



# City of Destin

Community Development Department

## Planning Division

City of Destin Annex  
 4100 Indian Bayou Trail  
 Destin, Florida 32541

Phone (850) 654-1119 • Fax (850) 460-2171

[www.cityofdestin.com/index.aspx?nid=91](http://www.cityofdestin.com/index.aspx?nid=91)

## LOT SPLIT APPLICATION

\_\_\_\_\_ - \_\_\_\_\_ - LS

A pre-application meeting is required prior to submitting this application. If a pre-application meeting has not been held, the application is considered incomplete and will not be processed. Completed applications shall be submitted via email to [planning@cityofdestin.com](mailto:planning@cityofdestin.com). A meeting with Destin Water Users and Destin Fire Control may also be required prior to submitting the Application.

A Lot Split Application is required when dividing a tract of land that will result in either a lot line adjustment between two platted lots or the creation of exactly one (1) additional lot or tract of land provided the following conditions are met:

1. The lot or tract of land to be split is a previously platted lot or legal description of record
2. Each lot or tract of land created shall abut a public or approved private street, unless perpetual cross access easements already exist on the lot to be split or are determined not be necessary, or, if necessary are provided by separate instrument.
3. The lot split shall in every respect meet the criteria established elsewhere in the is chapter and the City Land Development Code for the category of zoning and other relevant Codes under which the property is zoned.

Pre-Application Meeting	Meeting Date
City of Destin	
Destin Water Users	
Destin Fire Control	

**A. APPLICANT:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**B. PROPERTY OWNER** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**C. SURVEYOR:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**D. PROPERTY INFORMATION:**

Street Address(es): \_\_\_\_\_

Legal Description: \_\_\_\_\_

Parcel ID: \_\_\_\_\_

Parcel ID: \_\_\_\_\_

Parcel ID: \_\_\_\_\_

**E. ADDITIONAL INFORMATION:**

Current Zoning: \_\_\_\_\_ Future Land Use: \_\_\_\_\_

Existing or Proposed Exceptions or Variances, etc: \_\_\_\_\_

Existing or Proposed Easements: \_\_\_\_\_

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Width of existing or proposed easements: \_\_\_\_\_

Number of existing lots: \_\_\_\_\_

Number of proposed lots: \_\_\_\_\_

Size of lots being re-created: Acres: \_\_\_\_\_

Square Feet: \_\_\_\_\_

Length of Lot 1: \_\_\_\_\_

Length of Lot 2: \_\_\_\_\_

Width of Lot 1: \_\_\_\_\_

Width of Lot 2: \_\_\_\_\_

**F. INFRASTRUCTURE STATEMENT:**

1. Will new streets, water, sewer, drainage structures, or other infrastructure be required to provide sufficient access and services to the subject land?

YES \_\_\_\_\_ NO \_\_\_\_\_

2. If yes, please describe.

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\_\_\_\_\_

\_\_\_\_\_

**G. THE FOLLOWING ITEMS ARE REQUIRED TO COMPLETE THE APPLICATION AND MUST BE ATTACHED:**

**A. FOR PRELIMINARY REVIEW:**

1. Completed Application - The applicant must fill out all applicable areas of the application. The application must be submitted to the Planning Division of the Community Development Department, City Hall Annex, 4100 Indian Bayou Trail, Destin, Florida 32541.
2. Proof of Ownership - The affidavit of ownership must be executed, notarized, and submitted. A letter of authorization is required if the applicant is other than the owner.
3. Agent Affidavit / Special Power of Attorney (if applicable) - If the applicant is other than the owner of the property under consideration for review.
4. **Application Fee: \$1,300.00 – Replat of Subdivision / Lot Reconfiguration**  
(FY2013 Schedule of Fees, Resolution 13-01, adopted 02/19/13, effective 03/01/13)

7. FEES: <https://www.cityofdestin.com/DocumentCenter/View/7457>

This is a one-time, all-inclusive fee. It includes: initial application; and all costs associated with administration, outside consultant reviews, legal notices and mailings.

Accepted Payments are Cash, Check, MasterCard or Visa. Checks shall be made payable to the City of Destin and submitted to the Planning Division, Community Development Department, City Hall Annex, 4100 Indian Bayou Trail, Destin, Florida 32541

**B. DOCUMENTS REQUIRED FOR SUBMITTAL**

1. Application
2. Agent Affidavit
3. Title Opinion
4. Boundary Survey showing existing conditions including:
  - a. Location of existing trees
  - b. Property Lines
  - c. Right of Way lines
  - d. Building Footprints
  - e. On site Infrastructure (sidewalks, bridges, culverts, etc.)
  - f. Easements
5. Boundary Survey showing proposed split/lot line reconfiguration including:
  - a. Location of existing trees
  - b. Property Lines
  - c. Right of Way lines
  - d. Building Footprints
  - e. On site Infrastructure (sidewalks, bridges, culverts, etc.)
  - f. Easements

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**NOTE: This application must be filled out completely and must be signed by the owner or his designated agent. If the applicant is different than the owner of the subject property, then an agent affidavit is required from the owner of the property. The agent affidavit must be completely filled out and submitted with this application. If the property has multiple owners, then all owners or their designated agents must sign this application.**

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**I HAVE READ THE INFORMATION IN THIS APPLICATION AND HAVE FILLED IN ALL ANSWERS CORRECTLY TO THE BEST OF MY ABILITY.**

**APPLICANT:**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

**AGENT AFFIDAVIT  
SPECIAL POWER OF ATTORNEY**

KNOWN ALL MEN BY THESE PRESENTS, THAT I, \_\_\_\_\_ am  
presently the owner and/or leaseholder at \_\_\_\_\_, and desiring  
to execute a Special Power of Attorney, have made, constituted and appointed, and by these presents do  
make, constitute and appoint \_\_\_\_\_  
whose address is \_\_\_\_\_, County of \_\_\_\_\_, State of \_\_\_\_\_,  
my Attorney-in-Fact to act as follows, GIVING AND GRANTING unto said attorney full power to act as  
my agent in any and all matters pertaining to: \_\_\_\_\_.

FURTHER, I do authorize the aforesaid Attorney-in-Fact to perform all necessary acts in the execution of the  
aforesaid authorization with the same validity as I could effect if personally present. Any act or thing lawfully  
done hereunder by the said attorney shall be binding on myself and my heirs, legal and personal representative,  
and assigns.

PROVIDED; however, that any and all transactions conducted hereunder for me or for my account shall be  
transacted in my name, and that all endorsements and instruments executed by the said attorney for the purpose of  
caring out the foregoing powers shall contain my name, followed by that of my said attorney and the designation  
“Attorney-in-Fact.”

OWNER

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

by \_\_\_\_\_.  
(name of person acknowledging)

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Printed Name of Notary or Seal

Personally known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_