



SANTA ROSA COUNTY DEVELOPMENT SERVICES – Planning & Zoning

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6051 Old Bagdad Highway, Suite 202 | Milton, Florida 32583

Minor Subdivision Application

Instructions:

1. Complete Application and submit along with the following:
 - a. Submit \$100.00 review fee.
 - b. Provide a site plan drawn to scale with exact dimensions, showing property lines (existing and proposed), area/square footage of lots (existing and proposed), and any existing structures.
 - T c. Provide a copy of any existing and proposed easements. If an easement is to be used to meet access management requirements, the easement shall contain the following word, "Joint and/or cross-access easements and service drives as required under Section 4.05.02.A.4 of the Land Development Code are not intended to be maintained or owned by Santa Rosa County." All easements and maintenance agreements that are required herein must be recorded in the public records of Santa Rosa County prior to the transfer of ownership of the lots created through minor subdivision.
 - d. Provide documentation showing how the criteria are met.
 - e. If the property is located on an access management roadway as described in 4.05.02 of the Land Development Code, then the site plan must demonstrate compliance with the applicable access management standards.
 - f. If the property is located in whole or in part, within a Military or Public Airport Zone, then the requirements of 4.03.04.E and Chapter 8 of the Land Development Code must be met.
 - g. If the property is located in the Garcon Point Protection Area, then each lot created must contain sufficient buildable uplands as required by Section 3.03.03.C of the Land Development Code.

To obtain building permits for any lot(s) created through minor subdivision, a copy of this approved form must be submitted with permit application(s) to the Building Inspection Department. Any easements which are required under this approval must be recorded in the public records of Santa Rosa County prior to the transfer of ownership of the lots created through minor subdivision.

Taken from the Santa Rosa County Land Development Code:

Definition: (1.07.02)

Minor Subdivision – Minor subdivisions refer to any division of one parcel of land into two or more parcels in which all parcels have adequate existing county-maintained or county-approved street frontage and require no new streets or change in existing public streets. Parcels fronting on a deeded or platted right-of-way where the actual roadway has not been constructed and has not been accepted for maintenance by the County shall not qualify as minor subdivisions. For the purposes of this definition, county-approved street frontage shall include private named streets that were in existence as of April 24, 1986, and are shown and named on the County's original zoning maps, and private roads and their associated rights-of-way that have been approved by the County through the platting process.

1.04.02 Division of Land

B. Every minor subdivision, division of land within the County which results in new lots, parcels, tracts, etc. not part of an existing subdivision made pursuant to this subsection and resulting in new lots, parcels, tracts, etc. shall either comply with subsection A or if they meet any of the following criteria:

1. If the land is located on an Access Management Corridor;
2. If the land is located in a Military or Public Airport Zone as specified in Chapter 8;

3. If the land is in the Garcon Point Protection Area as identified in the Santa Rosa County Comprehensive Plan;
4. If the new Lots, Parcels, Tracts, etc. are less than four (4) acres in size.

Owner/Developer will need to submit a drawing showing the metes and bounds descriptions of the lots, parcels, tracts, etc.; a sketch to scale showing the configuration, acreage and square footage of the original Lot and proposed division. For those divisions meeting criteria #4 above, an engineered drainage plan as required by Section 3.04.09.

Land conveyed in such developments may be described by metes and bounds, and shall be recorded by deed. This exemption will not apply to parcels located on deeded county right-of-ways where the actual roadway has not been constructed and has not been accepted for maintenance by the County and to parcels located on private roadways that were not approved by the County through the platting process, except those private roadways that existed as of April 24, 1986 and are shown and named on the County's original zoning maps.

