

# ***NOTICE***

## **RECORDING LAND TRANSACTIONS**

Leon County Department of Growth & Environmental Management

2<sup>nd</sup> Floor, Renaissance Building, 435 North Maccomb Street

Tallahassee, Florida 32301

(Located one block north of Tennessee Street)

Phone: (850) 606-1300 Fax: (850) 606-1301

Office Hours: M,T,T & F: 8AM – 5PM; Wed: 9:30AM – 5PM

**If you are about to record a land transaction intending to create a new parcel of property, you should first obtain the appropriate subdivision approvals from the Department of Growth and Environmental Management.** Please call the phone number above or send an e-mail to schedule an appointment to discuss the subdivision of your property, before recording records of new parcels or transferring property title. You may also visit our website at [www.leonpermits.org/Permits/siteplan/index.asp](http://www.leonpermits.org/Permits/siteplan/index.asp) for additional information.

Please be aware of the following:

- In order to obtain the permits necessary to develop, build, or place a mobile or manufactured building upon a parcel of property, that parcel must have been created in accordance with the Leon County Land Development Code's subdivision regulations.
- Failure to obtain an approval in accordance with the Leon County Land Development Code's subdivision regulations may result in the inability to obtain those permits required to develop the affected property.
- The act of recording a property transaction at the Leon County Clerk of Courts' office does not constitute approval in accordance with the Leon County Land Development Code's subdivision regulations.
- The act of obtaining a parcel identification number from the Leon County Property Appraiser's office does not constitute approval in accordance with the Leon County Land Development Code's subdivision regulations.

Please contact the Leon County Department of Growth and Environmental Management for additional information or assistance.