

SUBDIVISION NONSTATUTORY APPLICATION CHECKLIST

1. Property owner or owner's representative complete notarized application form.
2. For an owner's representative, submit letter of authorization. Include an affidavit of Corporate Identity if a company or LLC owns the property, in which only those registered as authorized officers with the State of Florida Division of Corporation may sign.
3. An Opinion of Title:
 - a. Prepared by an attorney at law licensed to practice in Florida or a certification by an abstractor or a title company.
 - b. Shows that record title to the land as described and shown on the survey is in the name of the person, persons, corporation, or entity requesting the division.
 - c. List all mortgages not satisfied or released of record nor otherwise terminated by law.
 - d. List all encumbrances (i.e. easements, etc.) on the subject property.
 - e. **Current (within six (6) months of the date of application submittal).**
4. The plat that created the Lot or if the property was not platted, a boundary survey meeting the Florida Administrative code Section 5J-17 and FL Statute 472.027 must be submitted along with the city requirements noted on # 4.
5. A boundary survey depicting the proposed lot divisions or lot reconfigurations and meeting the following criteria:
 - a. Prepared by a registered land surveyor licensed to practice in the State of Florida.
 - b. **Survey must be no more than a year old.**
 - c. Completed with the benefit of a current title opinion with a statement noting that.
 - d. Metes and bounds legal description of each parcel along with lot widths square footage and acreage of each newly created or reconfigured parcel.
 - e. Show all existing on-site easements, existing on-site improvements, wetlands and rights-of way.
 - f. All newly established parcels shall be labeled and numbered accordingly.
 - g. Any proposed easements.
 - h. Surveyor's certificate of accuracy.
 - i. Survey needs to be certified to the City of Palm Coast.
 - j. Flood Insurance Rate Map (FIRM) information: community panel number, date, and flood zone(s). *survey must show the delineated lines for flood way. (AE or A on flood plain notes), if not send to Floodplain manager.
 - k. Must state at top of the block of the survey "Nonstatutory Land Division" or "Nonstatutory Parcel Reconfiguration", whichever is applicable.
 - l. Name of project.
 - m. Vicinity map.
 - n. North arrow indicator.
6. Please ensure that the split lots each meet the dimensional requirements for the zoning district and ensure they both have legal access.
7. Draft deed for each proposed parcel if ownership differs.
8. Environmental assessment report from an environmental consultant regarding: (as applicable)
 - a. Wetland Quality Assessment Methodology (WQAM)

b. Endangered and threatened species and species of special concern.

8. Cultural resource field survey report. (as applicable)