

Okeechobee County Community Development Department
1700 NW 9th Avenue, Suite A • Okeechobee, FL 34972
Phone (863) 763-5548 • Fax (863) 763-5276
planning@co.okeechobee.fl.us

Application for a Deminimus Development

A deminimus development is the subdivision of a single lot or parcel of land into two lots or parcels, or the changing of boundaries of existing lots such that no more than one new lot is created. Roadways, drainage and other required improvements must be in place, and the deminimus development must also be consistent with the surrounding area. To apply for a deminimus development, fill out this application and provide the requested information.

1. Names of Property Owners: _____
2. Parcel Number of Parent Tract: _____
3. Address of Parent Tract: _____
4. Parcel Number of Parcel "A" if already assigned: _____
5. Address of Parcel "A" if already assigned: _____
6. Parcel Number of Parcel "B" if already assigned: _____
7. Address of Parcel "B" if already assigned: _____
8. Source of Potable Water: _____
9. Method of Sewage Disposal: _____
10. Name of contact person: _____ Phone: _____
Address of contact person: _____
11. Mortgage or lien holder: _____
12. Provide a copy of a warranty deed verifying property ownership.
13. Provide proof of consent of any mortgage or lien holders.
14. FDOT approval is required for deminimus developments on or adjacent to the state highway system. When a shared driveway is required to approve a deminimus development, the driveway easements must be shown on the deminimus development.
15. Provide a survey or deed sketch, prepared by a professional land surveyor registered in the State of Florida, that indicates the following:
 - a. Boundary of parent tract including easements.
 - b. Boundary of proposed new parcel "A". Indicate area of the new lot.
 - c. Boundary of proposed new parcel "B". Indicate area of the new lot.
 - d. If the lot contains any principal or accessory structures, a survey showing the location of the structures on the lot must be included.

16. Please designate new parcels "A" and "B" appropriately.
 - a. If the property is developed, the new parcel that includes the improvements generally will retain the parent tract parcel identification number and physical address and will be designated as parcel "B". The undeveloped new parcel will be designated as parcel "A". A new address and parcel identification number will be assigned for the new parcel "A".
 - b. For undeveloped parcels, the new parcel that is furthest north or west generally will be parcel "B" and will retain the parent parcel identification number and physical address. The remainder parcel will be parcel "A" and will be assigned a new parcel identification number and physical address. Please check with the Community Development Department if you have any questions.
17. The survey or deed sketch may be any size up to 24 inches by 36 inches. If the survey or deed sketch is larger than 8.5 inches by 11 inches, also provide an 8.5 inch by 11 inch survey or deed sketch that indicates the parent tract, the proposed new parcels and any relevant reference points. The 8.5" by 11" copy of this survey or sketch will be recorded as part of the deminimus development approval.
18. Provide the following, each on a separate sheet of 8.5 inch by 11 inch paper. Each document will be recorded as part of the deminimus development approval.
 - a. Legal description of parent tract. If the parent tract is in a platted record subdivision, a legal description indicated on a survey or deed sketch is sufficient.
 - b. Legal description of proposed parcel "A"
 - c. Legal description of proposed parcel "B"
19. A filing fee of \$500.00 must be submitted with this application.
20. **After a deminimus development is approved:**
 - a. The Notice of Approval of Deminimus Development must be recorded at the Office of the Clerk of the Court at 312 NW 3rd Street at the expense of the applicant, and
 - b. An Application for Split/Division of Existing Parcel must be filed with the Office of Property Appraiser at 307 NW 5th Avenue. If an Application for Split/Division of Existing Parcel is signed by the property owner and submitted with the deminimus development application, the Planning Department will forward the Application for Split/Division of Existing Parcel to the Office of Property Appraiser. If a signed application is not submitted to the Planning Department with the deminimus development application, the applicant must submit the form directly to the Office of Property Appraiser.

