



Board of County Commissioners
 DEPARTMENT OF PLANNING AND DEVELOPMENT
 LAND DEVELOPMENT DIVISION
 3600 W. Sovereign Path, Suite 141
 Lecanto, FL 34461
 Telephone: (352) 527-5239 Fax (352) 527-5428
 Toll Free (352) 489-2120 TTY (352) 527-5312

LARGE LOT RURAL SUBDIVISION APPLICATION

Application No.: _____ Date: _____

* Agent for Petitioner.

Applicant*

Petitioner(s)

Name: _____	Name: _____
Address: _____	Address: _____
City: _____	City: _____
State: _____ Zip: _____	State: _____ Zip: _____
Home No.: _____ Cell No.: _____	Home No.: _____ Cell No.: _____
Work No.: _____ Fax No.: _____	Work No.: _____ Fax No.: _____
Email: _____	Email: _____

Property Description: Section: _____ Township: _____ South Range: _____ East
 Legal Description: _____
 Subdivision: _____ Lot(s): _____ Block/Parcel: _____
 Alternate Key #: _____ Parcel ID: _____

Attach Proof of Ownership

Date of Boundary Survey: _____ Revision Dates (if any): _____
 Total Acreage of Subdivision: _____ Total Number of all Proposed Lots: _____
 Future Land Use Designation: _____ Road: _____
 General Location: _____

If the applicant is other than the owner, a letter of authorization is required from the owner of the property to be subdivided.

I DO HEREBY SWEAR THAT THE INFORMATION CONTAINED HEREIN AND THE ATTACHMENTS HERETO ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature: _____

STATE OF FLORIDA
 COUNTY OF CITRUS

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State and County aforesaid to take acknowledgements, personally appeared _____, who is personally known to me or provided _____ as identification and who did not take an oath.

WITNESS my hand and official seal this _____ day of _____, _____.

 Printed Name Seal

 Notary Public - State of Florida

Date: _____	For Staff Use Only
Time: _____	ATF: _____
Initials: _____	QTR: _____
	LUD: _____



LARGE LOT RURAL SUBDIVISION GUIDELINES

A. This section is provided for the purpose of defining and describing an exception to the requirement to plat for land that has not been previously platted as defined in Ch. 177 F.S. The intent of this section is to provide for large unplatted residential lots/parcels outside the Planned Service Area with access from a County road or via a 20-foot wide exclusive access easement which shall abut the County road and remain part of the parent parcel. However, if the land is part of a previously platted subdivision, then a replat is required as outlined in Section 2242.

B. All of the following requirements shall apply:

1. Land must be outside the limits of the Planned Service Area, as delineated by the Comprehensive Plan.
2. Land can be subdivided in such a manner that all parcels resulting from said subdivision have access from an existing public road, directly or via an approved exclusive access easement which abuts an existing public road.
3. The proposed subdivision will not eliminate or diminish access to any adjacent parcel.

If all of the requirements can be met, the proposed subdivision can be exempt from the platting requirements and considered through the Large Lot Rural Subdivision process.

C. In order to qualify for the exemption through this Large Lot Rural Subdivision provision, the following conditions shall be met:

1. An application for approval of the Large Lot Rural Subdivision and exemptions to the platting requirements shall be required.
2. A boundary survey for showing the original parcel of land and subsequent Large Lot Rural Subdivision of land shall be prepared by a Florida Registered Professional Surveyor and Mapper and shall include the following information:
 - a. Existing legal description, boundary survey, and dimensions of the lot(s) and/or parcel(s) to be subdivided. All existing easements and rights-of-way must be indicated.
 - b. Legal descriptions, boundary survey, and dimensions of the created parcels (lots). New Lot(s) and/or parcel(s) shall have an assigned number or letter through which it may be identified to the parent parcel.
 - c. Legal description, boundary survey, and dimensions of any 20-foot wide exclusive access easement of the proposed new lot/parcel.



- d. If an exclusive access easement is proposed for ingress/egress, the following language must be placed on the boundary survey:

“No governmental agency, including the Citrus County Board of County Commissioners, shall be responsible for the maintenance, upkeep, or improvements of any private drives, roads, streets, easements, or rights-of-way providing ingress and egress to the property herein conveyed.”
 - e. The boundary survey shall indicate that its purpose is for a Large Lot Rural Subdivision.
 - f. The boundary survey shall be drawn at a legible scale and shall be bold enough to remain clearly legible after reduction.
3. All lots and/or parcels so created shall meet the minimum area requirements for the land use district in which they are located; however, in no case shall lots have a minimum lot width of less than 100 feet which shall be measured at the proposed building site. Access drives shall be no less than 20 feet in width and shall connect directly to a County roadway via an approved driveway apron. No more than two access drives may occur within any 100 feet of public road frontage.
 4. A Large Lot Rural Subdivision shall not result in an increase in density beyond that allowed by the Comprehensive Plan or the LDC.
 5. After approval by the Director of the Land Development Division, or designee, the boundary survey identifying the new lot(s) and/or parcel(s) shall be recorded with the Clerk of the Circuit Court.
 6. A driveway apron shall be provided for stabilization of the County road at the point of ingress/egress from the County road in accordance with the driveway apron construction standards of Citrus County.

