



# Administrative Streamlined Application Process (ASAP; 2 Lot Subdivision)

**APPLICATION FEE: \$600**



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

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 891-6155 or Talquin Electric at 878-4414).

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.

**CHECKLIST**

One original copy set of plans is required. The following information must be submitted to the Development Services Division on legal size paper (8 ½" x 14"), which is required for recording purposes:

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.
  - 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. Application for Concurrency Review – An application for concurrency determination must be filed with this application. Additional application fees for concurrency review apply. Concurrency fees will not be assessed for proposed parcels that contain an existing dwelling. For roadway segments or schools identified as “overcapacity” within the Leon County Concurrency Management System, mitigation may be required. Creation of additional parcels could be limited by the availability of sufficient capacity along the affected roadway or within the applicable school districts. Prior to filing this application, please contact the Development Services Concurrency Management Planner at (850) 606-1300 to discuss this project and determine its feasibility, along with any mitigation that may be required. Please note that a School Impact Analysis (SIA) form shall also be filed with the Leon County School Board.
3. 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.
4. Application Fees - Payment of the applicable fees is due at the time the application is submitted.
5. 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 this 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) 488-4735.
6. Recorded Affidavit – Upon approval of the application,

Approved as to form:  
Leon County Attorney's Office  
Suite 217, 301 South Monroe St.  
Tallahassee, FL 32303



## Applicant's Affidavit of Ownership & Designation of Agent

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

Application is hereby made to obtain approvals and permit(s) to do 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.

### Section 10-4.201. Permit requirements

Section 10-4.201(a) of Leon County Code of Laws states:

- (a) *Environmental management permit.* Prior to engaging in any development activity, and prior to removing, damaging, or destroying any protected tree, the person proposing to engage in such activity and the owner of the land on which such activity is proposed to occur shall first apply for and obtain an environmental management permit, or a right-of-way placement permit, general permit, or silviculture permit, where appropriate pursuant to subsections(c), (d), or (e). For purpose of applying for and obtaining a permit, the term "owner" shall include the following: fee simple owner; easement holder; life tenant; tenant with a written lease specifically authorizing the tenant to secure permits; and federal, state, and local governmental entities and utilities with rights to entry, easements or other interests in real property.

### Section 10-7.107 Compliance

Section 10-7.107(a) & (b) of Leon County Code of Laws states:

- (a) No subdivision of any lot, tract, or parcel of land shall be effected, no street, sanitary sewer, septic tank, wells, storm sewer, water main, or other facilities in connection therewith shall be laid out, constructed, opened, or dedicated for public use or travel, or the common use of occupants of buildings abutting thereon, nor site development commenced, except in strict accordance with the provisions of this article and applicable Florida Statutes.
- (b) No person, developer, applicant or any other legal entity or association shall create a subdivision of land or develop any lot within a previously approved subdivision or undertake development on a parcel anywhere in the unincorporated area of the county except in conformity with this article. No subdivision shall be platted or recorded unless such subdivision meets all the applicable county ordinances, and those of any applicable laws of the state, and has been approved in accordance with the requirements of this article.

**In order for this application to be considered complete, the applicant must sign and date this affidavit of ownership in the presence of a Notary Public.**

### Deed Restrictions and Covenants

Prior to pursuing an environmental 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)(c)(d) Subparagraphs 1-8 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 so, 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

## OWNER'S CERTIFICATION

I (we), \_\_\_\_\_, certify that I (we) am (are) the owner(s), as defined by Sections 10-1.101 and 10-4.201(a) of the Leon County Code of Laws, of the property described herein. Parcel I.D# \_\_\_\_\_ (For each additional parcel, a new affidavit form is required)

OWNER'S (S') NAME :

OWNER'S (S') ADDRESS:

CITY COUNTY STATE ZIP CODE

APPLICANT(S) SIGNATURE: DATE APPLICATION COMPLETE:

**I. DESIGNATION OF APPLICANT'S (S') AGENT (Leave blank if not applicable)**

As the owner(s) of the above-designated property and the applicant for which this affidavit is submitted, I wish to designate the below named party as my agent in all matters pertaining to the location address. In authorizing the agent 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.

Applicant's Agent:

Contact Phone: Telephone No.:

Address:

**II. NOTICE TO OWNER (S)**

- A. 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.
- B. If the Owner intends the Designation of Applicant's Agent to be limited in any manner, please indicate the limitation below (i.e., limited to obtaining a Certificate of Concurrence for the parcel; limited to obtaining a land use compliance certificate; etc.).

**C. 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

**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 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 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. *(name of officer or agent, title of officer or agent)* *(office held)* *(name of corporation)* *(state)*  
*(type of identification produced)*

**For Partnership**

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

NOTARY SEAL

Signature of Notary

Print, Type or Stamp Commissioned Name of Notary

Title or Rank

Serial Number, If Any