



City of Marco Island
Growth Management Department
50 Bald Eagle Drive
Marco Island, FL 34145
Phone: 239-389-5000

LOT SPLIT/COMBINATION APPLICATION

Petition number: _____ Date Received: _____

Planner: _____

Above to be completed by Staff

APPLICANT CONTACT INFORMATION

Applicant/Agent Name: _____

Applicant/Agent Firm: _____

Address: _____

Phone: _____ E-mail: _____

Property owner's name: _____

Address: _____

Phone: _____ E-mail: _____

SUBJECT PROPERTY INFORMATION

Address of Subject(s) Site and General Location(s): _____

Property ID Lot # 1: _____ Lot # 2: _____

Zoning Designation Lot # 1: _____ Lot # 2: _____

Legal Description(s): _____

SUBMITTAL REQUIREMENTS

Incomplete submittals will not be accepted.

- Application Fee: \$250 (payable to the City of Marco Island). The City may also charge an amount equal to or double the amount of the application fee for additional expenses such as attorney fees, etc.
- Completed application form
- Explanation narrative regarding this request

REQUIREMENTS FOR REVIEW	# OF COPIES
Completed Application (download current form from City website)	1
See LOT SPLIT/COMBINATION SUBMITTAL REQUIREMENTS ATTACHED TO THIS APPLICATION.	1
Recorded warranty deed to show current ownership from Clerk of Courts Recording Office	1
Completed Application and all submittal requirements for Vacating Streets, Alleys, Easements & Subdivision Plats (PF-42), if applicable.	1
Digital copy of all items above	1

□ Significant portions of Marco Island are subject to recorded deed restrictions. As the city is not responsible for enforcement of private deed restrictions, it is incumbent upon individuals to know what private restrictions may apply to their property. Please contact Marco Island Civic Association (MICA) for more information at (239) 642-7778 or www.marcocivic.com. By signing this application, the owner/applicant certifies that the owner/applicant has been informed about the existence of such private deed restrictions.

By acceptance of this application, the applicant agrees to defend, hold harmless and indemnify the City of Marco Island and its employees and agents from any and all liability which may arise as a result of this application.

Applicant/Agent

Date

Application accepted by:

Planner

Date

LOT SPLIT/COMBINATION SUBMITTAL REQUIREMENTS

Below are the pertinent sections of the City of Marco Island Code related to the splitting or combining of lots. The submittal requirements are outlined in Section 30-578 and 30-579.

Sec. 30-574. - Exemptions.

The following shall be considered exempt from the subdivision procedures as outlined in this article. However, such exemptions shall be reviewed and stamped "exempt" by the community development department prior to recordation of any documents related to the exempt subdivision.

- (1) The creation of two lots from one recorded lot of record if said lots created meet or exceed the minimum dimensional standards of the underlying zoning district, and all resultant lots have direct access to an existing public or private street. New lots created under this exemption shall be recorded and no further division allowed for a period of five years.
- (2) The combination or recombination of entire lots of record where no new streets or change in existing streets is involved.
- (3) The division of land into parcels of five acres or more where no new street(s) are involved.
- (4) The combination or recombination of portions of previously platted lots where the total number of lots is not increased and the resultant lots meet or exceed the minimum dimensional standards of the underlying zoning district.
- (5) The division of land within an existing cemetery for plots or lots.
- (6) The division of land created by any court in this state pursuant to the law of eminent domain, or by operation of law, or by order of any court.
- (7) The division of land which creates an interest or interests in oil, gas, or minerals which are now or hereafter severed from the surface ownership of real property.

Sec. 30-578. - Record plat requirements.

(a) The following information shall appear on the record plat:

- (1) Recorded permanent reference monument, or description and tie to such control point, to which all dimensions, angles, bearings and similar data on the plat shall be referred.
- (2) Tract boundary lines, right-of-way lines of streets, alleys and easements, and property lines, all to be described by accurate dimensions, bearings or deflection angles, radii, arcs and central angles of all curves.
- (3) Name or number and right-of-way width of each street or other right-of-way, including canals or abutting waterways.

- (4) Location, dimensions and purposes of any easements.
- (5) Lot numbering. Lots shall be numbered progressively, or, if in blocks, progressively numbered in each block, and the blocks progressively lettered or numbered.
- (6) Location and description of permanent reference monuments.
- (7) The names of record owners of adjoining unplatted land.
- (8) Reference to recorded subdivision plats of adjoining platted land by record name, plat book and page number.
- (9) Bulkhead lines, where applicable, adequately described as to location.
- (10) Title, scale and north arrow.
- (11) The name of the subdivision.
- (12) Accounting for all land. All land within the boundaries of the plat must be accounted for either by blocks, lots, parks, streets, alleys, canals or excepted parcels.
- (13) A location sketch.
- (14) Required certificates (see section 30-579).

(b) All plats shall be prepared and filed in compliance with this article and the state maps and plats statute, F.S. ch. 177. Computation sheets showing closure of boundary surveys shall accompany submission of the final plat.