- C. The County shall not issue a Final Development Order, Land Development Certificate or a Building Permit for Development proposed on a Lot, Parcel, Tract, etc. established in violation of this LDC.
- D. An assembly of platted lots may be disassembled (subdivided) without complying with either subsections A or B so long as no resulting lot bears a description or size other than as shown on a currently applicable, recorded Plat and each such resulting, previously platted lot complies in all respects with this LDC.
- E. All lots of record four (4) acres or less must provide an engineered drainage plan (to scale) pursuant to Section 4.04.00 prior to (or concurrent) with building permit or land clearing submittal application.

4.03.13 Exemptions and Exceptions to Platted Subdivisions

B. Minor Subdivisions – Minor Subdivisions as herein defined, need not comply with the platting requirements and specifications of this Ordinance. Proposed minor subdivisions meeting any of the following criteria must be reviewed for consistency with applicable Land Development Code and Comprehensive Plan regulations prior to subdivision of the land:

1. if the property being divided is located on an Access Management corridor;
2. if the property being divided is located in a Military or Public Airport Zone as specified in Chapter 8;
3. if the property being divided is located in the Garcon Point Protection Area identified in the Santa Rosa County Comprehensive Plan; or
4. if the property being divided is less than 4 acres

The application must include a site plan, drawn to scale, showing the configuration and acreage or square footage of the original parcel(s) and proposed division. The application for subdivisions meeting requirement four (4) above must also include drainage plans as required by Section 4.04.00.

4.04.01 Drainage and Stormwater Management Plan

- D. Drainage Plans for all lots of record located within the area of Santa Rosa County south of Yellow River.
 1. Lots within platted subdivisions without an approved lot grading plans. Engineered Drainage Plans shall include:
 - a. Finish Floor Elevation of the structure
 - b. Indicate how the stormwater will reach the designed stormwater infrastructure with the subdivision.
 - c. Provide spot elevations around the perimeter of the lot along the property lines
 - d. Provide flow arrows to indicate the direction of the flow
 - e. Show all infrastructure on the site necessary to convey the runoff (swales, ditches, culverts, inlets, etc.)
 2. Lots not within a platted subdivision. Engineered Drainage Plans shall include:
 - a. Finish Floor Elevation of the structure
 - b. Provide a stormwater storage pond to treat and attenuate the stormwater in accordance with the stormwater regulations
 - c. Provide spot elevations around the perimeter of the lot along the property lines

- d. Provide flow arrows to indicate the direction of the flow
 - e. Show all infrastructure on the site necessary to convey the runoff (swales, ditches, culverts, inlets, etc).
3. All lots will require a certified as-built prior to issuance of the Certificate of Occupancy.
- E. Drainage Plans for all newly created non-platted lots located within the area of Santa Rosa County North of Yellow River.
- 1. All new lots that front on an existing public or private street, paved or unpaved, shall provide an easement that is 30 feet in width from the centerline of roadway on the side of the new lot in order to facilitate the installation of future drainage improvements.
 - 2. All new lots that are less than 1 acre in size shall direct runoff away from the primary structure to avoid impervious surfaces such as driveways and patios to the greatest extent possible to encourage infiltration into the yard area and minimize runoff. If the lot contains a paved driveway, the pavement should be graded to direct as much runoff as possible to the surrounding yard area to encourage infiltration and minimize runoff to the greatest extent as is practical.

11.02.02 Basic Submittal Requirements for Access Management, Coastal Construction, Parent Parcel, Itinerant Vendor, Major Land Clearing, Minor Land Clearing, Minor Subdivision, Off Premise Sign, PUD Master Plans, PBD Master Plans, PID Master Plans, Site Plan Applications, Tree Removal, Conditional Uses, Rezonings, Small Scale Future Land Use Amendments, Large Scale Future Land Use Amendments, Special Exceptions, and Variances

