

**Town of Juno Beach
Planning & Zoning Department
304 Ocean Drive, Juno Beach, FL 33408
Phone: (561) 626-1122 - Fax: (561) 775-0812**

**Application for DeMinimus Development
(Simple Lot Split)**

Subdivision/Simple Lot Split. *A subdivision shall be defined as stated in the Town of Juno Beach Subdivision Regulations, which serves as an extension of the Town's Zoning Code; in supplementation to said section, a simple lot split (DeMinimus Development) shall be considered the division of a parcel of land, whether improved or unimproved, into three (3) or less contiguous lots or parcels of land, designated by reference to the number or symbol of the lot or parcel contained in the plat of such subdivision, for the purpose, whether immediate or future, of transfer of ownership. In addition, if not defined in Article IV of said Code, any subdivision or simple lot split shall conform, and be required to follow specified procedures and processes as outlined in the Town of Juno Beach Subdivision Regulations.*

1. Name(s) of Property Owner(s): _____
2. Parcel ID # of Parent Tract: _____
3. Has the subject property or any adjoining property ever been a subject for a DeMinimus Development before? _____
When? _____
4. Address of Parent Tract: _____
5. Parcel # of Parcel A if already assigned: _____
6. Address of Parcel A if already assigned: _____
7. Parcel # of Parcel B if already assigned: _____
8. Address of Parcel B if already assigned: _____
9. Source of Potable Water: _____
10. Source/Method of Sewage Disposal: _____
11. Name of Contact Person: _____
Address of Contact Person: _____ Phone: _____

12. Mortgage or lien holder: _____
13. Provide a copy of a warranty deed verifying property ownership.
14. Provide proof of consent of any mortgage or lien holders.
15. FDOT approval is required for lot divisions on or adjacent to the state highway system, County approval for a County roadway system. When a shared driveway is required to approve a lot division, the driveway easements must be shown on the required survey.
16. Provide a survey or deed sketch, prepared by a professional land surveyor registered in the State of Florida, that indicates the following:
 1. Boundary of parent tract including easements.
 2. Boundary of proposed new parcel A. Indicate area of the new lot.
 3. Boundary of proposed new parcel B. Indicate area of the new lot.
 4. If the lot contains any principal or accessory structures, a survey showing the location of the structures on the lot must be included.
 5. Metes and Bounds descriptions of subjects.

Please use the following system to appropriately designate new parcels A and B:

- If the property is developed, the portion (new parcel) **with** improvements will be designated B and will carry the original (parent tract) ID # and address. The remaining portion (other new parcel) without improvements will be designated A and will be assigned a new ID # and address.
- If the property is undeveloped, the portion (new parcel) **furthest to the north/or/west**, will be designated B and will carry the original (parent tract) ID # and address. The remaining portion (other new parcel) will be designated A and will be assigned a new ID # and address.

The survey or deed sketch may be any size **up to** 24" by 36". Please provide an 8.5" by 11" survey or deed sketch that indicates the parent tract, each proposed new parcel and any relevant reference points. The 8.5" by 11" copy of this survey or sketch will be recorded as part of the lot division approval.

17. Provide each of the following on a separate 8.5" by 11" page (a copy of each will be recorded as part of the lot division 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.
- 18. A filing fee of \$400.00 must be submitted with this application. Without the required filing fee, this application will be considered incomplete.
- 19. Letters from all utility and service providers, indicating that they will be able to service the new parcels must be submitted with this application (for a list of utility providers within the Town, please see the attached list).
- 20. After a lot division is approved, it must be recorded at the Office of the Clerk of the Court a by the applicant and an official copy of all recorded documents must be provided to the Town.

Note:

The Town Council shall consider a proposed DeMinimus Development upon the submittal of the following materials:

- 1. An application form provided by the town accompanied by the application fee established for this process, which shall be the same as the base fee for Subdivisions and Platting (identified in Resolution 93-23[N], including waiver requirements of Section 34-206);
- 2. Four (4) paper copies of the proposed DeMinimus Development;
- 3. A statement from the appropriate provider indicating whether water and/or sanitary sewer service, capacity of power, as well as other utilities/services are available to the property;
- 4. Land descriptions including acreage and square footage of the original and proposed lots and a scaled drawing showing the intended division shall be prepared, including any existing or required easements and/or restrictions. Such survey shall be prepared by a professional land surveyor registered in the State of Florida. In the event a lot contains any principal or accessory structures, a survey showing the structures on the lot shall accompany the application; and a metes and bounds description shall accompany each description;
- 5. The Director shall provide a copy of all materials to be reviewed by the Town Engineer for comments and acceptance/denial. The Town Engineer may require drainage, topographic or other specific information, as necessary; and

6. If the proposed De DeMinimus Development meets the conditions of this section and otherwise complies with all applicable laws and ordinances, including, but not limited to this Zoning Code and the Town of Juno Beach Subdivision Regulations, and meets with the approval of the Town Engineer, then the Director shall make recommendation of the DeMinimus Development to the Town Council based upon the criteria set forth herein.

In addition, each proposed lot must conform to the following standards:

1. Each proposed lot must conform to the requirements of this Code; shall maintain and provide necessary easements consistent with easement requirements as established by the town's Subdivision Regulations;
2. Each lot shall abut a public or private street for the required minimum lot width for the zoning district where the lots are located, or otherwise stated in the Town's Subdivision Regulations;
3. If any lot abuts a right-of-way that does not conform to the design specifications provided in the town's Subdivision Regulations, the owner may be required to dedicate the appropriate width necessary to meet the minimum design requirement;
4. The proposed DeMinimus Development shall be consistent with surrounding lots. In determining consistency and compatibility with surrounding lots, the Town Council may consider, among other things, whether the existing or platted lots have been divided, and whether the majority of existing or platted lots are comparable in size or configuration along the same street within 250' of the subject lot;
5. No further division of an approved DeMinimus Development is permitted under this section, unless a development plan and plat/re-plat is prepared and submitted in accordance with the Town's Subdivision Regulations and this Code;
6. At any time, the Director of Planning & Zoning may require approval of a proposed DeMinimus Development by other agencies, including but not limited to the County, Department of Transportation, South Florida Water Management District, Department of Environmental Protection, or other agencies, as deemed necessary; and
7. A DeMinimus Development cannot be approved if property taxes are not current.

**Town of Juno Beach Planning & Zoning Department
340 Ocean Drive, Juno Beach, FL 33408
DeMinimus Development
Seal of Approval**

Name of Property Owner(s):
Date of Approval by Town Council:

The undersigned, being the record title owner/s of the real property described above, do hereby acknowledge their property being subdivided under the Town's adopted Zoning Ordinance guidelines, Chapter 34-912 Code of Ordinances; and to the Town of Juno Beach for a DeMinimus Development/Lot Split. This form is valid only for the specific application approval and recordation of an approved DeMinimus Development in the Town of Juno Beach, which shall be signed and sealed by the Town and the property owner.

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

_____	_____
Owner	Witness
_____	_____
Owner	Witness
_____	_____
Owner	Witness

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

_____	_____
Town of Juno Beach - Mayor	Witness
_____	_____
Town Clerk	Witness

TOWN SEAL

Before me the undersigned authority personally appeared the owners named above whom upon being duly acknowledged before me that they are the owners of the real property described above. Subscribed this _____ day of _____ 20 ____.

Notary Public
Commission Expires: _____

SEAL