



APPLICATION AND INSTRUCTIONS FOR SINGLE LAND SPLIT

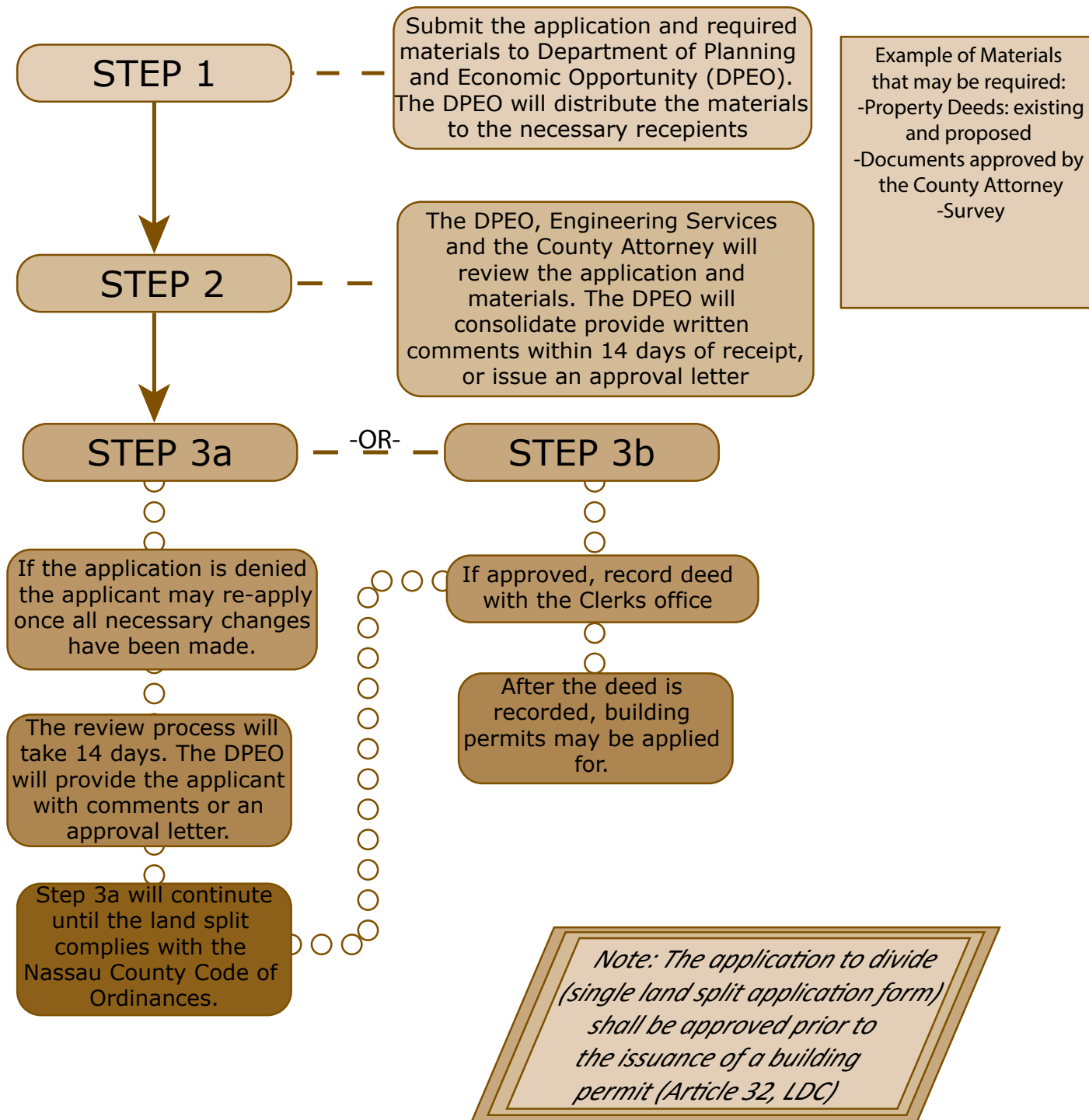
The purpose of this application is to provide the requirements for a single land split in Nassau County according to the Land Development Code. This application requests the pertinent information to determine the ability to subdivide a parcel. This application may be used for the one-time parent tract split, for homestead land splits per 22.04(a)(2) LDC, and for family land divisions per 22.04(a)(1) LDC. *The information herein is abbreviated from codified regulations. If any inconsistencies exist between this application and the codified regulations, the codified regulations take precedent. This application does not substitute for the review of codified regulations.*

