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BOUNDARY SETTLEMENT APPLICATION

Revised 4/5/24

APPLICATION FEE: \$756



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

Parcel Identification Numbers (Tax IDs) of all properties involved:

Parcel #: _____	Owner/s: _____	Owner/s: _____
Parcel #: _____	Owner/s: _____	Owner/s: _____
Parcel #: _____	Owner/s: _____	_____
Parcel #: _____	Owner/s: _____	_____
Parcel #: _____		
Parcel #: _____		

Designated Agent (must be listed as the designated agent on all Affidavit of Ownership forms):

Name & Affiliation: _____

Address: _____

Telephone #: _____ Email Address: _____

The following information must be submitted concurrently with the application:

1. A completed Ownership Affidavit form for each property owner acknowledging ownership and providing agent authorization for the submission of the application.
2. A boundary survey (legal size, 8½” x 14”), signed and sealed by a surveyor registered in the State of Florida, of the existing and proposed parcel configurations, and containing the following information:
 - a. All parcel numbers and respective acreages;
 - b. Documentation of legal access from each lot to a publicly maintained roadway. If the parcels are not on a public road, provide a copy of the recorded legal ingress/egress easement(s) with this application showing the recorded transfer of the easement to the owner(s) of the property(ies) in this request;
 - c. The location of all recorded easements (access, utilities, drainage, etc.) on the properties, including recording information. ***Utility easements may be required for the property and it is advised to speak with the utility provider in advance of submitting an application;***
 - d. The location of all existing improvements including structures, driveways, wells, and septic systems;
 - e. Setback information for all improvements from property lines; and
 - f. 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.
3. Legal descriptions for each existing and proposed lot adjusted and any required access easements, signed and sealed by a surveyor registered in the State of Florida.
4. Tax receipts or other documentation from the Leon County Tax Collector's Office must be provided with this submittal to demonstrate that property taxes are not owed on the parcels subject to this application.

The undersigned agent acknowledges that once the application has been determined approved by the Development Services Division, an Affidavit for Boundary Settlement must be signed and notarized by all property owners and recorded in the official records of the Clerk of Circuit Court with new deeds and a boundary survey for the proposed boundary adjustment.

Agent Signature

Date

Print Name