



**CITY OF WINTER SPRINGS  
COMMUNITY DEVELOPMENT DEPARTMENT**

1126 East State Road 434  
Winter Springs, Florida 32708  
[customerservice@winterspringsfl.org](mailto:customerservice@winterspringsfl.org)

**Application – Lot Split**

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The Community Development Director reserves the right to determine whether this application is complete and accurate. An incomplete application will not be processed and will be returned to the applicant. The application shall be reviewed per City of Winter Springs Comprehensive Plan (CP) and Zoning Code. The sufficiency review shall be completed within thirty (30) calendar days per [FL Statue 166.033](#). Incomplete applications will not be processed and will be returned to the applicant.

The following conditions must exist in order to split a parcel under this process per [Sec. 9-11. - Lot splits](#).

The City Commission may by resolution at a public hearing grant waivers from the platting requirements of this chapter for divisions of land that constitute a lot split:

For purposes of this section, the term “lot split” shall mean a division of a tract of land or lot that will result in the creation of exactly one (1) additional lot or tract of land provided the following conditions are met:

- (1) The lot or tract of land to be split is a previously platted lot or legal description of record.
  - (2) Each lot or tract of land created hereunder shall abut a public or approved private street, unless perpetual cross-access easements already exist on the lot to be split or are determined not to be necessary, or, if necessary, are provided by separate instrument.
  - (3) The lot split shall in every respect meet the criteria established elsewhere in this chapter and the City Code for the category of zoning and other relevant Codes under which the property is zoned.
  - (b) Every lot split shall be processed in the following manner:
    - (1) An application form provided by the community development department shall be completed and filed with the department, accompanied with the following:
      - a. An application fee approved by the city commission by resolution;
      - b. An e-copy of the proposed lot split;
      - c. A statement indicating whether new streets, water, sewer, drainage structures, or other infrastructure are required off-site to provide sufficient access or municipal services to the subject land; and
      - d. Legal descriptions and acreage of the two proposed lots or tracts of land and a scaled drawing showing the intended division shall be prepared by a duly licensed land surveyor registered in the state. If a lot or tract of land contains any principal or accessory structures, a survey showing the structures on the lot or tract of land shall accompany the application.
    - (2) Upon approval of the lot split by resolution of the city commission, the resolution shall be duly recorded in the public records of Seminole County and recorded on the appropriate city maps and documents.
  - (c) No further division of an approved lot split is permitted under this section, unless a plat is prepared and approved in accordance with this chapter.
- (Ord. No. 2005-23, § 2, 9-12-05)



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**REQUIRED INFORMATION:**

Applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Property Owner(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Parcel ID(s): \_\_\_\_\_  
Parcel Size: \_\_\_\_\_  
Existing Use: \_\_\_\_\_  
Existing Future Land Use: \_\_\_\_\_  
Existing Zoning District: \_\_\_\_\_  
Reason for request: \_\_\_\_\_

Are there any existing/pending permits for the subject property?

(No): \_\_\_\_\_ (If Yes, indicate on survey): \_\_\_\_\_

Overall Land Area: \_\_\_\_\_

Will wells be used? \_\_\_\_\_

Is adjoining road paved? \_\_\_\_\_

Is adjoining road private? \_\_\_\_\_

Is adjoining road public? \_\_\_\_\_

Are septic tanks proposed or existing? \_\_\_\_\_

Have these lots been previously subdivided or aggregated? \_\_\_\_\_

How many total parcels proposed?

(3 max): \_\_\_\_\_ for the purpose of Split \_\_\_\_\_ Reconfiguration \_\_\_\_\_ Aggregation \_\_\_\_\_

Developable land area (less lake and wetlands) for each lot:

Lot 1) \_\_\_\_\_; Lot 2) \_\_\_\_\_; Lot 3) \_\_\_\_\_



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**REQUIRED DOCUMENTATION (PDF):**

- Application
- Application fee of \$500.00
- A general description of the relief sought under this division
- Sketch of property locating any existing structures and/or sketch of proposed land split locating any existing structures.
- Complete legal description of the property to be split or reconfigured
- Legal description(s) and sketch of newly created parcels (Word Doc)
- Dated copy of School Impact Analysis submitted to the School Board (If applicable)

**PLEASE NOTE:**

- Created parcels (lots) must have frontage on a public right-of-way. (twenty feet of frontage for each lot)
- Newly created parcels shall meet all zoning requirements including minimum buildable lot area
- Existing structures must meet the minimum setback requirements after the lot split without a variance.
- Your mortgage may be affected by splitting or reconfiguring your property
- Sketch of property locating any existing structures and/or sketch of proposed land split locating any existing structures
- Topographical survey signed and sealed by an authorized land surveyor may be required based on the amount of property that lies within the 100 year flood plain as determined by FEMA maps (original).
- Lot Line Reconfigurations Only: Applicant will be responsible for recording the new Deeds and Sketch of Description for the lot line reconfiguration with the Seminole County Clerk of the Courts Land Records Division.



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**CITY LIMITED RIGHT OF ENTRY:** By submitting this Application you hereby grant temporary right of entry for City Officials to enter upon the subject property for purposes of evaluating this Application and posting on the subject property.

**APPLICANT’S AUTHORIZATION:** I desire to make Application for a Lot Split for the aforementioned project and have read and agree to the terms contained herein. In addition, if the Applicant is a corporate entity, the undersigned hereby represents and warrants that he/she is authorized to act on behalf of, and bind, the corporate entity.

Applicant Name (Print): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ Parcel ID: \_\_\_\_\_

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

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification and who did/did not take an oath.

\_\_\_\_\_ Date: \_\_\_\_\_ (seal):

Notary Public Signature: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

**Note: The Property Owner shall sign and have their signature notarized below if the Applicant is not the owner of the subject property.**

Property Owner’s Name (Print): \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_

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

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification and who did/did not take an oath.

\_\_\_\_\_ Date: \_\_\_\_\_ (seal):

Notary Public Signature: \_\_\_\_\_

My Commission expires: \_\_\_\_\_