Recommended Steps:

1. Submit a single land split application with all materials to the Department of Planning and Economic Opportunity. **The purpose of this application is to request information to determine whether or not the lot can be subdivided in accordance with the Nassau County Code of Ordinances. No building permits shall be issued prior to approval by the Planning Director.**
2. The Department of Planning and Economic Opportunity and Engineering Services will review the materials and either approve the land split, or provide the applicant with comments regarding the requirements within fourteen (14) days of submittal. If the land split application is not approved, the applicant may re-submit their application with the requested changes, when applicable.
3. If the single land split application is approved (no nonconformities are created) the Department of Planning and Economic Opportunity will provide the applicant with an approval letter.
4. After approval by Department of Planning and Economic Opportunity and Engineering Services, the applicant may apply for building permits.

Single Land Split Process

The single land split process ensures that all new lots created are conforming lots approved by the Department of Planning and Economic Opportunity (DPEO) and Engineering Services (ES). This flow chart can be used for one-time parent tract splits, homestead landsplits, and family land divisions. No building permits will be issued without approval from the DPEO and ES.



Example of Materials that may be required:
 -Property Deeds: existing and proposed
 -Documents approved by the County Attorney
 -Survey

Property Location

Parcel Identification Number - _____

Location or Address - _____

Property Owner

Name: _____

Address: _____

Telephone #: _____

E-Mail: _____

Agent

Name: _____

Address: _____

Telephone #: _____

E-Mail: _____

(Owner Authorization Required, Separate Sheet)

Brief Description of the Proposed Project

1. **Required Attachments (this may not be a complete list, other items may be required):**

- a. Application
- b. Certified Boundary Survey or Scaled Drawing
- c. Legal description
- d. Deed showing ownership of the property
- e. Documents to be approved by the county attorney, as applicable

2. **Applicant must address review criteria on page 6. Responses attached.**

Signature of Owner: _____

Signature of Applicant: _____

Signature of Agent: _____

Address:

Telephone: _____

Fax: _____

Email: _____

NOTE: If prepared or signed by an agent, a notarized Agent Authorization Form must be provided. This application must be complete and approved by the Department of Planning and Economic Opportunity prior to the issuance of a building permit for a new or replacement dwelling.

Single Land Split Criteria:

- A. A certified boundary survey of the proposed land split completed by a surveyor registered in the State of Florida. This survey shall indicate the individual lots/parcels within the property boundary. **A scaled drawing may be submitted.**
- B. The minimum building setbacks and width required are those stipulated in the respective zoning district.
- C. The minimum required frontage for the zoning district.
- D. Location of access to parcels, including any access easements. Depiction of ingress and egress to the properties.
- E. Depiction of National Wetlands Inventory with twenty five (25) foot buffer (when applicable).
- F. The lot in question may not be established in an already existing subdivision recorded by plat book and page.
- G. Sufficient information for Engineering Services to review access including easements and any related data, including, but not limited to information related to existing roadways and development patterns.
- H. Future Land Use Map designation per the 2030 Comprehensive Plan
- I. Deed of the existing property, including the legal description. Use the metes and bounds description as shown on the deed or survey. A reference to the Township, Range, or Deed Book will not be sufficient; **A .TXT file of the metes and bounds description of the boundaries of the property is preferred.**

Notes:

Access Shall be approved through the Nassau County Engineering Services Department

If any inconsistencies exist between this application and the codified regulations, the codified regulations take precedent.

The division of land shall not be done in such a manner that a nonconformity is created.