Notes:

1. Pursuant to Ordinance 92-20, Section 13.03.02, all deminimus developments shall conform to the following standards:
 - a. Each proposed lot must conform to all requirements of Ordinance 92-20, as amended (Okeechobee County land development regulations);

- b. Each lot shall abut a public or approved private street (except as otherwise indicated) for the required minimum lot width for the zoning district where the lots are located. If no public or approved private street exists to provide access for a proposed deminimus development, the applicant must apply for and obtain a declaration of an approved private street prior to approval of a deminimus development (see Ordinance 92-20, Section 7.03.04); and
 - c. If any lot abuts a street right-of-way that does not conform to the design specifications provided by Ordinance 92-20, as amended, the owner may be required to dedicate one-half of the right-of-way necessary to meet the minimum design requirements.
2. In order for a deminimus development to be approved where a deminimus development involves the creation of a new lot, the parent parcel must have been a lot of record as of July 12, 1979. Evidence indicating the existence of the lot in its current form prior to July 12, 1979 may be required in order to approve a deminimus development.
 3. No further division of an approved deminimus development shall be permitted, unless a development plan (plat) is submitted in accordance with Ordinance 92-20.
 4. If the request for a deminimus development will affect more than two (2) existing or new parcels, such as creating three parcels from two existing parcels, provide all assigned parcel numbers and addresses and all legal descriptions as described above.
 5. A deminimus development cannot be approved if property taxes are not current.

I hereby certify that the information in this application is correct, and understand that the information included in this application will be used by Okeechobee County to process my request. False or misleading information may be punishable by a fine of up to \$500.00 and imprisonment of up to 30 days and may result in the summary denial of this application.

Print Name of Owner or Applicant

Signature of Owner or Applicant

Date

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**Land Use Power of Attorney
for a Deminimus Development**

| | |
|--|-----------------|
| Name of Property Owner(s): | |
| | |
| Mailing Address: | |
| | |
| Home Telephone: | Work Telephone: |
| Property Address: | |
| Property I.D. Number: | |
| Name of Applicant or Agent to whom POA is granted: | |
| Home Telephone: | Work Telephone: |

The Undersigned, being the record title owners of the real property described above, do hereby grant unto the Applicant or Agent stated above the full right and power of attorney to make application to the County of Okeechobee for a deminimus development. This power of attorney is valid only for the specific application with which it is submitted, and may be terminated only by a written and notarized statement of such termination effective upon receipt by the Community Development Department.

IN WITNESS WHEREOF THE UNDERSIGNED HAVE SET THEIR HANDS AND SEALS THIS _____ DAY OF _____ 20____.

| | |
|-------|---------|
| _____ | _____ |
| Owner | Witness |
| _____ | _____ |
| Owner | Witness |

The foregoing instrument was acknowledged before me this _____ day of _____ 20____ by the owner above who is personally known to me or who has produced _____ as identification and who did not take an oath.

Notary Public - State of Florida

SEAL

Applicant _____

DDA No. _____

Deminimus Development Application Checklist

| No. | Checklist Items | Submitted | Chk |
|-----|--|-----------|-----|
| 1. | Completed and signed application, including parcel number. | | |
| 2. | Proof of consent from mortgage or lien holder. | | |
| 3. | FDOT letter of approval if property is on or adjacent to the state highway system. | | |
| 4. | Copy of survey or deed sketch showing boundary lines of parent parcel including easements, and showing proposed new parcel "A" and proposed new parcel "B". If structures are on the property, a survey is required verifying setback requirements are met. An 8.5" x 11" copy must be submitted and will be recorded. A 11" x 17" or 24" x 36" signed and sealed copy should be submitted when appropriate. | | |
| 5. | Legal description of parent tract on 8.5" x 11" paper. This document will be recorded. | | |
| 6. | Legal description of proposed parcel "A" on 8.5" x 11" paper. This document will be recorded. | | |
| 7. | Legal description of proposed parcel "B" on 8.5" x 11" paper. This document will be recorded. | | |
| 8. | Copy of recorded warranty deed indicating current ownership. | | |
| 9. | Notarized land use power of attorney if applicable. | | |
| 10. | Filing Fee. | | |

Additional information or submittals: