



## DEPARTMENT OF DEVELOPMENT SUPPORT AND ENVIRONMENTAL MANAGEMENT

### LIMITED PARTITION SUBDIVISION REVIEW PROCEDURES

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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

I:\Applications - Master File\LP App.doc



# 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](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): \_\_\_\_\_

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

**LEON COUNTY** D - 2  
**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 217  
Tallahassee, FL 32303



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

Date: \_\_\_\_\_

#### I. OWNER INFORMATION

OWNER'S (S') NAME :

OWNER'S (S') ADDRESS:

CITY: COUNTY: STATE: ZIP CODE:

PARCEL I.D.# (For each additional parcel, a separate affidavit form is required):

#### II. DESIGNATION OF APPLICANT'S (S') AGENT

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 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 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: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

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 Concurrency for the parcel; limited to obtaining a land use compliance certificate; etc.).

\_\_\_\_\_

#### III. NOTICE TO OWNER(S)

Application is hereby made to obtain approval(s) 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. I understand that a separate permit must be secured for electrical work, plumbing, signs, wells, pools, furnaces, boilers, heaters, tanks, air conditioners, etc. 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.

\_\_\_\_\_ (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

E - 8

Development Support & Environmental Management Department  
Environmental Services Division  
435 North Macomb Street, 2<sup>nd</sup> 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			
<b>Is the property located on a designated canopy road?</b>							
<b>Is the property located within a Special Development Zone (SDZ)?</b> (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)							
<b>Is the property located within a closed basin?</b>							
<b>Environmental Permitting**</b>							
<b>Does the property contain an existing access or road?</b>							
<b>Is the creation of an additional access or road proposed for any of the newly created lots?</b> (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.





**PROJECT INFORMATION**

1. **APPLICANT/AGENT INFORMATION:**

Name	Address	Phone Number	Facsimile Number
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E-Mail Address of Primary Contact: \_\_\_\_\_

2. **NAME OF PROJECT:** Include the current name of the proposed project (subdivision if applicable) and any previous names the project has been known as: \_\_\_\_\_

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3. **PARCEL IDENTIFICATION NUMBER(S):** \_\_\_\_\_

Is property located in the Urban Services Area (USA)?     Yes     No

4. **DEVELOPMENT REVIEW:** Indicate which Site and Development Plan Review Process the proposed project is undertaking (Limited Partition or Type A, B, C, D; Refer to the PUV Certificate for Reference): \_\_\_\_\_

5. **PROPOSED PROJECT INFORMATION:**

A. Provide a location map including project narrative and site plan (to scale) which clearly depicts the following:

- 1. Adjacent Streets, Adjacent Driveways, Internal Streets, and Project Access Points including Lane Geometry and Signage
- 2. Potable Water and Sanitary Sewer Systems serving site
- 3. Stormwater Facilities
- 4. Existing and Proposed Structures and Buildings
- 5. Recreation/Open Space

B. Present on-site land uses with number of units or square footage: \_\_\_\_\_

C. Zoning: \_\_\_\_\_

D. Future Land Use Designation: \_\_\_\_\_

E. Indicate the type and size of development proposed for this site:

Type:     Single Family     Multi-Family     Industrial     Commercial     Institutional

Size: \_\_\_\_\_ SQFT/UNITS/LOTS/ACRES

F. In the following table, show the project timeline beginning with the submittal date of the Development Order (DO) application and ending with the expected project build out date (month and year)

DO Submittal	Anticipated Completion of DO	Anticipated Build Out Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. **WATER AND SANITARY SEWER SERVICE (CITY UTILITIES ONLY):**

A. Waiver of Reservation of Water/Sewer Capacity: For projects located within the USA, the applicant may request to waive concurrency review for City water and sewer until a building permit is issued or tap approval, whichever is first (Section 2.2.0 Leon County's Concurrency Management System Policies and Procedures Manual).

Please indicate if you wish to waive reservation of water and sewer system capacity:

Waive (Requires Documentation)       Do Not Waive       N/A

B. Potable Water Source:     City     Talquin     Well

C. Sanitary Sewer Provider:  City     Talquin     Septic

7. **CONCURRENCY DETERMINATION REVIEW FEES**

RESIDENTIAL SECTION

(Complete this section only if there is a residential component to the project.)

- A. The application review fee for the first residential unit is \$156.00      \$ 156.00
- B. Multiply each additional unit by \$24.00 and enter that amount.      \$ \_\_\_\_\_
- C. Add items 1 and 2 for the total residential fee and enter that amount.      \$ \_\_\_\_\_

COMMERCIAL SECTION

(Complete this section only if there is a commercial component to the project.)

- D. The application review fee for first 1,000 square feet (or less) is \$228.00      \$ 228.00
- E. Multiply each additional 1,000 square feet by \$48.00 and enter that amount      \$ \_\_\_\_\_
- F. Add items 4 and 5 for the total commercial fee and enter that amount.      \$ \_\_\_\_\_

TOTAL CONCURRENCY REVIEW FEE

(Add totals from the residential and commercial sections.)

7. Add items C and F for the **total review fee** and enter that amount.      \$ \_\_\_\_\_

**STOP:** IF THIS PROJECT IS EXPECTED TO GENERATE LESS THAN 100 TRIPS (AS IDENTIFIED BY THE LEON COUNTY CONCURRENCY MANAGEMENT SECTION), NO ADDITIONAL INFORMATION IS REQUIRED. OTHERWISE, COMPLETE THE LARGE PROJECT TRANSPORTATION IMPACT ANALYSIS APPLICATION.