



**DEPARTMENT OF DEVELOPMENT SUPPORT AND
ENVIRONMENTAL MANAGEMENT**

**LIMITED PARTITION SUBDIVISION
REVIEW PROCEDURES**

Leon County welcomes the opportunity to serve you during the processing of your development proposal. According to the information we have been provided, your project will be processed as a “**Limited Partition Subdivision**” review. Should the review category of your proposal change during the course of this process, we will instruct you accordingly. Required applications, review schedules, and a Limited Partition submittal instruction package are provided herein to facilitate your application process.

We encourage you to spend some time reviewing this important information and to consult with the Leon County Development Services staff should you have any questions in completing your application. The Development Services staff may be contacted at (850) 606-1300 or at 435 North Macomb Street, Tallahassee, Florida 32301.

Again, we look forward to serving you.

5 Attachments

1. Limited Partition Subdivision Review Application
2. Limited Partition Review Checklist
3. Affidavit of Ownership/Agent Designation
4. Natural Features Inventory for Limited Partitions (NFI-LP) Application
5. Application for Concurrency Review

NOTE: Land Development Code requirements prevail in the event a procedure conflicts with the Code language.

Revised 11/04/2021

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LIMITED PARTITION SUBDIVISION APPLICATION

APPLICATION FEE: \$3,853



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

Date: _____ Tax Parcel I.D. Number: _____
(If not known, contact the Leon County Property Appraiser's Office at 488-6102)

Parcel Size (In Acres): _____ Parcel Street Address (If Any): _____

Number of Existing Homes On-Site: _____ 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 891-6155 or Talquin Electric at 878-4414).

The undersigned agent acknowledges that once the application has been determined approved by the Development Services Division, an Affidavit for Limited Partition 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

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DEPARTMENT OF DEVELOPMENT SUPPORT AND ENVIRONMENTAL MANAGEMENT
LIMITED PARTITION CHECKLIST

One (1) original set of plans are needed for submittal in addition to the electronic plan uploaded to Project Dox.

- 1) Limited Partition Application.
- 2) Affidavit of Ownership and Designation of Agent form.
- 3) Copy of issued Permitted Use Verification (PUV) Certificate.
- 4) Natural Features Inventory (NFI) Approval Letter.
- 5) Concurrency Application including a School Impact Analysis (SIA) form.
- 6) Environmental Impact Analysis (EIA) Application.
- 7) Site and Development Plans (8 ½ x 14 – legal size for recording) which must include the following:
 - a. Boundary survey of the parcel, and a separate sketch plan showing boundaries of the proposed individual lots and legal descriptions of the overall parent tract and individual lots;
 - b. Signature and seal of surveyor who prepared said boundary survey (must be a licensed State of Florida registered surveyor);
 - c. Existing structures, infrastructure and parking area(s) on the parcel to be subdivided;
 - d. Date of preparation;
 - e. Total acreage of the parcel to be subdivided;
 - f. Lot numbers;
 - g. All easements on the property to be subdivided and each abutting street;
 - h. A statement on the face of the plan stating that, “Any further subdivision of the lot or lots shall be subject to the platting requirements as specified in Section 10-7.203 of the Leon County Land Development Code;
 - i. Scale of plan, both written and graphic;
 - j. A vicinity map which depicts the location of the proposed subdivision in relation to adjacent streets and properties;
 - k. The 100-year flood frequency hazard area or a notation if not applicable;
 - l. A statement on the face of the site plan stating what type of utilities will be provided for the subdivision (i.e. water - private well, City of Tallahassee, Talquin Electric; sewer - septic, City, Talquin; electric - City or Talquin);
 - m. Pro forma documents which set forth any conservation and/or preservation easements as required;
 - n. A copy of the Maintenance Agreement and/or Homeowners Association documents for review and approval as to form by the County Attorney.
- 8) Applicants who desire to subdivide their property whereby public dedications (streets, storm drainage improvements, etc.) will be requested shall coordinate with the County Public Works Department at (850) 606-1500.
- 9) Development of any property within a mapped landfill site (i.e. borrow pit, mining operation, or sanitary landfill) shall be required to submit information relating to the subsurface geology of the property necessary to assure that future development of the site will not adversely affect the health, safety, or welfare of the public.
- 10) Tax receipts or other documentation from the Leon County Tax Collector’s Office must be provided with this submittal to demonstrate compliance with Florida Statute 197.192, which states all property taxes shall be paid prior to the final approval and recording by the Clerk of Court in the public records of the County any proposed subdivision of land, or declaration of condominium of land. The Leon County Tax Collector’s Office can be reached at (850) 488-4735.

Approved as to form:
Leon County Attorney's Office
301 South Monroe St., Suite 202
Tallahassee, FL 32301



Leon County
Board of County Commissioners
Department of Development Support &
Environmental Management
435 North Macomb St.
Tallahassee, FL 32301
Phone#: (850) 606-1300
Fax#: (850) 606-1301

Applicant's Affidavit of Ownership & Designation of Agent(s)

Date: _____

PARCEL I.D.# (List all numbers for the site subject to this affidavit.):

I. OWNER INFORMATION

OWNER'S (S') NAME:

OWNER'S (S') MAILING ADDRESS:

CITY: _____ COUNTY: _____ STATE: _____ ZIP CODE: _____

II. DESIGNATION OF AGENT(S)

As the owner(s) of the above-designated property and the applicant(s) for which this affidavit is submitted, I wish to designate the below named party(ies) as my agent in all matters pertaining to the location address and concerning approval(s) and permit(s) required by Leon County. In authorizing the agent(s) named below to represent me or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief.

(1) Owner's Agent: _____

Address: _____

Contact Phone: _____ Email Address: _____

If the Owner intends the Designation of Agent to be limited in any manner, please indicate the limitation below (i.e., limited to obtaining a Certificate of Concurrency for the parcel; limited to obtaining a building permit application; etc.).

(2) Owner's Agent: _____

Address: _____

Contact Phone: _____ Email Address: _____

If the Owner intends the Designation of Agent to be limited in any manner, please indicate the limitation below (i.e., limited to obtaining a Certificate of Concurrency for the parcel; limited to obtaining a building permit application; etc.).

III. NOTICE TO OWNER(S)

Application is hereby made to obtain approval(s) and permit(s) for the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction and development of land in this jurisdiction. I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

All changes in ownership and applicant's agent prior to issuance shall require a new affidavit. If ownership changes, the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.

Deed Restrictions and Covenants

Prior to pursuing a permit application, applicants should review any Deed Restrictions and/or Covenants which may apply to a particular site. Applicants should be aware that Deed Restrictions or Covenants are private civil issues and therefore are not enforced or reviewed by the County. Based on this information, I hereby acknowledge that I have been advised that I should seek out and obtain information on my own to identify if there are any Deed Restrictions and/or Covenants on the use of the site associated with this permit application. _____ Owner's Initials

Public Record Information

Chapter 119, Florida Statutes, Section 119.071(4)(d) Subparagraphs a.-r. exempt the public release of select information pertaining to the name, address, and phone numbers of certain public employees, e.g. law enforcement personnel, their spouses and children.

Do you or your spouse fall into one of these protected categories? Yes ___ No ___

If yes, do you want the exempt information that is included on this application withheld from the public, or from any official public record request? Yes ___ No ___

The authenticity of the request to withhold this specific information from the public as specified in Chapter 119, Florida Statutes is subject to verification by this Department. _____ Owner's (s') Initials

Access to Property

By submitting this application, I (we) am (are) providing permission for Leon County personnel to inspect at reasonable times the property and work required under any permit issued under this application for compliance with applicable codes as specified in Leon County's Code of Laws, Chapter 10, Section 10-1.105 and 10-4.212. Unless the inspection requires entry into a private residence, no further permission will be required.

_____ Owner's (s') Initials

Modifications

Any changes to the limits of clearing, structure location/orientation, elevations, or drainage patterns shown on the approved plans may require additional review and new approval by Leon County.

_____ Owner's (s) Initials

WARNING TO OWNER: FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

I (we), _____, certify that I (we) am (are) the owner(s), as defined by Sections 10-1.101 or 10-4.201(a) of the Leon County Code of Laws, of the property described herein.

OWNER SIGNATURE (1):

OWNER SIGNATURE (2):

NOTARY PUBLIC – CROSS THROUGH NOTARY SECTIONS NOT USED

STATE OF:

COUNTY OF:

For an individual or individuals acting in his, her or their own right; or

Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization this ___ day of _____, 20 ___, by _____, who is personally known to me or who has produced _____ as identification.
(name of person acknowledging)

(type of identification produced)

For Corporation or Governmental Entity; or

Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization this ___ day of _____, 20 ___, by _____, as _____ of _____, a _____ corporation, on behalf of the corporation.
(name of officer or agent, title of officer or agent) *(office held)*
(name of corporation) *(state)*

He/she is personally known to me or has produced _____ as identification.
(type of identification produced)

For Partnership

Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization this ___ day of _____, 20 ___, by _____, partner on behalf of _____ a partnership. He/she is personally known to me or has produced _____ as identification.
(name of acknowledging partner) *(name of partnership)*
(type of identification produced)

Notary Seal

Signature of Notary

Print Name of Notary

Title or Rank

Access to Property

By submitting this application, I (we) am (are) providing permission for Leon County personnel to inspect at reasonable times the property and work required under any permit issued under this application for compliance with applicable codes as specified in Leon County's Code of Laws, Chapter 10, Section 10-1.105 and 10-4.212. Unless the inspection requires entry into a private residence, no further permission will be required.

_____ Owner's (s') Initials

Modifications

Any changes to the limits of clearing, structure location/orientation, elevations, or drainage patterns shown on the approved plans may require additional review and new approval by Leon County.

_____ Owner's (s) Initials

WARNING TO OWNER: FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

I (we), _____, certify that I (we) am (are) the owner(s), as defined by Sections 10-1.101 or 10-4.201(a) of the Leon County Code of Laws, of the property described herein.

OWNER SIGNATURE (1):

OWNER SIGNATURE (2):

NOTARY PUBLIC – CROSS THROUGH NOTARY SECTIONS NOT USED

STATE OF:

COUNTY OF:

For an individual or individuals acting in his, her or their own right; or

Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization this ___ day of _____, 20 ___, by _____, who is personally known to me or who has produced _____ as identification.

_____ (type of identification produced)

For Corporation or Governmental Entity; or

Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization this ___ day of _____, 20 ___, by _____, as _____ of _____, a _____ corporation, on behalf of the corporation.

He/she is personally known to me or has produced _____ as identification. _____ (type of identification produced)

For Partnership

Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization this ___ day of _____, 20 ___, by _____, partner on behalf of _____ a partnership. He/she is personally known to me or has produced _____ as identification.

_____ (type of identification produced)

Notary Seal

Signature of Notary

Print Name of Notary

Title or Rank



Natural Features Inventory for 2.1.9 and Limited Partition Subdivisions

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Development Support & Environmental Management Department
Environmental Services Division
435 North Macomb Street, 2nd Floor
Tallahassee, Florida 32301
(850) 606-1300 Fax (850) 606-1301

Fee: \$1,128

Please check one:

- 2.1.9 Limited Partition One into Two Subdivision
 Judicial Subdivision Additional Dwelling Unit

The purpose of the Natural Features Inventory for 2.1.9 and Limited Partition Subdivisions is to provide general natural features information on a particular property and provide direction on how to comply with the requirements of Section 10-4.202 of the Leon County Code of Laws. Natural features of concern, sometimes referred to as “environmentally sensitive areas”, include waterbodies, watercourses, floodplains, listed species, native forests, and various other features.

Property Access: Please note that access to the site is necessary to complete this NFI. Please provide pertinent contact information below to facilitate property access.

1. Applicant's Name: _____
Mailing Address: _____
Telephone Number: _____
E-mail Address: _____
2. Consultant's Name: _____
Mailing Address: _____
Telephone Number: _____
E-mail Address: _____
3. Property Owner's Name: _____
Mailing Address: _____
Telephone Number: _____
E-mail Address: _____
4. Parcel Number: _____
Acreage of Property: _____

Please complete the checklist on page two, and provide the information indicated on page three.

Checklist

Please complete the following questionnaire to the best of your knowledge:

Does the parcel proposed for subdivision contain any of the following natural features?

| Natural Feature Type | YES | NO | ? | Natural Feature Type | YES | NO | ? |
|---|-----|----|---|--|-----|----|---|
| Wetlands | | | | Severe Slopes (grades > 20%) | | | |
| Waterbodies | | | | Significant Slopes (grades of 10% - 20% slope) | | | |
| Watercourses | | | | Protected Trees (18" or > diameter; dogwoods 4" or > diameter) | | | |
| Floodplains | | | | Listed Plant or Animal Species (designated as threatened, endangered, or species of special concern) | | | |
| Floodways | | | | | | | |
| Native Forests | | | | Karst Features (sinkholes, springs) | | | |
| High Quality Successional Forests | | | | Archaeological or Historical Sites | | | |
| Is the property located on a designated canopy road? | | | | | | | |
| Is the property located within a Special Development Zone (SDZ)? (See LDC Sec. 10-4.323: SDZs are located within the Lake Jackson Basin, Lake Iamonia Basin, Lake McBride Basin, Bradford Brook Chain-of-Lakes, Lake Lafayette Basin, and the Fred George Basin) | | | | | | | |
| Is the property located within a closed basin? | | | | | | | |
| Environmental Permitting** | | | | | | | |
| Does the property contain an existing access or road? | | | | | | | |
| Is the creation of an additional access or road proposed for any of the newly created lots? (A minimum access/utility easement width of 40 ft. will be required) | | | | | | | |

Please provide the following:

1. A copy of the signed and sealed boundary survey which accurately depicts the subject parcel.
2. A drawing showing the proposed lot lines, the acreage of each lot, and the proposed access road/easement to each lot. For the NFI, this drawing does not have to be prepared by a surveyor. A survey drawing of the proposed lots and access easements will be required, however, for final approval of the 2.1.9 or LP subdivision.
3. Affidavit of ownership and affidavit of authorized agent.

Environmental Features Preservation Affidavit/Conservation Easement/Drainage Easement

Depending on the type of subdivision proposed and the type of environmental feature or drainage issues present, one or more of the above forms of a protection agreement may be required.

****Environmental permitting may be required**

If a permit is required, the 2.1.9/LP application will be placed on hold until the permit can be issued.

An environmental permit **may be** required if:

- A) the site is located within a closed basin. Applicant must demonstrate that the pre vs. post volume retention will occur onsite or that offsite properties will not be adversely impacted.

An environmental permit **will be** required if:

- A) the subdivision creates lots less than two acres in clay soils and less than one acre in sandy soils per the "Soil Survey of Leon County."
- B) a new roadway or ingress/egress easement is proposed that will serve three or more single family residential parcels
- C) an existing driveway is being converted to a roadway or ingress/egress easement, and a determination is made that increased pollution loadings would result
- D) the subdivision is located in the Bradfordville Study Area

An environmental permit **will not** be required for:

- A) an improved ingress/egress for only two lots and the impervious area is less than 3000 sq. ft. and there are no adverse impacts to adjacent properties.

Note: Please be advised that, under certain circumstances, your 2.1.9./LP Subdivision may be **required** to provide a stabilized/improved access roadway and/or a stormwater management facility. Such requirements may necessitate that you obtain an Environmental Management Permit.

Please provide the following:

1. A copy of the signed and sealed boundary survey which accurately depicts the subject parcel.
2. A drawing showing the proposed lot lines, the acreage of each lot, and the proposed access road/easement to each lot. For the NFI, this drawing does not have to be prepared by a surveyor. A survey drawing of the proposed lots and access easements will be required, however, for final approval of the 2.1.9 or LP subdivision.
3. Affidavit of ownership and affidavit of authorized agent.
4. Cultural resource correspondence (see below).

***Cultural Resource Assessment**

See the attached sheet for minimum documentation to be sent to the Florida Department of State, Bureau of Historic Preservation, Compliance Review Section for determining whether there is known or potential significant cultural resources on site. Their office is located in the R.A. Gray Building, and mailing address is 500 South Bronough Street, Tallahassee, FL 32399-0250. Please note: the request to obtain this assessment from the State should be made as soon as possible in order to minimize processing time. A copy of the assessment letter or the results of the preliminary survey must be received prior to NFI-2.1.9./LP approval.

Environmental Features Preservation Affidavit/Conservation Easement/Drainage Easement

Depending on the type of subdivision proposed and the type of environmental feature or drainage issues present, one or more of the above forms of a protection agreement may be required.

****Environmental permitting may be required**

If a permit is required, the 2.1.9/LP application will be placed on hold until the permit can be issued.

An environmental permit **may be** required if:

- E) the site is located within a closed basin. Applicant must demonstrate that the pre vs. post volume retention will occur onsite or that offsite properties will not be adversely impacted.

An environmental permit **will be** required if:

- A) the subdivision creates lots less than two acres in clay soils and less than one acre in sandy soils per the "Soil Survey of Leon County."
- F) a new roadway or ingress/egress easement is proposed that will serve three or more single family residential parcels
- G) an existing driveway is being converted to a roadway or ingress/egress easement, and a determination is made that increased pollution loadings would result
- H) the subdivision is located in the Bradfordville Study Area

An environmental permit **will not** be required for:

- A) an improved ingress/egress for only two lots and the impervious area is less than 3000 sq. ft. and there are no adverse impacts to adjacent properties.

Note: Please be advised that, under certain circumstances, your 2.1.9./LP Subdivision may be required to provide a stabilized/improved access roadway and/or a stormwater management facility. Such requirements may necessitate that you obtain an Environmental Management Permit.

