



**APPLICATION FOR SUBDIVISION PURSUANT TO THE  
FAMILY HEIR PROVISION OF POLICY 2.1.9 OF THE  
TALLAHASSEE/LEON COUNTY COMPREHENSIVE PLAN**

**Revised January 8, 2010**

**This package includes the following:**

- Eligibility Criteria
- Policy 2.1.9 Process Steps & Requirements
- Permitted Use Verification Application (\$242)\* - Attachment "A"
- Natural Features Inventory Application (\$1,128)\* - Attachment "B"
- Family Heir Policy 2.1.9 Subdivision Application (\$900)\* - Attachment "C"
  - Family Heir Subdivision Affidavit
  - Concurrency Worksheet
  - Ownership/Agent Affidavit
- Environmental Management Permit Short Form "B" Low Intensity (\$720 base fee) – Attachment "D"

\* The fees are derived from the Leon County Department of Growth and Environmental Management fee schedule, revised November 25, 2008.

Leon County Department of Growth and Environmental Management  
Development Services Division  
435 North Macomb Street  
Tallahassee, FL 32301  
(850) 606-1300

## **Policy 2.1.9 Family Heir Subdivision Eligibility Criteria:**

**In order to qualify for the Policy 2.1.9 Family Heir Subdivision, the following conditions must be met:**

1. The parcel to be divided has existed in its present configuration since February 1, 1990, or the parcel was created subsequent to February 1, 1990, through subdivision pursuant to the Family Heir provision of Policy 2.1.9 of the Comprehensive Plan.
2. The parcel must be located outside of the Urban Services Area.
3. The minimum lot size that can be created in a Policy 2.1.9 subdivision is one-half buildable acre. If the parcel to be subdivided is located in an unrecorded subdivision, the resulting parcels shall be no smaller than the smallest existing lot, established in accordance with the Leon County Land Development Code, nor less than one-half acre in size. The parcel to be subdivided cannot be located in a platted, recorded subdivision.
4. The number of lots shall be equal to or less than the number of eligible heirs plus the original homestead family member. Each parcel created shall be used solely as a homestead by an individual who is the grandparent, parent, stepparent, adopted parent, sibling, child, stepchild, adopted child or grandchild of the person who conveyed the parcel.
5. The application for subdivision pursuant to Subsection 10-7.202.2 shall include covenants and restrictions to be executed by the applicant and the Chair of the Development Review Committee, on the behalf of Leon County, which shall be recorded in the Clerk of the Court's records, restricting transfer and regulating the development of the property to comply with the limitations of Subsection 10-7.202.9. The covenants and restrictions shall be enforceable by Leon County. The covenants and restrictions may be amended as necessary by the Board of County Commissioners to otherwise provide for the transfer or permitting in the case of the death or institutionalization of the originally intended heir.

### **Factors that may elevate the review level of the proposed Policy 2.1.9 Subdivision:**

- a) In those instances where subdivision pursuant to this section would result in the requirement of a new access connection to a designated canopy road, or the removal of any protected tree or vegetation within the Canopy Road Protection Zone, the application shall be subject to the review and approval requirements of the Type "B" site and development plan application process, including mandatory Pre-application and Technical Staff meetings, at the expense of the applicant.
- b) Should site coverage by conservation or preservation areas, as defined by the Comprehensive Plan, comprise more than 40% of the total site, then the application shall require a Type "B" subdivision review. Sites of three acres or larger wherein all buildings, attendant parking facilities, streets, and access facilities will be located outside of conservation or preservation areas, shall be exempt from this requirement. Please see the Development Services Division for information regarding the Type "B" review process.

*Note: A fully completed and approved Environmental Management Permit may be required prior to approval of a Policy 2.1.9 Subdivision application.*

## **Policy 2.1.9 Family Heir Subdivision Process Steps**

### **Step 1. Submittal of a Permitted Use Verification (PUV) application. (See Attachment “A”)**

The applicant shall submit a Permitted Use Verification application to determine eligibility for subdivision pursuant to Policy 2.1.9 of the Comprehensive Plan. The PUV will also provide additional information regarding compliance with the applicable provisions of the Leon County Land Development Code (LDC) and the required review procedures for subdivision pursuant to Policy 2.1.9. A PUV application is included for your convenience.

