

LOT ADJUSTMENT APPLICATION



Mail or hand deliver completed application to:

**CITY OF ORANGE CITY
DEVELOPMENT SERVICES DEPARTMENT**
205 E. Graves Avenue
Orange City, FL 32763
(386) 775-5415
ourorangecity.com

TYPE OF APPLICATION:
(Check all that apply)

- LOT COMBINATION* ADJUSTMENT OF LOT LINES*
*Please see submittal checklist for an explanation of fees

PROJECT INFORMATION:

(Attach additional sheets as necessary)

PROJECT ADDRESS: _____
TAX PARCEL NUMBER(S): _____
TOTAL ACRES/SF: _____
UTILITY PROVIDER(S): _____ and/or WELL and/or SEPTIC

OWNER INFORMATION:

NAME: _____ PRIMARY CONTACT
COMPANY: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
PHONE: (____) _____ FAX: (____) _____ EMAIL: _____

APPLICANT INFORMATION (if different than owner):

NAME: _____ PRIMARY CONTACT
COMPANY: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
PHONE: (____) _____ FAX: (____) _____ EMAIL: _____

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TO BE COMPLETED BY CITY STAFF:

Date Stamp:		Received by:	
Fee Paid: <small>(Breakdown of fees must be attached)</small>		Application #(s):	
Pre-Application Meeting Date:		Planner:	

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**TO BE SUPPLIED AT THE TIME OF SUBMISSION WITH ALL APPLICATIONS
(ALL ITEMS MUST ALSO BE SUBMITTED ELECTRONICALLY ON A CD IN PDF FORMAT):**

- Application fees and/or consultant fee deposit (*Lot combination fees applied shall be the same cost as a zoning verification letter. Lot line adjustment fees shall be the same cost as a minor subdivision review. Refer to our fee schedule for specific fees.)
- Two (2) current (no more than two years old) signed and sealed surveys of the property completed by a Florida Registered Land Surveyor
- Authorization from owner (if applicant is other than owner or attorney for owner)
- A survey sketch, to scale, that shows all existing and proposed lots. All easements and structures should be shown on the sketch.

NOTE: State law requires that all current and delinquent taxes must be paid prior to final approval. If the application is submitted after November 1, the taxes for the current year must be paid.

CERTIFICATION

By signing this application, the applicant understands and agrees that all direct costs, expenses and fees incurred by the city relating directly to the review, processing, inspection, or regulation of an application, including but not limited to the time of city consultants, as well as those relating to legal and engineering review for an application or project shall be assessed to the applicant and reimbursed to the City. To cover these costs, many applications require a review retainer. The review retainer will be held during the course of review, and returned to the applicant after all outstanding invoices are paid.

By signing below, you acknowledge the requirement for the complete application submission and all fees to be received in this office no later than noon on the applicable posted deadline date. Applications determined to be incomplete may be returned to the applicant prior to acceptance, or final approval may be delayed. City staff is hereby granted access to the subject property for inspection and review purposes.

APPLICANT(s) SIGNATURE:

If you are not the property owner, you must have the owner complete the attached Owner Authorization Form.

APPLICANT(s) PRINT:

DATE: