

**City of Okeechobee Planning and Development**  
**55 SE 3<sup>rd</sup> Avenue, Okeechobee, FL 34974**  
**Phone (863) 763-3372 • Fax (863) 763-1686**

**Application for a Lot Split/De Minimis Subdivision**

A lot split/de minimis subdivision is a division or reconfiguration of land, whether improved or unimproved, into not more than two contiguous lots or parcels of land and which division or reconfiguration does not involve the need for a new street, or easement for street purposes, or the establishment or dedication of a highway, street, or alley. To apply for a de minimis subdivision, fill out this application and provide the requested information.

1. Name of Applicant/Property Owner(s): \_\_\_\_\_  
Address of Applicant: \_\_\_\_\_
2. Parcel Number of Parent Tract: \_\_\_\_\_
3. Address of Parent Tract: \_\_\_\_\_
4. Parcel Number of Parcel "A" if already assigned: \_\_\_\_\_
5. Address of Parcel "A" if already assigned: \_\_\_\_\_
6. Parcel Number of Parcel "B" if already assigned: \_\_\_\_\_
7. Address of Parcel "B" if already assigned: \_\_\_\_\_
8. Source of Potable Water: \_\_\_\_\_
9. Method of Sewage Disposal: \_\_\_\_\_
10. Name of contact person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address of contact person: \_\_\_\_\_  
Email of contact person: \_\_\_\_\_
11. Mortgage or lien holder: \_\_\_\_\_

All de minimis subdivisions shall conform to the following standards:

1. The division of land must not increase the number of lots to greater than two.
2. The property that is the subject of the lot split shall be current in its ad valorem tax and other assessments due to the city and county.
3. Each of the newly created lots must meet or exceed all requirements of the zoning district in which the lot is located.
4. Each of the newly created lots must abut a public or private street for the required minimum street frontage for the type of lot, or as otherwise stated in the city's subdivision regulations.
5. Each of the newly created lots must have no encumbrances on the subject property that would render the newly created lots undevelopable or would impact the transfer of title.
6. If there are existing structures on the subject property, the lot split shall not cause any existing principal or accessory structures to become nonconforming regarding required setbacks, maximum allowable density and intensity, and maximum allowable lot coverage and impervious surfaces.
7. The proposed lot split must be consistent with surrounding lots. In determining consistency and compatibility with surrounding lots, the city council may consider, among other things, whether the existing or platted lots have been divided; whether the majority of existing or platted lots are comparable in size or configuration along the same street within 500-feet of the subject lot; and if the resulting lots are waterfront lots, whether they will be of adequate size to accommodate a septic tank.
8. No further division of an approved lot split is permitted, unless a development plan and plat/replat is prepared and submitted in accordance with the city's subdivision regulations, and this chapter.
9. A lot split may not be approved if property taxes are not current for any part of the property that is the subject of a proposed lot split.
10. After a de minimis subdivision is approved:
  - a. The Notice of Approval of Deminimus Development must be recorded at the Okeechobee County Office of the Clerk of the Court at 312 NW 3rd Street at the expense of the applicant, and
  - b. An Application for Split/Division of Existing Parcel must be filed with the Office of Property Appraiser at 307 NW 5th Avenue. If an Application for Split/Division of Existing Parcel is signed by the property owner and submitted with the de minimis subdivision application, the Planning Department will forward the Application for Split/Division of Existing Parcel to the Office of Property Appraiser. If a signed application is not submitted to the Planning Department with the de minimis subdivision application, the applicant must submit the form directly to the Office of Property Appraiser.

I hereby certify that the information in this application is correct and understand that the information included in this application will be used by the City of Okeechobee to process my request. False or misleading information may be punishable by a fine of up to \$500.00 and imprisonment of up to 30 days and may result in the summary denial of this application.

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Print Name of Owner or Applicant

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Signature of Owner or Applicant

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Date

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**Land Use Power of Attorney  
For a De Minimis Subdivision**

Name of Property Owner(s): \_\_\_\_\_

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

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Property Address: \_\_\_\_\_

Parcel Identification Number: \_\_\_\_\_

Name of Applicant or Agent to whom POA is granted: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

The Undersigned, being the record title owners of the real property described above, do hereby grant unto the Applicant or Agent stated above the full right and power of attorney to make application to the City of Okeechobee for a de minimis subdivision. This power of attorney is valid only for the specific application with which it is submitted and may be terminated only by written and notarized statement of such termination effective upon receipt by the General Services Department.

IN WITNESS WHEREOF THE UNDERSIGNED HAVE SET THEIR HAND AND SEALS THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
WITNESS

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, (Name of Person) who is personally known to me or produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE

**De Minimis Subdivision Application Checklist**

<b><u>No.</u></b>	<b><u>Checklist Items</u></b>	<b><u>Submitted</u></b>	<b><u>Check</u></b>
1.	Cover letter describing the proposed project and the reason(s) and necessity for the change.	_____	
2.	\$500 Filing fee	_____	
3.	Completed and signed application, including parcel number.	_____	
4.	Proof of consent from mortgage or lien holder.	_____	
5.	FDOT Letter of approval if property is on or adjacent to the state highway system.	_____	
6.	Two copies of survey or deed sketch showing boundary lines of parent parcel including easements and showing proposed new parcel "A" and proposed new parcel "B". If structures are on the property, a survey is required verifying setback requirements are met. An 8.5"x11" copy must be submitted and will be recorded. An 11"x17" or 24"x36" signed and sealed copy should be submitted when appropriate. When a shared driveway is required to approve a de minimis subdivision, the driveway easements must be shown on the de minimis subdivision. Please designate new parcels "A" and "B" appropriately. a. If the property is developed, the new parcel that includes the improvements generally will retain the parent tract parcel identification number and physical address and will be designated as parcel "B". The undeveloped new parcel will be designated as parcel "A". A new address and parcel identification number will be assigned for the new parcel "A". b. For undeveloped parcels, the new parcel that is furthest north or west generally will be parcel "B" and will retain the parent parcel identification number and physical address. The remainder parcel will be parcel "A" and will be assigned a new parcel identification number and physical address. Please check with the Okeechobee County Planning and Development Department if you have any questions.	_____	
7.	Legal description of parent tract on 8.5"x11" paper. This document will be recorded.	_____	
8.	Legal description of proposed parcel "A" on 8.5"x11" paper. This document will be recorded.	_____	
9.	Legal description of proposed parcel "B" on 8.5"x11" paper. This document will be recorded.	_____	
10.	Copy of recorded warranty deed indicating current ownership.	_____	
11.	Notarized land use power of attorney if applicable.	_____	