### **Step 2. Preliminary Environmental Review – Natural Features Inventory (NFI). (See Attachment “B”)**

**This step must be completed prior to proceeding to Step 3. The following information must be submitted for the preliminary environmental and subdivision review:**

- A completed Florida Department of State, Division of Historical Resources, Minimum Review Documentation Requirements form (attached) must be submitted to the Division of Historical Resources during the preliminary environmental and subdivision review, and a copy of the document submitted to the Leon County Growth and Environmental Management Department;
- A completed Leon County Natural Features Inventory (NFI) 2.1.9 application must be submitted to Leon County Environmental Compliance with the appropriate fee. The submittal must include a legal survey of the existing parcel and a sketch drawing showing the proposed lots and legal ingress/egress/utility easement (minimum 40' wide) onto a County maintained road;
- A completed Leon County Affidavit of Ownership acknowledging ownership and agent authorization;
- During the 2.1.9. NFI review, County staff will determine the location of on-site preservation areas (including floodplains, wetlands, etc.). Based on the findings, staff will determine whether additional environmental permitting will be required. An NFI approval letter will be provided to the applicant summarizing staff findings and will include a map showing the location of preservation areas. If preservation areas are identified on more than 40% of the site, staff will stop processing the 2.1.9. NFI application and notify the applicant and Development Services Division that a standard NFI is required.

*Please be advised that the Northwest Florida Water Management District (NFWFMD) and Florida Department of Environmental Protection (FDEP) also have environmental permitting programs that are not related to Leon County requirements. The applicant will also need to contact these agencies to determine whether any additional environmental review or permitting is required.*

### **Step 3. Submittal of the Policy 2.1.9. Subdivision application and associated Environmental Management Permit. (See Attachment “C”)**

Once the items noted in Step 1 and Step 2 have been completed and approved, the applicant will be required to submit a completed Policy 2.1.9 subdivision application. The completed application shall include surveys showing the site's natural features, preservation areas (if applicable), lot lines, and easements. The Environmental Management Permit application (if required as indicated by the NFI) shall be submitted along with the Policy 2.1.9 Subdivision application.

The Policy 2.1.9 Subdivision application shall be subject to the review procedures of the Type “A” site and development plan review process; however, no Technical Staff meeting shall be required, but may be provided, at the request of the applicant, free of charge. *(If Item 6 and/or Item 7 of the Policy 2.1.9 eligibility criteria apply, then a Standard Natural Features Inventory and a Type “B” review shall be required, at the expense of the applicant.)*

**STEP 3. (Continued):**

**A minimum of ten (10) sets of the following items are needed for final review and approval of the Policy 2.1.9 Subdivision application:**

1. Signed, sealed surveys drawn to scale by a licensed State of Florida registered surveyor showing the proposed subdivision and containing the following:
  - a. legal access to each lot (40' wide minimum labeled ingress/egress/utility easement if not on County maintained road);
  - b. lot numbers;
  - c. legal descriptions for each newly created lot and all required access easements;
  - d. the approved Natural Features Inventory (NFI) with all conditions or notes on final site plan;
  - e. conservation/preservation areas (if applicable) as approved in the preliminary environmental and subdivision review; and,
  - f. a copy of the issued Environmental Management Permit (if required) prior to 2.1.9 approval.
2. A completed Family Heir Policy 2.1.9 Subdivision application with the \$900 application fee.
3. Completed Family Heir Property Affidavit(s).
4. Sealed survey and legal description, by a licensed State of Florida registered surveyor, of the existing parcel.
5. Completed Leon County Affidavit of Ownership (both pages) acknowledging ownership and agent authorization (attached).
6. Completed Concurrency Fee Worksheet with the concurrency fee included (attached).
7. Copy of the subject parcel's recorded warranty deed.
8. Documentation of legal access to the subject parcel. If parcel is not on a public road, provide a copy of the recorded legal ingress/egress easement with this application showing the recorded transfer of the easement to the owner of the property in this request. **Proposed legal access must be a minimum of 40-foot wide and labeled "ingress/egress/utility easement".**
9. The application for subdivision or additional dwelling unit pursuant to Subsection 10-7.202.2, shall include covenants and restrictions to be executed by the applicant and the Chair of the Development Review Committee, on the behalf of Leon County, which shall be recorded in the Clerk of the Court's records, restricting transfer and regulating the development of the property to comply with the limitations of Subsection 10-7.202.9. The covenants and restrictions shall be enforceable by Leon County. The covenants and restrictions may be amended as necessary by the Board of County Commissioners to otherwise provide for the transfer or permitting in the case of the death or institutionalization of the originally intended heir.
10. 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 the Court in the public records of the County of 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.