Definitions:

Lot of Record: A lot which is part of a subdivision, the map of which has been recorded in the Office of the Clerk of the Circuit Court of Nassau County, or a parcel of land the deed of which was recorded in the Office of the Clerk of the Circuit Court prior to the adoption of this ordinance and which met the minimum Lot, Yard and Frontage requirements of Nassau County at the time the lot was created. (ref. Article 32 LDC)

Parent Tract: refers to a Lot of Record that existed on January 23, 2017, the date of the Nassau County adoption of this ordinance, and will also mean, for the purpose of this ordinance, a parcel of land fronting on a publicly maintained road. A Parent Tract may be divided once without complying with the subdivision regulations provided the tract meets the minimum Lot and Yard requirements of the respective zoning district, does not exceed residential density limitations as defined in the Comprehensive Plan and meets the minimum Lot frontage requirements as defined in Section 28.03 LDC. Any further division of a Parent Tract shall be deemed to be a subdivision and must comply with the subdivision regulations. This provision does not apply to Lots created by a subdivision plat recorded with the Clerk of the Court of Nassau County via Plat Book and Page. An application to divide a parent tract, pursuant to this section, shall be submitted to the PEO on the provided form. The application to divide a parent tract shall be approved prior to the issuance of a building permit. (ref. Article 32 and Sec. 28.03 LDC)

Homestead Land Split Exemption (22.04(a)(2) LDC): a. Land with a future land use map (FLU) designation of agricultural (parcels of property exceeding 320 acres in size as recorded on January 28, 1991): Twenty (20) acres.

(2) May divide a maximum of two (2) parcels, a minimum of one (1) acre in area per calendar year, providing the property has been held by the current owner for a minimum of five (5) years and Homestead Exemption is current in the year(s) subdivided.

Family Land Division (22.04(a)(1) LDC): a. Land with a future land use map (FLU) designation of agricultural (parcels of property exceeding 320 acres in size as recorded on January 28, 1991): Twenty (20) acres.

(1) May be subdivided into minimum of one (1) acre parcels if occupied by members of the immediate family.

Nassau County Single Land Split Application
CONSENT FOR INSPECTION

I, _____, the owner or authorized agent for the owner of the premises located at _____ do hereby consent to the inspection of said premises by an employee of Nassau County, Florida, in conjunction with application _____, without further notice.

Dated this _____ day of _____, 20__.

Signature of Owner or Authorized Agent

Telephone Number

STATE OF FLORIDA:
COUNTY OF NASSAU:

The foregoing instrument was acknowledged before me the _____ day of _____, 20__, by _____ who is personally known to me or who has produced _____ as identification.

Notary Public Signature

Name (typed or printed)

F. (Seal)

Nassau County Single Land Split Application
OWNERS AUTHORIZATION FOR AGENT

_____ is hereby authorized TO ACT ON BEHALF OF

_____, the owner(s) of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, in applying to Nassau County, Florida, for an application related to Development Permit or other action pursuant to a:

- | | |
|-----------------------|-------------------------------|
| Rezoning/Modification | Conditional Use |
| Variance | Preliminary Binding Site Plan |
| Appeal | Final Engineering Plan |
| Concurrency | Plat |
| Minor Development | Rural Subdivision |
| Single Land Split | |

BY: _____
Signature of Owner

Print Name

Signature of Owner

Print Name

Telephone Number

State of Florida
County of _____

Signed and sworn before me on this _____ day of _____, 20_____.

By _____

Identification verified: _____

Oath sworn: _____ Yes _____ No

Notary Signature

My Commission expires: _____

Note: This form is only required if you are having a third party (authorized agent) apply for the single land split.



Nassau County Engineering Services Department
96161 Nassau Place
Yulee, FL 32097

NASSAU COUNTY ENGINEERING SERVICES ACCESS FORM

The purpose of this form is to ensure the property is buildable per Nassau County Land and Development Codes 28.03, Article 32 (Land Development Code), Chapter 29 (Subdivision Regulations - Code of Ordinances), and Nassau County Roadway and Drainage Standards 2017-04(99-17).

Please complete all the questions to the best of your knowledge as they pertain to said property. Ensuring as much information is provided will expedite your request and enable Nassau County to better determine the viability of access to the property for the ability to build.

1. Property ID Number: _____.
2. Address or road access: _____.
3. Is it privately or county maintained: Private County
4. Provide copy of warranty deed.
5. Provide a copy of easement if applicable.

If the access is via easement, please answer the following questions:

6. How wide is the easement _____,
7. Road surface type: Dirt Paved Other (please explain)_____.
8. When was easement created _____.
9. How many access off easement _____.

Requested by: _____ Date: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____