



CITY OF NICEVILLE

Community Development Department
Planning – Building – Inspections – CRA
208 Partin Drive N, Niceville, FL 32578
850-279-6436 – www.cityofniceville.org

APPLICATION FOR LOT SPLIT/LOT LINE ADJUSTMENT

Date: _____

Applicant name: _____

Applicant is: Property owner _____ Authorized agent* _____
*Attach verification affidavit

Applicant Address: _____

Applicant Telephone: _____

Property Owner Name: _____

Property Address: _____

Parcel ID Number: _____

Land use information: FLUM category _____

Zoning district _____

Request for (select one):

Lot Combination _____ Lot Line Adjustment _____ Lot Split _____

Total size of property: _____ acres OR _____ sq. ft.

Number of existing lots: _____ Number of proposed lots: _____

Are utilities being relocated? (select one): No _____ Yes _____

Certification: I do hereby certify and affirm that the information represented in this application is true and correct to the best of my knowledge. I also give my permission for city staff to enter upon the property involved at any reasonable time for purposes of inspections or posting of notices.

Applicant typed or printed name

Applicant signature

Date

Purpose

The purpose of a lot split/lot line adjustment (non-statutory process) is to provide a means for the single division of property based on zoning and density which does not require major roadway, drainage, or other similar improvements. Criteria for the subdivision of land can be located in the City of Niceville LDC 2.10.00.

Requirements

- No more than two (2) lots shall be created by this process, this is including the “parent parcel” of the subdivided property.
- Resulting property must meet all dimensional requirements for the existing zoning.
- Both resulting properties must have frontage on an existing public or private road, and would not result in the need for additional drainage or roadways.
- Following approval, all newly created lots must be recorded by deed or other legal instrument in the Official Records of Okaloosa County through proper documentation at the Okaloosa County Clerk of Courts.

Required Information & Materials

The following information must be submitted with the completed, signed and dated application form.

1. ___ A copy of the deed and legal description of the property involved.
2. ___ A survey with the configuration and dimensions of the “parent parcel.”
3. ___ A survey with the configuration and dimensions of the resulting lot split parcels.
4. ___ The application fee for Lot Split/Lot Line Adjustment is \$250.00
5. ___ If the applicant is not the actual property owner, a verification of authorized agent must be provided.

Procedure

The procedure for Lot Split is as follows:

1. Fully complete, sign, and date the applicable application form.
2. Submit the completed application and required information to the Community Development Department.
3. Once the application is submitted and determined to be fully complete the requested action will be placed on the agenda of the Technical Review Committee (TRC) for the next available meeting date based on advertising requirements.
4. The time, date and location of the required TRC meeting will be provided to the applicant by the Planning Administrator.
5. The City of Niceville shall post a sign on a conspicuous location on the property. This sign must be posted no less than 14 days prior to the scheduled public meeting.
6. The City of Niceville shall send notice letters to all property owners within 300 feet of subject property’s boundaries a minimum of 14 days prior to the scheduled public meeting.
7. The applicant must attend the TRC meeting so as to answer any questions or issues that may arise.