Print Form

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APPLICATION FOR BOUNDARY SETTLEMENT

FEE: $756.00

Leon County Department of Development Support and Environmental Management
Development Services Division
435 North Macomb Street
Tallahassee, Florida 32301
(850) 606-1300

Name of Owner: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: (H): _____ (W): _____

Email Address: _____

Name of Adjacent Property Owner: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: (H): _____ (W): _____

Note: If more than two property owners are involved, submit the above information for the additional property owners on a separate sheet of paper.

The following information must be submitted for a Boundary Settlement:

1. Parcel Identification Numbers of all properties involved:

   _____&_____&

   _____&_____

2. A boundary survey and legal descriptions of the parent parcels, signed and sealed by a surveyor registered in the State of Florida.

3. Six copies of a survey, signed and sealed by a surveyor registered in the State of Florida, showing the proposed subdivision and containing the following:

   a. Legal access to each lot;
   b. Legal descriptions for each newly created lot and all required access easements;
   c. The location of all existing improvements including structures, driveways, wells, and septic systems; and
   d. The 100-year floodplain location or a document stating the subject property is located in Flood Zone X. If the subject property is located in a flood zone, show the line(s) on the survey and place a statement on the drawing indicating which flood zones are present on the property.

4. Documentation of legal access to the subject parcels. If the parcels are not on a public road, provide a copy of the recorded legal ingress/egress easement(s) with this application showing the recorded transfer of the easement to the owner(s) of the property(ies) in this request.

5. A completed affidavit acknowledging ownership and agent authorization for each property owner (attached).

6. The application fee, made payable to Leon County.

The undersigned acknowledges that once the application has been determined approved by the Development Services Division, an Affidavit for Boundary Settlement must be signed and notarized by all property owners and recorded in the official records of the Clerk of Circuit Court with new deeds and a boundary survey for the subdivision.

_____ _____
Signature Date

_____
Print Name and Title

If necessary:

_____ _____
Signature Date

_____
Print Name and Title

Approved as to form: Leon County Attorney's Office Suite 202, 301 South Monroe St. Tallahassee, FL 32303	***Applicant's Affidavit of Ownership & Designation of Agent***	Leon County Board of County Commissioners Department of Development Support & Environmental Management 435 N. Macomb St. Tallahassee, FL 32301 Phone#: (850) 606-1300 Fax#: (850) 606-1301

Application is hereby made to obtain approvals and permit(s) to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction and development of land in this jurisdiction.

Section 10-4.201 Permit requirements

Section 10-4.201(a) of Leon County Code of Laws states:

(a) *Environmental management permit.* Prior to engaging in any development activity, and prior to removing, damaging, or destroying any protected tree, the person proposing to engage in such activity and the owner of the land on which such activity is proposed to occur shall first apply for and obtain an environmental management permit, or a right-of-way placement permit, general permit, or silviculture permit, where appropriate pursuant to subsections(c), (d), or (e). For purpose of applying for and obtaining a permit, the term "owner" shall include the following: fee simple owner; easement holder; life tenant; tenant with a written lease specifically authorizing the tenant to secure permits; and federal, state, and local governmental entities and utilities with rights to entry, easements or other interests in real property.

Section 10-7.107 Compliance

Section 10-7.107(a) & (b) of Leon County Code of Laws states:

(a) No subdivision of any lot, tract, or parcel of land shall be effected, no street, sanitary sewer, septic tank, wells, storm sewer, water main, or other facilities in connection therewith shall be laid out, constructed, opened, or dedicated for public use or travel, or the common use of occupants of buildings abutting thereon, nor site development commenced, except in strict accordance with the provisions of this article and applicable Florida Statutes.

(b) No person, developer, applicant or any other legal entity or association shall create a subdivision of land or develop any lot within a previously approved subdivision or undertake development on a parcel anywhere in the unincorporated area of the county except in conformity with this article. No subdivision shall be platted or recorded unless such subdivision meets all the applicable county ordinances, and those of any applicable laws of the state, and has been approved in accordance with the requirements of this article.