**LEON COUNTY, FLORIDA  
APPLICATION FOR PERMITTED USE VERIFICATION (PUV) CERTIFICATE**



Please Return Completed Application To:

Leon County Department of Growth and Environmental Management  
Development Services Division  
435 North Macomb Street  
Tallahassee, Florida 32301  
(850) 606-1300

Date: \_\_\_\_\_ Tax Parcel I.D. Number: \_\_\_\_\_

(If the Tax Parcel I.D. Number is not known, contact the  
Leon County Property Appraiser's Office at 488-6102)

Parcel Size (In acres): \_\_\_\_\_ Parcel Street Address (If any): \_\_\_\_\_

- Change of Use (\$242)       New Structure/Addition/Subdivision/Site Plan (\$242)

Is the Property Vested from the Comprehensive Plan?       Yes       No  
(If yes, please attach a copy of the vested rights certificate to this application)

Zoning District: \_\_\_\_\_

Existing Use: \_\_\_\_\_

Proposed Use (Be as specific as possible): \_\_\_\_\_

(Please be aware that all parcels of land must be "legal lots of record", meaning that the parcel was created in accordance with Subdivision Regulations in effect at the time the parcel was created. For information on whether a parcel of land is a legal lot of record, contact the Leon County Development Services Division at 606-1300.)

Is Subdivision of the Subject Property Proposed?       Yes       No

Existing Building Square Footage (If Non-Residential Use): \_\_\_\_\_

Proposed Building Square Footage (If Non-Residential Use): \_\_\_\_\_

Existing Number of Residential Dwelling Units (If Residential): \_\_\_\_\_

Proposed Number of Residential Dwelling Units (If Residential): \_\_\_\_\_

This Property is (or will be) served by (Check all that apply):

- Sanitary Sewer    If checked, please check one:     Talquin       City  
 Water System    If checked, please check one:     Talquin       City  
 Septic Tank  
 Private Water Well

(For information on the availability of sanitary sewer and/or potable water, please contact the City of Tallahassee Water and Sewer Department at 891-6155 or Talquin Electric Cooperative, Inc. at 878-4414).

**Step 1. (Continued):**

**Attachment "A"**

Driveway access to the subject property is by (name of road): \_\_\_\_\_

Is this an existing driveway or a proposed driveway?       Existing       Proposed

Please indicate on the lines provided below the existing land uses immediately surrounding the subject property and across any streets  
(For example: restaurant, apartments, convenience store, residential, vacant, etc.):

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

Applicant's Name (Please Print): \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Applicant's Day Time Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Mail Certificate       Call Number Above       Fax

PLEASE NOTE: SUBMITTAL OF THIS APPLICATION WILL RESULT IN THE ISSUANCE OF A PERMITTED USE VERIFICATION CERTIFICATE. THE CERTIFICATE WILL INDICATE IF THE PROPOSED USE IS GENERALLY CONSISTENT WITH THE LEON COUNTY CODE OF LAWS. THE CERTIFICATE WILL ALSO INDICATE IF ADDITIONAL SITE AND DEVELOPMENT PLAN OR PERMITTING REVIEW IS REQUIRED TO DEVELOP THE PROPOSED USE. THE APPLICANT ASSUMES FULL RESPONSIBILITY FOR THE ACCURACY OF ALL INFORMATION PROVIDED, AND MAY BE REQUIRED TO FURNISH ADDITIONAL INFORMATION BEFORE A CERTIFICATE IS ISSUED. CLAIMS TO VESTED RIGHTS FROM THE COMPREHENSIVE PLAN MUST INCLUDE COPIES OF THE VESTING CERTIFICATE. SUBSEQUENT SITE PLAN AND DEVELOPMENT PLAN REVIEW AND/OR PERMITTING MAY LIMIT THE ABILITY TO CONSTRUCT THE DEVELOPMENT DESCRIBED IN THE CERTIFICATE. A PERMITTED USE VERIFICATION CERTIFICATE IS AN ADMINISTRATIVE ACTION AND DOES NOT GRANT DEVELOPMENT APPROVAL OR PROVIDE THE APPLICANT WITH VESTED DEVELOPMENT RIGHTS. NO PERMITTED USE VERIFICATION APPLICATION AND/OR PERMITTED USE VERIFICATION CERTIFICATE SHALL BE THE BASIS FOR ANY CLAIMS OF ESTOPPEL OR VESTING AS AGAINST ANY LAND DEVELOPMENT REGULATIONS OR ZONING REGULATIONS, WHICH MAY BE ADOPTED ON OR AFTER THE DATE OF THE PERMITTED USE VERIFICATION APPLICATION AND/OR THE PERMITTED USE VERIFICATION CERTIFICATE.



