



Town of Ponce Inlet
 Planning & Development Dept.
 4300 S. Atlantic Avenue
 Ponce Inlet, FL 32127
 386-236-2181 (voice)
 386-322-6717 (fax)

MINOR REPLAT APPLICATION
 Pursuant to Article III, Section 3.9 of the
 Land Use and Development Code

Submittal Receipt # and Date: _____

Application #: _____

FEE PAID: _____

Authority to approve a minor replat is given to the Town Council pursuant to Article III, Section 3.9 of the Land Use and Development Code.

Please Note: Failure to *fully complete* all the applicable items will result in the application being deemed incomplete and no further action will be taken.

SECTION 1: PROPERTY INFORMATION

Property Address	
Tax Parcel Number(s)	
Legal Description	

SECTION 2: PROPERTY OWNER INFORMATION

Owner's Name		Mailing Address	
Phone		Fax	
Email			

Proof of Ownership provided:

SECTION 3: APPLICANT/AGENT INFORMATION (if not property owner)

Applicant Name		Mailing Address	
Phone		Fax	
Agent Name/Title		Mailing Address	
Phone		Fax	

SECTION 4: SCOPE OF MINOR REPLAT

Pursuant to Section 3.9.2 of the LUDC, "The town shall accept requests for minor replats that meet all of the following requirements:

- A. All lots shall have access to an existing public street or approved private way.
- B. All lots proposed to be created shall meet the minimum lot area, width and depth requirements for the zoning district in which they are located.
- C. The following described divisions of land shall be permitted to be classified as minor replats:
 - 1. The division of a single lot or parcel of land into two lots or parcels, where the resultant lots or parcels comply with the standards of this Code, for the purpose of creating a new lot or parcel.
 - 2. The realignment of a property line common to two lots or parcels, and where the resultant lots or parcels comply with the standards of this Code.
 - 3. The division of a single lot or parcel into two or more lots or parcels here the resultant lots or parcels comply with the standards of this Code, solely for the purpose of increasing the area of two or more adjacent lots or parcels of land.

4. The division of a single lot or parcel into no more than four lots or parcels where:
 - (a) Each lot or parcel meets or exceeds the standards set forth in section 5.5 of this Code;
 - (b) No internal public roadway or utility improvements are necessary except for those that are to be privately maintained;
 - (c) All of the lots or parcels to be created have public water and sewer service available to them; and
 - (d) All of the lots to be created have access to a public roadway.
5. The combination of two or more lots or parcels into a single lot or parcel.

D. No major improvements or extensions will be required for water, sanitary sewer, storm water drainage, or other public facilities other than those services normally provided for individual platted single family residential lots.

E. Flag lots (see article II, section 2.2 for the definition of "Lot, Flag") may only be approved for single-family homes in those zoning districts that allow single family residences as permitted uses.

1. Flag lots shall have a minimum frontage of 25 feet on a public street or private way constructed to current town standards.
2. There shall be usable access provided from the street to the main body of any flag lot.
3. No more than two flag lots may be created out of any one parcel being considered for a minor replat.”

SECTION 5: MINOR REPLAT LAND INFORMATION

Will access be via public street or private roadway as required in Section 3.9.2.A?

Pursuant to Section 3.9.2.B, list dimensions and lot area of all lots to be created:

- Lot 1:
- Lot 2:
- Lot 3:
- Lot 4:

Which sub-section of 3.9.2.C pertains to this minor replat? _____ If more than one, please explain:

Describe how water, sanitary sewer, storm water drainage, or other public facilities will be provided to the lot/lots and how this complies with Section 3.9.2.D:

Does the minor replat include the creation of any flag lots? Yes No

If so, please explain how they comply with Section 3.9.2.E:

SECTION 6: REQUIRED EXHIBITS

Section 3.9.3 of the LUDC states that “Applications for a minor replat shall be made through the planning and zoning department of the town, who shall then forward such application on to the town council. This application shall contain, at a minimum, the following:

- A. One copy of the application form (available at the planning and zoning department office).
- B. One original line or stable film drawing and three copies of the proposed minor replat certified by a professional land surveyor registered in the State of Florida and meeting the minimum technical standards set forth in F.S. §

472.027. The proposed minor replat shall measure 24 inches by 36 inches with a three-inch margin on the left side for binding and a one-half-inch margin on the other three sides. In addition, the following information shall be shown on the proposed minor replat:

1. The lot lines, dimensions and acreage for the lot or lots being created, as well as the total tract.
2. A metes and bounds description of the total tract and all of the lots proposed to be created.
3. A vicinity map showing the location of the minor replat relative to abutting properties and the right-of-way serving the tract.
4. A note on the drawing stating "THIS IS NOT A RECORDED PLAT."
5. A signed and dated certificate of ownership stating:
"I hereby certify that I am the owner of the property described herein, which property is within the subdivision regulation of the town of Ponce Inlet, and that I freely adopt this plan of divisions."
6. A certificate to be signed and dated by the mayor stating:
"I hereby certify that this minor replat complies with all applicable ordinances and regulations of the Town of Ponce Inlet, Florida."
7. A statement to be signed by the Clerk of Circuit Court of Volusia County stating:
"Received and filed as an unrecorded map in accordance with Chapter 177.132 F.S."

C. Any covenants, deed restrictions or other required documents.

D. A narrative statement describing the purpose of the minor replat.

SECTION 7: APPROVAL

Pursuant to Section 3.9.4.A, "The town council, following a review by the planning and zoning department, shall approve the proposed division unless it does not meet the criteria for a minor replat or the application or the actual proposed division fails to comply with the requirements of this section."

Pursuant to Section 3.9.4.A, "If the minor replat request is not approved, the planning and zoning director shall, within ten days of the action by town council, furnish the applicant with a written statement of the reason for disapproval."

SECTION 8: RECORDING

If the minor replat is approved by the Town Council, the applicant is responsible for the recording of the pertinent documents, pursuant to Section 3.9.5. of the LUDC, which states:

- A. Upon approval of the minor replat request by the town council, the original linen or stable base film drawing of the survey and any covenants, deed restrictions or other required documents shall be filed by the applicant with the Clerk of the Circuit Court of Volusia County as an unrecorded map in accordance F.S. § 177.132. It shall be filed with the clerk of the court with all fees paid by the applicant.
- B. Upon filing of the approved minor replat, three paper copies of the filed minor replat shall be submitted to the planning and zoning office of the Town of Ponce Inlet for its records."

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

Signature of Applicant or Agent

Date

STATE OF FLORIDA
COUNTY OF VOLUSIA

Affirmed and subscribed before me this _____ day of _____, 20____ by _____, who is personally known to me or who has produced _____ (type of ID) as identification.

Notary Public

My commission expires: