



# LIMITED PARTITION SUBDIVISION APPLICATION

Revised 4/5/24

APPLICATION FEE: \$3,828



**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): \_\_\_\_\_

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 (850) 891-4968 or Talquin Electric at (850) 627-7651.)

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

## LIMITED PARTITION CHECKLIST

### The following shall be included in the application submittal:

- 1) Limited Partition Application.
- 2) Copy of issued Permitted Use Verification (PUV) Certificate.
- 3) Natural Features Inventory (NFI) Approval Letter.
- 4) 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.
- 5) 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.
- 6) 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.
- 7) 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) 606-4700.