

NOTICE

RECORDING LAND TRANSACTIONS

Leon County Department of Development Support & Environmental Management

435 North Macomb Street, 2nd Floor, Renaissance Center

Tallahassee, Florida 32301

Phone: (850) 606-1300

Fax: (850) 606-1301

www.leonpermits.org

Office Hours: Mon, Tues, Thurs & Fri: 8AM – 5PM; Wed: 9:30am – 5PM

If you are about to record a land transaction intending to create a new parcel of property, you should first obtain the appropriate subdivision approvals from the Department of Development Support and Environmental Management. Please call the phone number above or send an e-mail from our website listed above to schedule an appointment to discuss the subdivision of your property before recording records of new parcels or transferring property title. You may also visit the website listed above for additional information.

Please be aware of the following:

- In order to obtain the permits necessary to develop, build, or place a mobile or manufactured home upon a parcel of property, that parcel must have been created in accordance with the Leon County Land Development Code's subdivision regulations.
- Failure to obtain an approval in accordance with the Leon County Land Development Code's subdivision regulations may result in the inability to obtain those permits required to develop the affected property.
- The act of recording a property transaction at the Leon County Clerk of Courts' Office does not constitute approval in accordance with the Leon County Land Development Code's subdivision regulations.
- The act of obtaining a parcel identification number from the Leon County Property Appraiser's Office does not constitute approval in accordance with the Leon County Land Development Code's subdivision regulations.

Please contact the Leon County Department of Development Support and Environmental Management for additional information or assistance.