(Ord. No. 02-14, § 8, 3-4-2002)

Sec. 30-579. - Required certificates on final plat.

Required certificates on the final plat are as follows:

(1) Certificate of ownership and dedication for corporations.

CERTIFICATE OF OWNERSHIP AND DEDICATION (For Corporations)

STATE OF FLORIDA

COUNTY OF COLLIER

_____, a Florida Corporation by its duly elected President, _____, and by its duly elected Secretary, _____, acting by and with authority by its Board of Directors, certifies ownership by said Corporation of the property described herein, and does hereby dedicate and convey ownership to all of the streets, walks, paths, alleys, thoroughfares, parks

and other open spaces, canals and drainage facilities, and underlying land thereon, shown on this plat to the city for use by the general public forever.

IN WITNESS WHEREOF, the undersigned Corporation has caused these presents to be executed by its President and attested by its Secretary.

(CORPORATE SEAL)

By: _____

President

ATTEST: _____

Secretary

Approved by Mortgage Holders:

STATE OF FLORIDA

COUNTY OF COLLIER

Before me, the undersigned Notary Public, personally appeared _____, President, and _____, Secretary of _____, a Florida Corporation, to me known to be the individuals described in and who executed the foregoing certificate of dedication, and they each duly acknowledged before me that they executed the same as such officers for and in behalf of said Corporation.

WITNESS my hand and official seal at Collier County, Florida, this _____ day of _____, A.D., 20 ____.

_____ Notary Public, State of Florida at Large

My Commission expires _____ / _____ / _____.

(2) Certificate of ownership and dedication for individual owners.

CERTIFICATE OF OWNERSHIP AND DEDICATION

(For Individual Owners)

STATE OF FLORIDA

COUNTY OF COLLIER

_____ and _____, husband and wife, certify that we are the owners of the property described hereon, and do hereby

dedicate all of the streets, alleys, walks, paths, thoroughfares, parks and other open spaces, canals and drainage or other easements shown on this plat to the use of the general public forever.

IN WITNESS WHEREOF, we have hereunto set out hands and seals, this _____ day of _____, 20 ____.

WITNESSES:

_____ (SEAL)

_____ (SEAL)

Approved by Mortgage Holders:

STATE OF FLORIDA

COUNTY OF COLLIER

BEFORE ME, the undersigned Notary Public, personally appeared _____ and _____, husband and wife, to me known to be the individuals described herein and who executed the foregoing certificate of dedication, and they each duly acknowledged before me that they executed the same.

WITNESS my hand and official seal at Collier County, Florida, this _____ day of _____, A.D., 20 ____.

(SEAL)

Notary Public, State of Florida at Large

My commission expires: _____ / _____ / _____.

(3) Surveyor's certificate.

SURVEYOR'S CERTIFICATE

I, the undersigned Registered Land Surveyor, hereby certify that to the best of my knowledge and belief this plat is a true representation of the lands described and shown, and that permanent reference boundary monuments have been placed

as required by these regulations and the Statutes of the State of Florida thereunto appertaining.

Date of Survey: _____

Signature: _____

Name: _____

Registered Land Surveyor

Florida Certificate No. _____

Approved _____

Public Works Director

Date _____

(4) Certificate of approval of Growth Management.

CERTIFICATE OF APPROVAL OF GROWTH MANAGEMENT

STATE OF FLORIDA

CITY OF MARCO ISLAND

COUNTY OF COLLIER

It is hereby certified that this plat is exempt from the provisions of Article VII – Subdivision Standards process and has been officially approved for record by the Growth Management division, City of Marco Island, Florida, this _____ day of _____, 20 _____.

ATTEST:

City Manager/City Clerk

(5) Certificate of approval of clerk of circuit court.

CERTIFICATE OF APPROVAL OF CLERK OF CIRCUIT COURT

STATE OF FLORIDA

COUNTY OF COLLIER

I, _____, Clerk of the Circuit Court of Collier County, Florida, hereby certify that this plat has been examined and that it complies in form with all the requirements of the Statutes of Florida pertaining to maps and plats, and that this plat has been filed for record in Plat Book _____, Page _____, Public

Records of Collier County, Florida, this _____ day of _____ A.D.,
20 _____ .

Clerk of the Circuit Court

Collier County, Florida

(6) Easement dedication.

EASEMENT DEDICATION

There are hereby expressly dedicated, perpetual non-exclusive public easements of ten feet along the rear lines of all lots for underground and overhead utilities, surface and underground drainage, and easements of six feet on each side lot line for the same purposes, but limited if used to one side of any one lot. Where more than one lot is intended as a building site, the outside boundaries of said building site shall carry the easements. The use of such easements by the city shall be supreme to the use by any other party. All other easements shown on this plat are hereby reserved in perpetuity for the purposes noted.

(Ord. No. 02-14, § 9, 3-4-2002)