

City of High Springs City Hall
23718 W US Hwy 27
High Springs, Florida 32643
Telephone: (386)454-1416
Web: www.highsprings.us



PDC OFFICE:
23666 NW 185th Road
High Springs, Florida 32643
Telephone: (386)454-7322

DEPARTMENT OF PLANNING, DEVELOPMENT & CODES

SIMPLE LOT SPLIT APPLICATION

All interested parties must discuss exemption criteria with the Planning & Development prior to submittal of this application.

A. PROJECT

1. Address of Subject Property: _____
2. Tax Parcel ID Number: _____
3. Zoning Designation: _____
4. Acreage: _____
5. Existing Use of Property: _____

B. APPLICANT

1. Applicant's Status: Owner (title holder) _____
2. Name of Applicant(s) or Contact Person(s): _____
Title: _____
Company (if applicable): _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
Email: _____
3. If applicant is agent for the property owner*:
Name of Owner (title holder): _____
Mailing Address: _____
City: _____ State: _____ Zip: _____

**Must provide executed Property Owner Affidavit authorizing the agent to act on behalf of the property owner.*

C. ADDITIONAL INFORMATION

1. Is there any additional contact for sale of, or options to purchase, the subject property? _____
If yes, list names of all parties involved: _____
If yes, is the contract/option contingent or absolute? _____

RECEIVED IN PDC: (Date) _____ By: _____

I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge. I/We understand that no further division of the land included as part of this application will be permitted under this section. If further divisions are desired, a subdivision must be prepared and submitted in accordance with the City of High Springs Land Development Code.

Provide a copy of the deed to the property as proof that you are the owner OR a Letter of Authorization from the owner. Also, include a copy of the land showing where you plan to divide it (does not have to be to scale).

Signature of Applicant

Signature of Co-applicant

Typed/Printed Name and title of applicant

Typed/Printed name of co-applicant

State of _____

County of _____

The foregoing application is acknowledged before me this ____ day of _____, 20____, by _____ me who is/are personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL:

Signature of Notary Public

SUBMIT TO CITY PDC OFFICE FOR APPROVAL AT THIS POINT.

Signature of Approval

Date

PROCEDURE FOR PROPERTY SPLIT:

1. Submit completed Simple Lot Split Application to PDC Office of the City of High Springs.
2. Once "Signature of Approval" is obtained, a survey of the property(ies) is required in order for new legal descriptions to be determined.
3. Once surveying is completed, bring a copy of the new survey(s) in for the city to have a copy for the file.
4. Take a copy of the survey and new legal descriptions to the Alachua County Property Appraiser's Office. They will issue a new Tax Parcel Number with the new legal description for the property(ies).