



City of Longwood Lot Split Application

Project Name: _____

Property Address: _____

Tax ID Number(s): _____

Lot 1 Acres/Square Feet _____ Lot 2 Acres/Square Feet _____

Lot 1 Density/FAR _____ Lot 2 Density/FAR _____

Future Land Use _____ Planning District _____

Existing Use _____ Proposed Use _____

	Property Owner	Applicant
Name		
Address		
Phone		
E-Mail		
Fax		

Pre-Application Meeting. Before submitting this application, you will need to schedule a pre-application meeting with Department staff. In this meeting, a tentative timeline will be established for your project including, CAPP meetings, and any other potential requirements. This meeting has a fee of \$50 which is credited to your application fee.

A **Citizen Awareness and Participation Plan (CAPP) Meeting** may be required for a lot split. This requirement will be discussed at the Pre-Application Meeting.

Date of Pre-Application Meeting (Completed By Staff)	Yes	No	Staff Initial
CAPP Meeting Required (Completed By Staff)	Yes	No	Staff Initial

<p style="text-align: center;">Key References</p> <p>LDC 10.14.0 <i>Plats</i> LDC 3.2.0. <i>Site design standards</i> Historic District Code Book 1.1 <i>Planning</i> Heritage Village Urban Code Figures 12.2.6 to 12.2.14</p>	<p style="text-align: center;">Cost Recovery Agreement</p> <p>I understand and agree to the cost recovery requirements in Chapter 59 of Longwood City Code and as described on Page 2 of this application.</p> <p>Initials: _____</p>
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City Project Number (Completed By Staff)

Submittal Date

Intake Staff Person (Completed By Staff)	Project Manager (Completed By Staff)
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Application Fees

Lot Split: \$100

Total Application Fee

\$ _____

Submittal Requirements

- Two (2) copies each of a survey showing a) the current condition and b) the proposed split condition, including all relevant information such existing buildings, setbacks, easements, wetlands, etc.
- Agent Authorization Letter
- Site Plan (*Historic District Only*)
- Completed General Lot Split Standard Checklist (Page 3)
- A digital copy of all required information

Approval Schedule

- Pre-Application Meeting
- Lot Split Application Submittal**
- Staff Review and Approval
- City Commission Approval (*Historic District Only*)

Lot Split Eligibility

Where a parcel of land is being divided into two separate lots or parcels, plat approval shall not be required, if one of the following conditions is met.

- The division of land into two parcels consists solely of the conveyance of land or granting of easements or rights-of-way to a governmental or public agency.
- The division is limited to lots, blocks, parcels, tracts, or other portions thereof, with minimum lot areas and dimensions in accordance with article III of the Longwood Development Code. Every parcel created by the proposed division shall have dedicated access to a public street. Divisions of this type shall be cumulative and a second split shall not be permitted without a plat.
- The division is a replat of two existing lots and is solely for the purpose of refacing a lot or lot line adjustments without an increase in the number of lots or units otherwise allowed.

I hereby certify that I have read this application and that the information supplied herein is true and correct to the best of my knowledge. I agree to comply with the current City Codes and Ordinances and County, State and Federal laws regarding land development. I am the property owner, or authorized agent, of the subject property that this petition applies to.

Print Owner/Authorized Agent Name _____ **Signature** _____ **Date** _____

COST RECOVERY AGREEMENT:

By signing this application, the applicant understands and agrees that, pursuant to Longwood City Code Chapter 59, all direct costs, expenses and fees incurred by the city relating directly to the review, processing, inspection, or regulation of an application, including but not limited to the time of city consultants, as well as those relating directly to advertising, surveying, legal and engineering for an application or project shall be assessed to the applicant and reimbursed to the City.

For projects in the Historic District, the department may seek the input of a licensed architect with specialization in historic structures to evaluate submittals, the cost of which would be the responsibility of the applicant.

To cover these costs, many applications require a review retainer. The review retainer will be held during the course of review, and returned to the applicant once project review has been completed or the application has been formally withdrawn and after all outstanding invoices are paid. The review retainer is not to be used to pay invoices during the course of review, those will be sent separately to the applicant.

Full payment of all fees is a requirement for City's final approval of the Application. Following the approval of a permit and the payment of all required fees, or following a written letter from the applicant requesting the application be withdrawn and voided, any remaining balance will be refunded to the applicant, typically within 60 days.

APPLICANT INITIALS _____

General Lot Split Standard Checklist

There shall be no minimum lot area, lot width, or lot depth, for properties outside of the Historic District provided that the following requirements are met:

- LDC 3.2.2(A)(1).** For residential land use districts, lot area shall be consistent with the maximum density of the area.
- LDC 3.2.2(A)(2).** For all land use districts, lot area shall be sufficient and adequate to accommodate all site design standards and requirements (such as, but not limited to parking, landscaping, buffers, and stormwater retention areas).
- LDC 3.2.2(A)(3).** For all land use districts, lot area shall be consistent with the density for the land use district and compatible with the predominant lot area of the surrounding neighborhood.
 - Where larger lot areas are proposed, the proposed lot area shall not be greater than 150 percent of the average of lots in surrounding neighborhood.
 - Where smaller lots are proposed, the proposed lot area shall not be less than 70 percent of the average lots that are in the surrounding neighborhood.
- LDC 3.2.2(B)(1).** Lot width and lot depth shall be sufficient and adequate to accommodate all site design standards and requirements (such as, but not limited to, parking, access drives, landscaping, buffers, setbacks, and stormwater retention).
- LDC 3.2.2(B)(2).** Lot width and depth shall be consistent and compatible with the predominant configuration of lots in the surrounding neighborhood.
 - Where large lot widths or lot depths are proposed, the proposed dimensions shall not be greater than 150 percent of the average dimensions of lots in the surrounding neighborhood.
 - Where smaller lot widths or lot depths are proposed, the dimension shall not be less than 70 percent of the average dimensions of lots in the surrounding neighborhood.

Additional Standards for All Properties

- Lot splits shall not create or exacerbate nonconformity of any element of the Longwood Development Code including setbacks, impervious surface, and other site design standards.
- LDC 9.1.1(4).** No real property upon which a nonconforming use currently exists shall be subdivided, nor shall any structures be added to such property, except for those purposes and in a manner conforming to all provisions of the Longwood Development Code for the district in which the property is located.

Historic District Standards

Reference: Historic District Code Book (HDCB)

- HDCB 1.1.** Only one principal structure shall be constructed on any lot of record for lots 21,000 square feet or less in area.
- HDCB 1.1.** Existing lots of record can be split, subdivided or re-platted with the review of city staff and the approval of the City Commission.
- HDCB 1.1.** An approved Site Development Plan is required prior to any property being split, subdivided or re-platted within the Historic District. The minimum street frontage should not be less than 50 feet. The minimum street frontage may be marginally less than 50 feet upon a finding by the City Commission that unique physical characteristics of the property substantiate this lower number.
- HDCB 1.1.** No lot shall be less than 46 feet from the portion of the Longwood Historic District west of C.R. 427.
- HDCB 1.1.** Lots that, as of the date of the adoption of this code, are improved with a contributing structure shall not be eligible for a lot split, subdivision, or re-plat unless the contributing structure is maintained and the structure and lot remains in conformance with the requirements of the Longwood Historic District Code Book.

Heritage Village Urban Code

Reference: Heritage Village Urban Code (HVUC)

- HVUC Figures 12.2.6 to 12.2.14.** The *Building Type Standards* of the Heritage Village Urban Code have different minimum lot widths for each building type. Review the Urban Code to ensure that the lot split is consistent with these minimum standards.