



CITY OF COCOA BEACH
P.O. Box 322430 Cocoa Beach, FL 32932-2430
Telephone 321 868-3217 Fax 321 868-3378
www.cityofcocoa-beach.com

APPLICATION FOR MINOR SUBDIVISIONS AND LOT SPLITS

Minor Subdivisions and Lots Splits (700)

Case# _____ Date _____

Applicant Information: (Please Print or Type)

NOTE: Six (6) copies required, unless otherwise noted. There is no fee for this review.
Staff will have up to 10 days to review this application.

“CBC” indicates Cocoa Beach Code. “LDC” indicates Land Development Code.

Applicant/Agent and Address: _____

Business Phone: _____ Business Fax: _____

Owner Name, Address, Phone: _____

E-Mail Address: _____ [Recommended]

Project Name: _____

Project Address: _____

Zoning: _____ Future Land Use: _____

This application was prepared and approved with the full knowledge and consent of the undersigned (Owner) _____, and is a full and complete representation of the proposed actions/development of the subject property. The Owner authorizes the agent (Agent) _____ to pursue this request for zoning and/or building/planning review. The Owner further authorizes City Staff, as necessary, reasonable right of entry to the subject premises, for review purposes, based upon this application.

Date _____ Signature of Owner _____

Subscribed before me this _____ day of _____, _____

Personally known _____, or produced identification _____

Signature of Notary: _____

APPLICATION CHECKLIST

SUBMITTAL DOCUMENTS:

LDC CHAPTER IV, ARTICLE II, Section 4-22 – Minor Subdivisions; Lot Splits and Summary Plats

- _____ 3 Copies of Survey (The survey must meet the minimum technical standards of LDC Section 4-21, of the property subject to the petition.)
- _____ 3 Copies of “Applicant’s Narrative”. Describe proposed action. Include a statement indicating whether water and sanitary sewer services are available to the property.
- _____ 3 Copies of Application.
- _____ One mylar copy, one (1) electronic PDF formatted copy, and three (3) paper copies of the proposed lot split or minor subdivision.
- _____ 3 Copies of Certificate of Concurrency.
- _____ 1 Copy Proof of Ownership
- _____ Legal Description provided as:
 - (a) Platted: Plat Book _____ Page _____ Tract _____ Unit _____
Block _____ Lots: _____
 - (b) Metes and Bounds (attached): _____

APPLICATION CHECKLIST (continued)

REQUIRED INFORMATION FOR MINOR SUBDIVISIONS

LDC CHAPTER IV, ARTICLE II, Section 4-22 A(1)(c)

- c. A survey certified by a professional land surveyor registered in the state as to meeting minimum technical standards set forth pursuant to F.S. § 472.027. Additional information to be shown on the survey shall include but not be limited to:
 - i. The lot liens, dimensions and acreages for each lot being created.
 - ii. The acreage of the total tract.
 - iii. A vicinity map showing the location of the survey in relationship to major thoroughfares.
 - iv. A municipal approval statement, to be signed by the Administrator, and the Public Works Director certifying that the minor subdivision conforms to all applicable ordinances and regulation of the City.
 - v. A statement to be signed by the Clerk of the Circuit Court, stating, "received and filed as an unrecorded map in accordance with Section 177.132, Florida Statutes."
 - vi. The minor subdivision book and page where the survey is to be filed.
 - vii. Proposed residential minor subdivisions must meet the level of service standards in the Comprehensive Plan. Proof of meeting these standards shall exist in the form of a certificate of concurrency or reservation.

LDC CHAPTER IV, ARTICLE II, Section 4-22 A(2)

The minor subdivision shall also conform to the following standards:

- a. A land description of each lot being created shall accompany or be shown, whenever possible, on the survey.
- b. If any lot contains principal or accessory structures, the structures shall be shown on the minor subdivision.
- c. All lots shall have frontage on a City maintained Public Street, have water and sewer services available, and be in accordance with the requirements as set forth in this Article and Section.
- d. If the proposed minor subdivision abuts a street right-of-way which does not conform to the right-of-way width standards of these regulations, the owners may be required to dedicate to the City sufficient right-of-way width necessary to meet minimum design requirements for street rights-of-way, as specified in the Technical Specifications Manual.

APPLICATION CHECKLIST (continued)

REQUIRED INFORMATION FOR LOT SPLITS

LDC CHAPTER IV, ARTICLE II, Section 4-22 B(1)(c)

Land descriptions and acreage of the two (2) proposed lots and a scaled drawing showing the intended division shall be prepared by a professional land surveyor registered in the state. If a lot contains any principal or accessory structures, a survey showing the structures on the lot shall accompany the application.

LDC CHAPTER IV, ARTICLE II, Section 4-22 B(2)

2. The lot split shall also conform to the same standards outlined in subsection A(2) above for minor subdivisions, with only the following additional requirement:

- a. Each lot shall abut a public or private street except as provided in this Section for the required minimum lot width for the zoning district/category where the lots are located. In districts, however, where single-family dwellings are a permitted use, any lot which cannot conform to the minimum property frontage requirements may be allowed to abut a public or private street for only twenty (20) feet, or have access provided, at a minimum, with a perpetual access easement containing a road or drive that is deemed passable by the police and fire departments for the purpose of constructing one (1) single-family dwelling only.

APPLICATION CHECKLIST (continued)

The scaled application site plan/drawing/survey must include, at a minimum, the following information:

1. North arrow.
2. Adjacent street, providing access to all lots.
3. Existing primary and accessory structures on site, and indicate all setbacks.
4. Proposed division line and dimensions.

EXAMPLE

