



SANTA ROSA COUNTY DEVELOPMENT SERVICES

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

BECKIE CATO
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Building Official
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Minor Subdivision Application

* Application Instructions begin on Page 3

** For Official Use Only **	
Application No. _____ - MS - _____	Date Received: _____
Review Fee: \$50.00	Receipt No.: _____
Zoning District: _____	FLUM Designation: _____

Property Owner Property Owner Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant 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: _____ Fax: _____

Email: _____

Project Information Parcel ID Number(s): _____
-OR-

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

**Project
Details**

Describe present use of property: _____

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

Additional Information:

Approval

Planning & Zoning Official

Date

Title

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.

Instructions:

1. Complete application and submit along with the following:
 - a. A site plan of the property, showing property lines (existing and proposed), dimensions, area/square footage of lots (existing and proposed), existing structures and any other pertinent information must be attached to this application. All site plans must be drawn to scale.
 - b. If the property is located on an access management roadway as described in Section 4.04.03(D) of the Land Development Code, then the site plan must demonstrate compliance with the applicable access management standards.
 - c. If the property is located within an identified storm water problem area and the applicant is creating lots less than one (1) acre in size, then the requirements of Section 4.03.06(F) of the Land Development Code must be met.
 - d. If the property is located, in whole or in part, within a Military or Public Airport Zone, then the requirements of Section 4.03.03(K) and Article 11 of the Land Development Code must be met.
 - e. If the property is located in the Garcon Point Protection Area, then each lot created must contain sufficient buildable uplands as required by Policy 8.1.A.1 of the Comprehensive Plan.
 - f. Provide a copy of any existing and proposed easements, if applicable. If an easement is to be used to meet access management requirements, the easement shall contain the following words: "Joint and/or cross-access easements and service drives as required under Section 4.04.03(D) of the Santa Rosa County 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.
 - g. Submit \$50.00 fee for review.

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 (Section 3.00.01 "Subdivision, Minor", LDC): 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 as specified by the existing zoning district of the parcel 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.

MINOR SUBDIVISIONS (Section 4.03.13(B), LDC): Minor subdivisions, as herein defined, need not comply with the platting requirements 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 Article 11;
3. if the property being divided is located in the Garcon Point Protection Area as identified in the Santa Rosa County Comprehensive Plan; or
4. if the property being divided is located in an identified storm water problem area as shown on a map available from the County Engineer and the resultant lots or parcels are less than one (1) acre in size.

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 4.03.06(F).

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.

Warning and Disclaimer of Liability: The degree of protection from flooding offered by the storm water management requirements of the minor subdivision review process as described in Section 4.03.13(B) of the Land Development Code is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by man-made or natural causes. The storm water management requirements for minor subdivisions in identified storm water problem areas do not imply that minor subdivisions located outside the identified storm water problem areas or uses permitted within such areas will be free from flooding or flood damages. Section 4.03.13(B) shall not create liability on the part of Santa Rosa County or by any officer or employee thereof for any flood damages that result from reliance on this Section or any administrative decision lawfully made there under.