

# LOT SPLIT

**Authority:** Section 6.01.07, E, Okaloosa County Land Development Code.

**Purpose:** The purpose of a lot split is to provide a means for the minor subdivision of property which does not require major roadway, drainage, or other similar improvements that would necessitate compliance with subdivision regulations.

**Applicability:** Any property, regardless of size, may be further subdivided or split subject to the minimum requirements specified in 1 – 4 below. All minor lot splits shall be verified and approved by the Department. A minor lot split shall not be allowed in any platted, recorded subdivision which was recorded after March 11, 1974 provided, however, that such a lot split may be allowed as a special exception to be granted by the Board of Adjustment. Minimum requirements are as follows.

1. All property being created (split off) must meet all dimensional requirements of the zoning within which it is located.
2. All property created must front upon an existing public or private road, and shall not necessitate a need for any new road or drainage improvements. In no case shall the minimum road frontage for any lot be less than twenty (20) feet.
3. There shall be no more than three (3) lots created, including the “parent parcel” on any subdivided property.
4. All newly created lots must be recorded by deed or other legal instrument in the Official Records of Okaloosa County.

**Comprehensive Plan Policy 10.1 (Agriculture):** Lands classified as “Prime Farmland” by the U.S. Department of Agriculture; in these areas density shall be one (1) dwelling unit per 10 acres.

One (1) dwelling unit per one (1) acre may be allowed when the following conditions are met:

- Access for each lot shall be from an existing state or county maintained roadway
- Each one (1) acre lot shall have a minimum of fifty (50) feet frontage on said state or county maintained roadway

**Process:** A lot split may be approved by the Department upon demonstration by an applicant that applicable code provisions have been met. In order for verification of compliance an applicant must submit: proof of ownership for the “parent parcel”; a survey or other drawing drawn to an acceptable scale which shows the configuration and dimensions of the “parent parcel” being subdivided as well as the configuration and dimensions of the new parcels being created, and; a completed application including verification and affidavit. For new lots 1/3 acre or less where a septic tank will be used applicants should contact the **HEALTH DEPARTMENT** for lot split assessment.

**Fee:** \$50.00

**REVISED March 31, 2015-MR**

**OKALOOSA COUNTY  
DEPARTMENT OF GROWTH MANAGEMENT  
LOT SPLIT VERIFICATION**

1. Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
2. Appilcant: \_\_\_\_\_
3. Property Address: \_\_\_\_\_
4. Parcel ID Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
5. Future Land Use (FLUM): \_\_\_\_\_ Zoning District: \_\_\_\_\_
6. Dimensional requirements: Minimum width: \_\_\_\_\_ ft Minimum square footage: \_\_\_\_\_
7. Proposed size (each lot): (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_
8. Setbacks: Front: \_\_\_\_\_ ft Side: \_\_\_\_\_ ft Rear: \_\_\_\_\_ ft
9. Number of proposed lots (including parent parcel): \_\_\_\_\_
10. Road frontage requirement : \_\_\_\_\_ ft

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**For Office Use Only**

- Proof of ownership    Survey, Sketch or drawing to scale    Fee    Agent authorization  
(if applicable)
- Septic Tank Health Department

Verified by: \_\_\_\_\_

Date: \_\_\_\_\_

**REVISED March 31, 2015-MR**

**AFFIDAVIT**

STATE OF FLORIDA  
COUNTY OF OKALOOSA

BEFORE ME, the undersigned authority, personally appeared

\_\_\_\_\_, who, after first being duly sworn by me, under oath, deposes and says as follows:

1. My name is \_\_\_\_\_. I am over the age of eighteen years, and I am fully competent to make this affidavit. I do hereby swear that all facts and statements presented in this affidavit are true and correct and within my personal knowledge.

2. The applicant intends to subdivide property located at \_\_\_\_\_, Property ID Number \_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_ as a minor lot split;

3. I am the owner of record, or the owner's authorized representative, of the property described in paragraph 2.

4. The property being split is not part of a recorded subdivision which was recorded after March 11, 1974;

5. The applicant understands and certifies that any buildings built on the property as a result of the minor lot split will meet all requirements for the Comprehensive Plan future land use category of \_\_\_\_\_ and the zoning district of \_\_\_\_\_.

6. The lot being created will front upon an existing public or private road, and will not necessitate a need for any new road or drainage improvements;

7. The minimum road frontage for all lots shall be twenty (20) feet; except in Agriculture, for one (1) acre parcels, the minimum road frontage shall be fifty (50) feet

8. There will be no more than three (3) lots created, including the "parent parcel", and;

9. The newly created lot(s) will be recorded by deed or other legal instrument in the Official Records of Okaloosa County.

10. I understand that this affidavit may be used as evidence in any legal proceeding brought before a tribunal of competent jurisdiction.

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AFFIANT FURTHER SAYETH NAUGHT.

Applicant's Printed Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

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NOTARY PUBLIC  
STATE OF FLORIDA

MY COMMISSION EXPIRES

