities may be required. Please note that flag lots cannot be approved as part of a proposed subdivision in Leon County.
3. Property Taxes – Please be advised that, according to Florida Statute 197.192, all property taxes shall be paid prior to the final approval and recording by the Clerk of the Courts in the Public Records of Leon County any subdivision of land, or declaration of condominium of land. Therefore, tax receipts or other documentation from the Leon County Tax Collector’s Office must be provided with the application submittal to demonstrate compliance with Florida Statute 197.192. Should you have any questions regarding compliance with this Statute, please contact the Leon County Tax Collector’s Office at (850) 606-4700.