NOTE: Property Owners are advised that recording of the boundary survey for a Large Lot Rural Subdivision in the Clerk's official record book does not convey transfer of property. The Property Owner shall be responsible for preparation of deed(s) associated with new lot(s), and having the deed(s) recorded with the Clerk of the Circuit Court.



LARGE LOT RURAL SUBDIVISION SUBMITTAL CHECKLIST*

- _____ 1. Complete application.
- _____ 2. Fee as required by Resolution adopted by the Board of County Commissioners.
- _____ 3. Proof of ownership (to all lots/parcels).
- _____ 4. Letter(s) of Authorization (if applicable).
- _____ 6. Six (6) signed original surveys showing existing lot/parcel boundaries and proposed lot/parcel boundaries with legal descriptions and improvements depicted. (The approved survey will need to be recorded so the applicant may wish to retain one additional original size 8 ½" x 11" or 8 ½" x 14".)

*Additional information may be required as necessary in accordance with Land Development Code provisions.



AUTHORIZATION

APPLICATION REQUEST: (check one)

____ Variance ____ Conditional Use ____ Minor Subdivision ____ Lot Reconfiguration
 ____ Plat Vacation ____ Street Vacation ____ Comprehensive Plan Amendment
 ____ Atlas Amendment ____ Other (specify): _____

LEGAL DESCRIPTION OF PROPERTY:

Section ____ Township ____ Range ____ Alternate Key # _____
 Lot/Parcel _____ Block _____
 Subdivision _____

I, _____, owner of the above described property,
 (Name of Owner)

authorize _____ of _____ to
 (Name of Representative) (Name of Business)

serve as agent on my behalf for the purpose of making application for the proposed request. No further authorization is expressed or implied, than that which is described herein.

SIGNATURE: _____
 (Signature of Owner)

STATE OF FLORIDA
 COUNTY OF CITRUS

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State and County aforesaid to take acknowledgements, personally appeared _____, who is personally known to me or provided _____ as identification and who did not take an oath.

WITNESS my hand and official seal this ____ day of _____, ____.

 Printed Name Seal

 Notary Public - State of Florida



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NOTICE

INFORMATION REQUIRED FOR ALL APPLICATIONS

It is the policy of the Board of County Commissioners to require complete and sufficient applications for review prior to setting a hearing date. The application you submit to the Land Development Division (LDD) must include a completed application with proof of ownership, authorization by owner (as applicable), necessary fees, legal description, site plan, and any additional information identified by the LDD as deemed necessary to review and prepare a written findings report and recommendation to the Planning and Development Commission and/or the Board of County Commissioners. Such information may include, but is not limited to, boundary survey, master plan of development, biological survey, tree preservation plan, landscape plan, historical/archeological survey, wetland boundary delineation, line of mean annual flood or ordinary high water line, parking study, transportation facilities analysis, drainage facilities analysis, public school facilities analysis, public facilities (water/wastewater) analysis, level of service compliance, and other agency approvals. **Applications deemed incomplete will be returned to the applicant.**

Once the application is deemed complete, the LDD shall make a determination as to the sufficiency of the information contained in the application for the purpose of review and to prepare a findings report and recommendation to the Planning and Development Commission and/or the Board of County Commissioners. You will be notified in writing as to the sufficiency status of your application. If your application is deemed insufficient, such application shall be held in abeyance until such time as the required information is received by the LDD. If you fail to provide the information requested by the LDD within 120 days of notification, or within a time agreed upon by the applicant and the LDD, the application shall be considered withdrawn. When the LDD determines that the application information is sufficient to review, then the public hearing date will be set. Formal notification of hearing dates will be mailed to you.

You may request that the LDD arrange a conference to discuss requirements for information in accordance with the adopted standards and criteria of the Citrus County Land Development Code and the Citrus County Comprehensive Plan. A determination of sufficiency by the LDD does not necessarily indicate that the LDD or other reviewing agencies agree with the information and conclusions presented in the application, nor does it constitute a determination for positive findings for recommendation by the Department to the Planning and Development Commission and/or the Board of County Commissioners.