

Minor Subdivisions of 5 Lots or Less

A pre-application meeting is required prior to filing an application!

The procedure to follow to obtain approval:

1. Call the Planning Department and request a pre-application meeting.
 2. Bring the following information to the pre-app meeting:
 - A. Tax ID number of the parcel; and
 - B. A copy of the property deed; and
 - C. A sketch or map of the property showing the proposed minor subdivision.
 3. At the pre-app meeting, it will be determined whether the proposed layout is appropriate, based on the following criteria:
 - A. All the proposed lots are an appropriate size for the Land Use Category;
 - B. All individual lots must have fee simple access with a minimum of 20' frontage on a public or private road;
 - C. Applicant is clear what must be submitted in the application for approval.
 4. The applicant will be given the application form.
 5. Upon preparation of the the application package, return the following to the Planning Office for final approval:
 - The completed application (including all required notarized signatures);
 - The applicant must provide a Boundary Survey, including the locations of all existing improvements and delineation of wetlands and flood zones (if present), prepared by a Registered Land Surveyor, of the "parent tract" (the property to be subdivided).
 - **ALL subdivisions of three (3) or more lots are required to obtain an Environmental Resource Permit (ERP) or exemption letter from the appropriate Water Management District (Suwanee River or Northwest Florida), and if there are wetlands on the property, the NFWMD or the Planning Department may advise the applicant if a permit may be required from FDEP (Florida Department of Environmental Protection). The approved permits (or letters of exemption) must be submitted as part of the application.**
 - A map prepared by a Registered Land Surveyor showing the proposed layout of all lots in the subdivision and an "approval block" containing the following:
 - Approved this _____ day of _____, 2008
 - Conditions of Approval
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- Signature of Planning Official

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- The applicant must obtain from the Property Appraiser's office a certified list of all property owners within 500' of the subject property to be subdivided and submit a copy of the list with the application package.
 - A check for the application fee.

6. The Planning Department will give the applicant a notification letter to be mailed by certified mail to the property owners on the certified list. This is to inform those adjacent property owners that the subdivision will be approved by the Planning Official on a set date that must be at least 15 days after the mailing.

7. On the date specified in the notification, the applicant will be given a Letter of Approval which shall be attached to the application package and taken to the Clerk of Courts for recording in the Official Records.

8. The application will be not be officially approved until a Certified Copy of the documents filed with the Clerk of Courts is returned to the Planning Department, where it will be filed. The owners of the new lots will not be issued any type of permits unless a copy of the recorded document is in the subdivision file.

9. After the minor subdivision approval package has been approved, create new deeds for each of the lots in the minor subdivision. Each of the new deeds must contain language that states:

"The property described herein complies with Jefferson County Planning Department approval as recorded in (insert instrument number) of the Public Records of Jefferson County, Florida."

10. Copies of all the new deeds should be given to the Planning Department for placement in the subdivision file to expedite future permitting processes.
