



SANTA ROSA COUNTY DEVELOPMENT SERVICES – Planning & Zoning

SHAWN WARD, AICP
Planning Director
shawnw@santarosa.fl.gov

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

Parent Parcel Application

Instructions:

1. Complete application and submit along with the following:
 - a. A site plan of the property, showing property lines (existing and proposed), dimensions, structures (existing and proposed), abutting streets, and any other pertinent information must be attached to this application. All site plans must be drawn to scale.
 - b. Submit \$100.00 fee for review.
2. An access easement is required for all proposed parcels that do not have road frontage. This easement must be recorded on each deed.

Taken from the Santa Rosa County Land Development Code:

Parent Parcel Subdivisions

2.06.02 Dividing of Parcels without Road Frontage in Rural Residential (AG-RR) and Estate Residential Agriculture (AG-1) Zoning Districts

- A. The dividing of a parent parcel in the Rural Residential Agriculture (AG-RR) and Estate Residential Agriculture (AG-1) zoning district, resulting in a parcel(s) which will not possess the required road frontage, may be permitted by the Planning and Zoning Department with the following provisions. A parent parcel is defined as those lots of record as of October 22, 1998. A parent parcel may be subdivided with the following provisions:
 1. A parent parcel may only be subdivided to create a maximum of three (3) new lots which do not meet minimum road frontage requirements. The three new lots will include the remainder of the parent parcel if road frontage requirements cannot be met;
 2. No new County maintained roads are created;
 3. An easement maintenance agreement between property owners is required; or an access easement (minimum width 20 ft.) must be included in each newly created deed or legal description;
 4. Property being divided shall not be located within a recorded platted subdivision;
 5. The maximum allowable density of the parcel created shall not exceed the allowable density of one dwelling unit per acre;
 6. Except for street frontage and that which is herein contained, all other requirements of this ordinance shall be adhered to; and,
 7. For lots less than four (4) acres in size an engineered drainage plan is required. See Section 4.04.00 for requirements.

Lots created under this provision are exempt from platting requirements.

Stormwater Requirements 4.04.01

- 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.



**SANTA ROSA COUNTY
DEVELOPMENT SERVICES – Planning & Zoning**

SHAWN WARD, AICP
Planning Director
shawnw@santarosa.fl.gov

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

Parent Parcel Application

** For Official Use Only **	
Application No. _____-PP - _____	Date Received: _____
Review Fee: \$100.00	Receipt No.: _____
Zoning District: _____	FLUM 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 the parent parcel approval.

Company: _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

Project Information

Parcel ID Number(s): _____

-AND/OR-

Street Address of property for which the parent parcel is requested:

Project Details

Describe the present use of property: _____

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

Additional Information:

Approval

Planning & Zoning Official

Date

Title

Conditions: _____

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.