

Minor Subdivision Process

1. Do the research on your property

- a. Use the resources found on the County website, including the [Interactive GIS Mapping System](#) and the complete [Land Development Code \(LDC\)](#).
- b. Determine the layout of your proposed subdivision in consideration of the zoning and other LDC requirements.

2. Determine if the minor subdivision needs to be reviewed

To determine if a minor subdivision needs to be reviewed and approved:

- a. The Santa Rosa County [Interactive GIS Mapping System](#) can check if any of the above criteria apply to a particular parcel of land through the "Report" function. First you must identify the property in question by either searching for the parcel using a street address, parcel number, or owner name, or by panning/zooming to the subject property in the main map view and using the "Identify" tool (make sure that "Parcel" is the layer set to identify).
- b. You can contact the Community Planning, Zoning, and Development Division for more information.
- c. If the minor subdivision requires review, then complete an [application for minor subdivision](#) and attach a site plan that meets the general requirements specified in the application and the specific requirements of the applicable criteria.

3. If the application is approved or not required, then you can proceed with the subdivision.

- a. Legal descriptions must be created for the new lots and must be recorded on a deed with the Santa Rosa County Clerk of Courts. Contact the Clerk of Courts for more information on recording deeds at 850-983-1966 or on the web at <http://www.santarosaclerk.com>.
- b. A new parcel number will be issued by the Santa Rosa County Property Appraiser for each new lot. Contact the Property Appraiser for more information on issuance of parcel numbers at 850-983-1880 or on the web at <http://www.srcpa.org>.