**Natural Features Inventory for 2.1.9  
and Limited Partition Subdivisions**

Growth & Environmental Management Department  
Environmental Compliance Division  
435 North Macomb Street  
Tallahassee, Florida 32301  
(850) 606-1300 Fax (850) 606-1301

**Fee: \$1128**

**Please check one:** Family Heir Policy 2.1.9  Limited Partition

**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?

<b>Natural Feature Type</b>	<b>YES</b>	<b>NO</b>	<b>?</b>	<b>Natural Feature Type</b>	<b>YES</b>	<b>NO</b>	<b>?</b>
Wetlands				Severe Slopes (any grades greater than 20% slope)			
Waterbodies				Significant Slopes (any grades of 10-20% slope)			
Watercourses				Protected Trees (any tree 12" diameter or greater; dogwoods 8" 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?</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. (See attachment “C” pages 5-6)
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.



FLORIDA DEPARTMENT OF STATE  
**Kurt S. Browning**  
Secretary of State  
DIVISION OF HISTORICAL RESOURCES

## MINIMUM REVIEW DOCUMENTATION REQUIREMENTS

- **Division Involvement** - Provide the name of the federal, state or local authority and the applicable law, ordinance, license or permit requiring the Division of Historical Resources (DHR) and/or the State Historic Preservation Office (SHPO) review.
- **Project Name/Address** - Provide the name, address and/or the Tax Parcel identification for the project.
- **Project Description** - Provide a detailed written description of the proposed project, including related activities, which will be carried out in conjunction with the project. For example, the proposed rehabilitation (include specific details) or demolition of a building or structure, or the extent of proposed land clearing or ground disturbing activities.
- **Project Location** - Provide the 1/4 Section, Section, Township and Range coordinates from the legal description. Provide a site map(s) with dimensions and/or scale and the total project study area acreage.
- **Location Map(s)** - Provide a general project study area/project site location map. Provide an USGS Quadrangle map (to scale – additional enlargements may be included) depiction of the study area and project site. Depict the project study area on an aerial photograph (current and/or past), when available. Provide a detailed topographic map of the study, when available.
- **Photographs** - Provide photograph(s) of the project site if available (no photocopies). Aerial photographs (current or past) of the project study area and project site are recommended, when available. If a project does or may involve building(s) or structure(s) 50 years of age or older, photographs must be provided of the exterior and interior (as appropriate). Provide photographs of specific elements of the building(s) affected by the project if applicable. All photographs should be keyed to a project or building sketch plan.
- **Description of Project Study Area** - Describe the present condition of the project study area and a history of the past land use activities, i.e., agriculture or silviculture. Describe any manmade improvements in the study area. Provide information on the study area drainage, wetlands, soils, vegetation, etc., information describing the natural environment(s) (biological and geological).
- **Description of Buildings or Structures** - If the project study area includes a building or structure, or the project specifically involves such properties, describe the condition and setting of each. Describe any surrounding buildings or structures (include photographs of such improvements keyed to a map). Indicate the recorded or estimated construction dates for each building or structure.
- **Recorded Archaeological Sites or Historic Buildings/Structures** - Provide the Florida Master Site File\_number of all such recorded properties in or adjacent to the project study area. Identify any such properties listed on the National Register of Historic Places or determined eligible for listing. Identify such properties locally designated as landmarks. Identify which such properties may be directly or indirectly affected by proposed project activities. Please contact the Florida Master Site File at 850-245-6440.

If you have any questions, please contact the Review and Compliance Section at 850-245-6333 or Suncom 205-6333, or visit our web site at <http://dhr.dos.state.fl.us/bhp/compliance>.

Please submit documentation to: Frederick P. Gaske  
State Historic Preservation Officer  
*Attn:* Review and Compliance Section  
R. A. Gray Building, 4<sup>th</sup> Floor  
500 South Bronough Street  
Tallahassee, Florida 32399-0250

**STEP 3.**

**ATTACHMENT "C"**



**FEES: 2.1.9 \$900.00**

See Natural Features Inventory for 2.1.9 Subdivisions and Concurrency Applications for their respective fees.

