



## 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.

#### **6 Attachments**

1. Limited Partition Review Checklist
2. Limited Partition Subdivision Review Application
3. Affidavit of Ownership/Agent Designation
4. Natural Features Inventory for Limited Partitions (NFI-LP) Application
5. Florida Dept. of State, Division of Historical Resources Minimum Documentation Form
6. Application for Concurrency Review

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

Revised Sept. 24, 2007

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**LEON COUNTY**  
**DEPARTMENT OF DEVELOPMENT SUPPORT AND ENVIRONMENTAL MANAGEMENT**  
**LIMITED PARTITION CHECKLIST**  
**FOR TECHNICAL REVIEW**

Project Name: \_\_\_\_\_

Parcel I. D. # \_\_\_\_\_

Applicant/Agent's Name: \_\_\_\_\_

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

**12 sets of the following are needed for agenda submittal:**

- 1) Completed application for the Technical Review Meeting (must include affidavit of ownership **and** Permitted Use Certificate).
- 2) Completed application for Concurrency.
- 3) The approved Natural Features Inventory (NFI).
- 4) Completed application for Environmental Impact Analysis (EIA).
- 5) Site and Development Plans with the following submittal requirements:
  - a) 8 ½ x 14-inch documents which must include the following: (final drawings must be acceptable for recording)
    - 1) 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;
    - 2) Signature and seal of surveyor who prepared said boundary survey (must be a licensed State of Florida registered surveyor);
    - 3) Existing structures, infrastructure and parking area(s) on the parcel to be subdivided;
    - 4) Date of preparation;
    - 5) Total acreage of the parcel to be subdivided;
    - 6) Lot numbers;
    - 7) All easements on the property to be subdivided and each abutting street;
    - 8) 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, site and development plans, as applicable, of these regulations; and
    - 9) Scale of plan, both written and graphic;

- 10) A vicinity map which depicts the location of the proposed subdivision in relation to adjacent streets and properties;
  - 11) The 100-year flood frequency hazard area or a notation if not applicable;
  - 12) 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);
  - 13) Pro forma documents which set forth any conservation and/or preservation easements as required;
  - 14) A copy of the Maintenance Agreement and/or Homeowners Association documents for review and approval as to form by the County Attorney.
- 6) Applicants who desire to subdivide their property whereby public dedications (streets, storm drainage improvements, etc.) will be requested should coordinate with the County Public Works Department at (850) 606-1500.
  - 7) 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.
  - 8) 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 Court in the public records of the County any proposed 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.





## 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: \$1128**

**Please check one:** 2.1.9  Limited Partition  One into Two Subdivison

**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.

1. Applicant's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_
2. Consultant's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_
3. Property Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_
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 (any grades greater than 20% slope)			
Waterbodies				Significant Slopes (any grades of 10-20% slope)			
Watercourses				Protected Trees (any tree 18" diameter or greater; dogwoods 4" diameter or greater)			
Floodplains				Listed Plant or Animal Species (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 (cultural resource assessment) *			
<b>Is the property located on a designated canopy road?</b> (The designated canopy roads are Old Bainbridge Rd., Meridian Rd., Centerville Rd., Miccosukee Rd., Moccasin Gap, and Old St. Augustine Rd.)							
<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? (a minimum access/utility easement width of 40 ft. will be required)</b>							

**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, Telephone (850) 487-2333. 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 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.

**INSERT FLORIDA DEPT. OF STATE, DIVISION OF HISTORICAL RESOURCES  
MINIMUM DOCUMENTATION FOR STATE AND LOCAL REVIEWS FORM HERE**



Approved as to form:  
Leon County Attorney's Office  
Suite 202, 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, as defined by Sections 10-1.101 and 10-4.201(a) of Leon County Code of Laws, of the property described herein. Parcel I.D \_\_\_\_\_ Permit # \_\_\_\_\_ (if known).

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 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 Concurrency 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 \_\_\_\_\_, (name of personnel acknowledging) 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 this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, by \_\_\_\_\_, as \_\_\_\_\_ of \_\_\_\_\_, a \_\_\_\_\_ (name of officer or agent, title of officer or agent) (office held) (name of corporation) (state) 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 this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ by \_\_\_\_\_, (name of acknowledging partner) partner on behalf of \_\_\_\_\_, a partnership (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





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.**