In order for this application to be considered complete, the applicant must sign and date this affidavit of ownership in the presence of a Notary Public.

<u>Deed Restrictions and Covenants</u>

Prior to pursuing an environmental permit application, applicants should review any Deed Restrictions and/or Covenants which may apply to a particular site. Applicants should be aware that Deed Restrictions or Covenants are private civil issues and therefore are not enforced or reviewed by the County.

Based on this information, I hereby acknowledge that I have been advised that I should seek out and obtain information on my own to identify if there are any Deed Restrictions and/or Covenants on the use of the site associated with this permit application. _____ Owner's Initials

Public Record Information

Chapter 119, Florida Statutes, Section 119.071(4)(c)(d) Subparagraphs 1-8 exempt the public release of select information pertaining to the name, address, and phone numbers of certain public employees, e.g. law enforcement personnel, their spouses and children. Do you or your spouse fall into one of these protected categories? Yes ☐ No ☐ If so, do you want the exempt information that is included on this application withheld from the public, or from any official public record request? Yes ☐ No ☐ The authenticity of the request to withhold this specific information from the public as specified in Chapter 119, Florida Statutes is subject to verification by this Department. _____ Owner's (s')Initials

OWNER'S CERTIFICATION

I (we),_____, certify that I (we) am (are)the owner, as defined by Sections 10-1.101 and 10-4.201(a) of Leon County Code of Laws, of the property described herein. Parcel I.D Permit # (if known).

OWNER'S (S') NAME :

OWNER'S (S') ADDRESS:

CITY COUNTY STATE ZIP CODE

APPLICANT(S) SIGNATURE: DATE APPLICATION COMPLETE:

I. DESIGNATION OF APPLICANT'S (S') AGENT (Leave blank if not applicable)

As the owner of the above-designated property and the applicant for which this affidavit is submitted, I wish to designate the below named party as my agent in all matters pertaining to the location address. In authorizing the agent named below to represent me or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief.

Applicant's Agent:

Contact Phone: Telephone No.:

Address:

II. NOTICE TO OWNER (S)

A. All changes in ownership and applicant's agent prior to issuance shall require a new affidavit. If ownership changes, the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.

B. If the Owner intends the Designation of Applicant's Agent to be limited in any manner, please indicate the limitation below (i.e., limited to obtaining a Certificate of Concurrency for the parcel; limited to obtaining a land use compliance certificate; etc.).

_____

_____

C. ACCESS TO PROPERTY

By submitting this application, I (we) am (are) providing permission for Leon County personnel to inspect at reasonable times the property and work required under any permit issued under this application for compliance with applicable codes as specified in Leon County's Code of Laws, Chapter 10, Section 10-1.105 and 10-4.212. Unless the inspection requires entry into a private residence, no further permission will be required. _____ Owner's (s') Initials

NOTARY PUBLIC – CROSS THROUGH NOTARY SECTIONS NOT USED

STATE OF **:** COUNTY OF **:**

☐ **For an individual or individuals acting in his, her or their own right; or**

Sworn to (or affirmed) and subscribed before me this_____ day of _____ 20 _____, by_____,
(name of personnel acknowledging)

who is personally known to me or who has produced _____as identification.
(type of identification produced)

☐ **For Corporation or Governmental Entity; or**

Sworn to (or affirmed) and subscribed before me this_____ day of_____, 20_____,
by _____, as _____of_____, a _____
(name of officer or agent, title of officer or agent) *(office held)* *(name of corporation)* *(state)*

corporation, on behalf of the corporation. He/she is personally known to me or has produced_____ as identification.
(type of identification produced)

☐ **For Partnership**

Sworn to (or affirmed) and subscribed before me this _____day of_____, 20 _____ by_____,
(name of acknowledging partner)

partner on behalf of _____, a partnership
(name of partnership)

He/she is personally known to me, or has produced_____as identification.
(type of identification produced)

NOTARY SEAL

_____

Signature of Notary Print, Type or Stamp Commissioned Name of Notary

_____

Title or Rank Serial Number, If Any