

# City of Safety Harbor Application for MINOR SUBDIVISION

Date Received:	
File Number:	
Staff Reviewer:	

**1. PROPERTY OWNER:**

Name:		
Address:		
Telephone:	Fax:	E-Mail:

**2. APPLICANT (if same as property owner, write "Same"):**

Name:		
Address:		
Telephone:	Fax:	E-Mail:

**3. ENGINEER/SURVEYOR:**

Name:		
Address:		
Telephone:	Fax:	E-Mail:

**4. SITE INFORMATION:**

Site Address:				
Parcel ID #:				
Site Acres:	Upland:	Wetland:	Submerged:	Total:
Total Site Acres (including contiguous property owned by applicant):				
Flood Zone (Y/N):				
Existing Use:				
Proposed Use:				
FLU Designation:				

Zoning Designation:	
Legal Description:	

**6. REQUEST INFORMATION:**

Number of Lots Being Created*:
Minimum Lot Size Proposed:
Minimum Lot Area Proposed:
Minimum Lot Depth Proposed:
Will existing structures meet minimum yard requirements?
Source of Potable Water:
Wastewater Disposal Method:

\*Pursuant to Sec. 184.06 of the City of Safety Harbor Comprehensive Zoning and Land Development Code, a minor subdivision is a subdivision containing not more than four (4) lots and not involving the creation of any new street, any new access or the extension of other public facilities. A minor subdivision in which two lots are proposed to be created from a single parcel of land may be approved by the Technical Review Committee upon a finding of consistency with all applicable code standards. A minor subdivision involving the creation of three or four lots is subject to site plan review and approval by the City Commission. However, the City Commission may waive the final requirement for final subdivision plat review.

**6. REQUIRED INFORMATION:**

- Completed application form and fee.
- Proof of ownership (warranty deed, title certification, etc.)
- Property survey, signed and sealed by a professional land surveyor showing the proposed layout of subdivision (8 printed copies, 1 electronic (pdf) file)
- Sketch and legal descriptions of subdivided parcels (8 printed copies, 1 electronic (pdf) file)
- Following City approval, one (1) recorded copy as filed in the Official Records of the Pinellas County Clerk of the Circuit Court Office.
- USB Flash Drive with .pdf of sealed surveys.

**7. APPLICATION FEES (Must be paid prior to processing):**

Type	Review Fee	Public Noticing Fee	Total
Minor Subdivision Review	\$500	N/A	\$500

# NOTARIZED AFFIDAVIT

I and/or we, the undersigned certify ownership of the property within this application, certify that said ownership has been fully divulged, whether such ownership be contingent or absolute, and that the names of all parties to any existing contract for sale or any options to purchase are filed with this application.

I/we, certify that \_\_\_\_\_ and \_\_\_\_\_ is/are duly designated as the agent(s) for the owner, that the agent(s) is/are authorized to provide subject matter on the application contained herein, whether verbal or written, and appear at any public hearing(s) involving this petition. Further, it is understood that this application must be complete and accurate, and the fee paid prior to processing.

STATE OF FLORIDA  
COUNTY OF PINELLAS

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by \_\_\_\_\_. They are  Personally Known  
OR

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

\_\_\_\_\_

Signature of Title Holder

\_\_\_\_\_

Printed Name of Title Holder

\_\_\_\_\_

Signature of Title Holder

\_\_\_\_\_

Printed Name of Title Holder

\_\_\_\_\_

Signature of Notary

\_\_\_\_\_

Name of Notary [typed, printed or stamped]

**NOTARY  
STAMP**