

**APPLICATION
MONROE COUNTY
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT**



Request for Plat Lot Line Adjustment

**An application must be deemed complete and in compliance with the Monroe County Code by Staff.
A Pre-application Meeting is required prior to submitting this application pursuant to Sec.110-110(a) to identify issues that need to be considered in the process.**

Application Fee: \$930.00
Applicant is responsible for recording fees

Date of Application: _____ / _____ / _____
Month Day Year

Applicant / Agent Authorized to Act for Property Owner: (Agents must provide notarized authorization from all property owners.)

Applicant (Name of Person, Business or Organization)

Name of Person Submitting this Application

Mailing Address (Street, City, State and Zip Code)

Work Phone

Home Phone

Cell Phone

Email Address

Property Owner: (Business/Corp must include documents showing who has legal authority to sign. For multiple owners, submit additional sheets.)

(Name/Entity)

Contact Person

Mailing Address (Street, City, State and Zip Code)

Work Phone

Home Phone

Cell Phone

Email Address

Legal Description of Property: (If more than one lot, provide legal description for all affected lots. Attach additional pages if needed)

Block

Lot

Subdivision

Key

Real Estate (RE) /
Parcel ID Number

Alternate Key Number

Street Address (Street, City, State & Zip Code)

Approximate Mile Marker

APPLICATION

If a plat has been previously approved and recorded, technical or minor changes to the plat may be approved through a lot line adjustment pursuant to Monroe County Code Section 110-110, or if the changes meet the requirements of Section 177.141, Florida Statutes. *All other changes shall be considered a replat.*

The lot line adjustment shall be consistent with the purposes, goals and objectives of the Comprehensive Plan, the Land Development Code, applicable provisions of state law, and the provisions governing the development of land set forth in Chapter 130 in the Monroe County Code.

Lands within the IS, IS-M, IS-V, IS-D, URM, URM-L and CFV districts shall not be platted, replatted or otherwise reconfigured in any manner that would allow the number of proposed lots or units to exceed the number of lots or parcels that lawfully existed as of September 15, 1986.

The resulting lots configured in the lot line adjustment process must meet the minimum requirements for a building site pursuant to the Land Development Code and Comprehensive Plan. All resulting lots will conform to the site development standards of the applicable zoning district.

The resulting lots shall not create nor enlarge, expand or extend a nonconforming structure.

A lot line adjustment approval shall not result in the creation of additional lots or building sites, nor result in the encroachment into any public easement, right-of-way, or other required areas.

Parcels that have frontage on a county or state road must continue to have such frontage and access after the adjustment. Each resulting lot must have legal access, utilities (if available), water, sewer and storm drainage.

Applicant(s) shall submit a written consent from all property owners. All affected property owners shall be applicants for the lot line adjustment.

Date of Pre-Application Meeting held with County: _____

Future Land Use Map Designation(s) of the property: _____

Land Use (Zoning) District Designation(s) of the property: _____

Total Land Area Affected: _____Acres _____SF

Existing Use of the Property (If the property is developed, please describe the existing use of the property, including the number and type of any residential units and the amount and type of any commercial development):

Lot Summary: (Attach additional pages if needed)

Existing Number of Lots: _____

Existing Size of Lots: _____Acres _____SF

Proposed Number of Lots: _____

Proposed Size of Lots: _____Acres _____SF

If approved, a lot line adjustment does not become effective until recorded in the public records of Monroe County, Florida.

APPLICATION

All of the following must be submitted in order to have a complete application submittal:

(Please check as you attach each required item to the application)

- Complete application** (unaltered and unbound)
- Correct fee** (check or money order payable to Monroe County Planning & Environmental Resources)
- Proof of ownership** (i.e. Warranty Deed) for all lots
- Current Property Record Card(s) from the Monroe County Property Appraiser** for all lots
- Location map** for all lots
- Copy of Land Use District Map** (may request from the Planning & Environmental Resources Department prior to application submittal)
- Copy of Future Land Use Map** (may request from the Planning & Environmental Resources Department prior to application submittal)
- Photograph(s) of all lots from adjacent roadway(s)**
- Signed and Sealed Boundary Survey, prepared by a Florida registered surveyor – 4 sets**
Survey shall include:
 - Existing lot lines according to recorded plat.
 - Dimensions of all lots before and after the proposed lot line adjustment (include property line dimensions and square footage of each lot). Identify or label newly configured lots as “Adjusted Lot Number/Letter”, ex. “Adjusted Lot 2”, “Adjusted Lot B”.
 - Proposed new lot lines and lines to be eliminated shall be identified.
 - Location and dimensions of all existing structures and improvements (above ground and underground).
 - The location and dimensions of all existing and proposed easements, streets, roads, drainage, sewers, and utilities.
 - The location and dimensions of all bodies of water on the site and adjacent to the site.
 - Total acreage by land use district; and total acreage by habitat for the new proposed lot lines.
 - Adjacent street names, locations, and right-of-way widths.
 - For any structures that are within 25 feet of an existing or proposed property line, show the surveyed distance to existing or proposed property lines.
 - Existing and proposed legal descriptions for each lot.
- Copy of the Recorded Plat and any prior lot line adjustments for the property**
- Copies of any existing Covenants or Deed Restrictions for the property**
- Opinion of title**, no more than 90 days old, prepared and certified by an attorney licensed in Florida, verifying the current ownership and title of all interested parties, including mortgage holders, easement holders, etc. The opinion shall also contain a description of all encumbrances or deed restrictions which limit the use of the property.

If applicable, the following must be submitted in order to have a complete application submittal:

- Notarized Agent Authorization Letter** (note: authorization is needed from all owner(s) of the subject property)
- Any Letters of Understanding pertaining to the proposed plat lot line adjustment**
- If necessary, Letters from all utility companies (written statement from all public and private utilities servicing the subject property dated not more than 90 days prior to the date of submission of the application, including water, sewer, electric, telephone, and cable television which state any objection or required conditions to the proposed lot line adjustment.)

APPLICATION

Is there a pending code enforcement proceeding involving all or a portion of this property?

Yes No Code Case file #

Describe the enforcement proceedings and if this application is being submitted to correct the violation:

If deemed necessary to complete a full review of the application, the Planning & Environmental Resources Department reserves the right to request additional information.

The applicant/owner hereby acknowledges and agrees that any staff discussions or negotiations about conditions of approval are preliminary only, and are not final, nor are they the specific conditions or demands required to gain approval of the application, unless the conditions or demands are actually included in writing in the final development order or the final denial determination or order.

By signing this application, the owner of the subject property authorizes the Monroe County Planning & Environmental Resources staff to conduct all necessary site visits and inspections on the subject property.

I, the Applicant, certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

Signature of Applicant: _____

Date: _____

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me, by means of either physical presence OR online notarization,

on ____ day of _____, 20____, by _____
(PRINT NAME OF PERSON MAKING STATEMENT)

Who is personally known to me OR produced _____ as
(TYPE OF ID PRODUCED)
identification.

SIGNATURE OF NOTARY PUBLIC

PRINT, TYPE OR STAMP COMMISSIONED
NAME OF NOTARY PUBLIC
MY COMMISSION EXPIRES:

**Send complete application package to:
Monroe County Planning & Environmental Resources Department
Marathon Government Center
2798 Overseas Highway, Suite 400
Marathon, FL 33050**