**FOR OFFICE USE ONLY:**

LEX#: \_\_\_\_\_

LCM#: \_\_\_\_\_

**APPLICATION FOR POLICY 2.1.9 FAMILY HEIR SUBDIVISION  
LEON COUNTY SUBDIVISION, SITE AND DEVELOPMENT PLAN REGULATIONS**

Leon County Department of Growth and Environmental Management  
Development Services Division  
435 North Macomb Street  
Tallahassee, FL 32301  
(850) 606-1300

Applicant's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Agent's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Parcel Tax Identification Number: \_\_\_\_\_

Type of Proposed Development:    Single-Family \_\_\_\_\_            Mobile Home \_\_\_\_\_

Description of Proposed Project:

A. Number of lots proposed \_\_\_\_\_

B. Total acreage of project \_\_\_\_\_

C. Number of existing units on-site \_\_\_\_\_

D. Water Supply:            Well \_\_\_\_\_    City of Tallahassee \_\_\_\_\_    Talquin \_\_\_\_\_

E. Sanitary Sewer:            Septic \_\_\_\_\_    City of Tallahassee \_\_\_\_\_    Talquin \_\_\_\_\_

Location of property: \_\_\_\_\_

Directions to property: \_\_\_\_\_

**Step 3: (Continued):**

**Attachment “C”**

The undersigned acknowledges that once the application has been determined to be approved by the Development Services Division, an Affidavit for Policy 2.1.9 Subdivision must be signed and notarized by all property owners and recorded with new deeds and boundary surveys for the subdivision in all the official records of the Clerk of the Circuit Court. A Policy 2.1.9 Subdivision is subject to Leon County Land Development Regulations including, but not limited to, environmental constraints, zoning, and concurrency management.

I certify that I am the owner, or duly appointed agent of the owner, of the property referenced above to be subdivided and that the property conveyed is for homestead purposes only for a period of no less than two (2) years. I understand that subdivision approval does not grant exemption from any other ordinance or regulations governing the development process.

I understand that the property referenced above will be visited during the performance of the Natural Features Inventory, and hereby grant permission.

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

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

**ATTACHMENTS:**

- 1. Concurrency Fee Worksheet
- 2. Ownership Affidavit

Step 3. (Continued):



Attachment "C"

**FAMILY HEIR SUBDIVISION AFFIDAVIT**

**LEON COUNTY DEPARTMENT OF GROWTH AND ENVIRONMENTAL MANAGEMENT  
DEVELOPMENT SERVICES DIVISION  
435 NORTH MACOMB STREET  
TALLAHASSEE, FL 32301  
(850) 606-1300**

**STATE OF FLORIDA  
COUNTY OF LEON**

Comes now the affiant \_\_\_\_\_, and  
being duly sworn, deposes and says as follows:

I wish to subdivide a parcel of property described as: \_\_\_\_\_  
\_\_\_\_\_

for purposes of conveying a portion of the property to heir, \_\_\_\_\_,  
who is my grandparent, parent, stepparent, adopted parent, sibling, child, step child, adopted  
child, or grandchild. I understand that the created parcel is to be used solely as the homestead of  
the person to whom it is conveyed.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Affiant's Signature

**STATE OF FLORIDA  
COUNTY OF LEON**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_, who is personally know to me, or who has  
produced \_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_  
Signature of Notary/Deputy Clerk

\_\_\_\_\_  
Type or Print Name



**WORKSHEET FOR CONCURRENCY APPLICATION REVIEW FEES**  
LEON COUNTY DEPARTMENT OF GROWTH AND ENVIRONMENTAL MANAGEMENT  
DEVELOPMENT SERVICES DIVISION  
435 NORTH MACOMB STREET  
TALLAHASSEE, FL 32301

1. The concurrency application review fee for the first residential unit is \$156.00 \$\_\_\_\_\_
2. Subtract one (1) from the total number of dwelling units in your project and enter that number. \$\_\_\_\_\_
3. Multiply the number obtained in question 2, above by \$24.00 to obtain the concurrency application review fee for each additional residential unit. \$\_\_\_\_\_

**TOTAL CONCURRENCY APPLICATION REVIEW FEE**

4. Add the amount obtained in Question 1 and Question 3 of the worksheet to get the total concurrency application review fee. \$\_\_\_\_\_

NOTES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 Growth & Environmental  
Management  
435 N. 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 119.07(3)(i)1., 2., and 3 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 Agency; 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