- A. Each application for Access Management, Coastal Construction, Parent Parcel, Itinerant Vendor, Major Land Clearing, Minor Land Clearing, Minor Subdivision, Off Premise Sign, PUD Master Plans, PBD Master Plans, PID Master Plans, Site Plan and Tree Removal Applications shall contain the following information:
- 1. All information required pursuant to section 11.02.01;
 - 2. Name, address, telephone number and email address of the plan preparer;
 - 3. Date of preparation and date(s) of any modifications of site plan, north arrow and written and graphic scale;
 - 4. Legal description of the property, consistent with the survey, if a survey is required;
 - 5. A vicinity map showing the location of the property;
 - 6. Zoning designation for the property;
 - 7. Additional plans, documents and reports as deemed necessary by the Planning Director; and
 - 8. Information required for the specific type of application, as specified in sections 11.02.03 through 11.02.15, as applicable.
- B. All Site Plans, Plats and sketches of a Lot Split shall be drawn to a scale approved by the Planning Director.

11.02.09 Additional Submittal Requirements for Minor Subdivision

- A. All information required pursuant to section 11.02.02.
- B. Provide a site plan drawn to scale with exact dimensions, showing property lines (existing and proposed), area/square footage of lots (existing and proposed), and any existing structures.
- C. Provide a copy of any existing and proposed easements.
- D. Provide documentation showing how the criteria are met.
- E. An application fee.

11.04.01 Determination of Completeness and Consistence with Regulations

- A. The Planning and Zoning Department shall provide notice via mail or electronic mail to the applicant within thirty (30) days (except as provided below) of receipt of an application stating that the application is complete and that the proposed action complies with the applicable provisions of the Comprehensive Plan and LDC or stating with specificity any deficiencies which if

cured, would make the application properly completed and in compliance with applicable regulations. Failure to timely provide such notices shall not be deemed an acknowledgement of completeness and consistency with applicable regulations.

- B. The applicant shall have forty-five (45) days from the date of each notice to correct the deficiencies. Until the applicant corrects the deficiencies, the Departments will take no further action for processing the application. If the applicant fails to correct the deficiencies within the forty-five (45) day period, the application shall be deemed withdrawn.
- C. Plans submitted in response to a notice specifying deficiencies shall be processed according to 10.05.01(A). The applicant shall then respond to any further notice by the Departments according to 10.05.01(B).
- D. The Planning and Zoning Department shall process the application for review and action in accordance with the procedures applicable to that type of application as established.

11.04.02 Application Reviews

A. Residential Application Reviews

4. Minor Subdivision Application

- a. The Planning and Zoning Department will review the application for completeness and if deemed complete will complete the review within ten (10) business days.
- b. If the application is approved, a copy of the approval will be given to the applicant. To obtain building permits created through this process, a copy of this approved form must be submitted with the building permit to the Building Inspections Department.
- c. All Minor Subdivision lot splits must be recorded with the Santa Rosa County Clerk of Courts within one (1) year of application filing.



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DEVELOPMENT SERVICES – Planning & Zoning**

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Minor Subdivision Application

****For Official Use Only****

Application No.	_____ -MS- _____	Date Received:	_____
Review Fee:	\$100.00	Receipt No.	_____
Zoning District:	_____	FLU Designation:	_____

Property Owner Information:

Property Owner Name: _____

Address: _____

Phone: _____ Email: _____

Applicant Information:

Check here and skip this section if the applicant is the Property Owner. Otherwise, complete this section and provide authorization from the Property Owner giving the Applicant the authority to pursue development approvals.

Company: _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

Project Information:

Parcel ID Number(s): _____

--- OR ---

Street Address of property for which the minor subdivision approval is requested:

Describe present use of property: _____

Size of parcel (in acres of square footage) to be considered for the Minor Subdivision.

Additional Information:

Approval:

Planning and Zoning Official

Date

Title

Conditions or Comments: _____

Engineer

Date

Conditions or Comments: _____

Issuance of a development permit by the county does not in any way create any rights on the part of the applicant to obtain a permit from a state or federal agency and does not create any liability on the part of the county for issuance of the permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes actions that result in a violation of state or federal law. This permit is conditioned on obtaining all other applicable state or federal permits before commencement of the development.