



Planning and Zoning Department  
 401 W. Venice Avenue  
 Venice, FL 34285  
 941-486-2626 ext. 7434  
[www.venicegov.com](http://www.venicegov.com)

# Lot Boundary Change/Lot Split Permit Application

## Section 1.15.5 Lot Boundary Change/Lot Split Permit

Submit a completed application and supporting documents to the Planning and Zoning Department. Checklist on page 2 must be executed for application to be considered complete. All information will become a permanent part of the public record. Incomplete applications will be returned to the applicant/agent.

Project Name:

Brief Project Description:

### Property Information

Address/Location(s):

Parcel Identification No.(s):

Parcel Size:

Zoning Designation:

FLUM Designation:

Residential

Non-Residential

Permit Fees:

Lot Boundary Change/Lot Split

Total Fees: \$107.69

Applicant/Owner Name (for billing purposes):

Address:

Email:

Signature:

Phone Number:

Date:

Authorized Agent (project point of contact):

Address:

Email:

Signature:

Phone Number:

Date:

*By submitting this application the owner(s) of the subject property does hereby grant his/her consent to the Zoning Administrator and his/her designee, to enter upon the subject property for the purposes of making any examinations, surveys, measurements, and inspections deemed necessary to evaluate the subject property and the application.*

### Application General Requirements (Section 1.2):

**NARRATIVE** – a document describing the project in detail.

**LOCATON MAP** - general location map, showing the relation of the site to major streets, schools, important landmarks or other physical features in and adjoining the project.

**SURVEY** - accurate survey, reflecting existing conditions, no more than two years old.

**LEGAL DESCRIPTION** – copyable electronic format (i.e. Microsoft Word).

**AGENT AUTHORIZATION** (if applicable)

**STATEMENT OF OWNERSHIP AND CONTROL** – documentation of ownership and control of the subject property (deed).

### Applicability (Section 1.15.5.B):

The alteration of property lines existing as of the adoption of this LDR, not subject to Section 1.10., shall require a lot boundary change/lot split permit. The combination or recombination of one or more entire lots or portions of previously platted lots where no new parcels or residual parcels result in lots of less area, width or depth than allowed by the zoning district and no increase in the number of lots occurs shall require a lot boundary change/lot split permit. Lot splitting shall mean dividing or splitting unplatted land into no more than two lots, both of which are buildable per the current zoning of the proposed parcel(s) and consistent with the LDR and Comprehensive Plan. The following requirements are applicable to lot boundary change/lot split permits:

1. Not involving the establishment of a new street;
2. Not involving the extension of any public facility mains within the rights-of-way or creation of any new general public improvements involving the review or approval of construction drawings; and
3. Not in conflict with any provision of the Comprehensive Plan, LDR, or Building Code.
  - a. Each new lot shall be a legal conforming lot of sufficient size to meet minimum zoning requirements as required by the LDR. Flag lots shall not be permitted.
  - b. Each lot must have access to a public right-of-way and any existing public services.

### Specific Application Requirements (Section 1.15.5.C):

In addition to the requirements set out in Section 1.2, at minimum, the application shall include a survey showing the results of the proposed lot changes.