



City of Pensacola

Community Development Department

BOUNDARY SURVEY / 2 LOT DIVISION CHECKLIST*

1. Materials:

- Application
- Copy of Boundary Survey Requirements
- Land Development Code regulations

2. Submit to Planning Services:

- Application
- Three (3) Copies of Boundary Survey – MUST BE FOLDED
- Fee - \$750.00 (Payable to "The City of Pensacola")
 - *When a boundary survey is denied because it does not comply with the City's requirements, a re-submittal fee one one-half (1/2) the initial fee shall be paid.*

3. Required Signatures:

- After approval, applicant shall bring to Planning Services one mylar copy to be signed by the Planning Services Administrator (see requirement #14)

4. Copies:

Applicant shall provide the following copies to the Planning Department for distribution:

- One (1) signed mylar
- Fourteen (14) copies of the signed mylar – MUST BE FOLDED

* A division of land into no more than two (2) lots

City of Pensacola
COMMUNITY DEVELOPMENT DEPARTMENT
P.O. Box 12910
Pensacola, FL 32521
Phone: (850) 435-1670

REQUEST FOR REVIEW
BOUNDARY SURVEY (2 LOT MAXIMUM)

Development Name: _____

Location: _____

Submittal Date: _____

Applicant Information:

Name: _____

Address: _____

Phone: _____ Fax: _____

Owner Information (*if different from applicant):

Name: _____

Address: _____

Phone: _____ Fax: _____

I, the undersigned applicant, have received a copy of the City's boundary survey requirements. I understand if this application is denied because it does not comply with said requirements, a re-submittal fee of one-half (1/2) the initial fee shall be paid.

Applicant Signature

Date

FOR OFFICE USE ONLY:

| Sent to | Approve (Initial) | Disapprove (Initial) | Date |
|---|----------------------|-------------------------|-------|
| <input type="checkbox"/> City Engineer | _____ | _____ | _____ |
| <input type="checkbox"/> City Surveyor | _____ | _____ | _____ |
| <input type="checkbox"/> Planning Administrator | _____ | _____ | _____ |

Comments:

City of Pensacola
2 LOT DIVISION
Boundary Survey with Additional Requirements
11/16/05

1. Shall be drawn to a scale of one hundred (100) feet to the inch, or less.
2. Subdivision or development name, name of the owner(s) or developer(s), name(s) of surveyor and designer, north arrow, date and scale.
3. The boundary line of the tract to be subdivided drawn accurately to scale and with accurate linear and angular dimensions.
4. Streets: Names, right-of-way and roadway width; similar data for alleys, if any.
5. The location and size of water, gas and sanitary sewer mains, fire hydrants, storm drains, and all structures on the land to be subdivided and on the land within ten (10) feet of it.
6. Other rights-of-way or easements; location; width and purpose, including avigation easements and maintenance easements for zero lot line dwellings.
7. Lot lines, lot numbers and block numbers.
8. Sites, if any, to be reserved or dedicated for parks, playgrounds or other public use.
9. Sites, if any, for multiple-family dwellings, shopping centers, churches, industry or other nonpublic uses exclusive of single-family dwellings.
10. Reference to recorded subdivision plats of adjoining platted land by record name, book and page number.
11. Minimum building setback lines (front, side and rear), as required in the zoning regulations.
12. Minimum of four (4) concrete permanent reference monuments set.
13. Recorded copy of Access Easement if required.
14. The City Planning Departments statement of approval.
15. Minimum Technical Standards requirements.
16. Drawing must be 24"x36" in size.

Land Development Code -- Sec. 12-8-3(B)

(B) *Procedure for division of land requiring a boundary survey.* A division of land into no more than two (2) lots fronting on an existing public street, or an access easement not involving any new street or road, or the extension of governmental facilities, or the creation of any public improvements, and not adversely affecting the remainder of the parcel or adjoining property, and not in conflict with any provision of this code or the comprehensive plan, may be reviewed and approved by the city engineer, city surveyor and city planner through an abbreviated procedure which provides for the submittal of a metes and bounds description and a legal boundary survey of the property.

(1) *Submission requirements.*

(a) Any person desiring to divide land into no more than two (2) lots shall first submit three (3) copies of a metes and bounds description and a legal boundary survey of the property (equal to that required by F.S. § 472.27, pertaining to minimum technical standards for surveys, and having a minimum of four (4) concrete permanent reference monuments set) to the Department of Planning and Neighborhood Development. The boundary survey shall be drawn at a scale of one hundred (100) feet to the inch, or less, and shall depict all information required by section 12-8-8(a) through (j).

(b) If an access easement is required for the subdivision, this document shall be attached to each of the three (3) copies of the boundary survey.

(c) All stormwater drainage requirements set forth in this chapter shall be complied with when exercising this procedure.

(2) *Final approval.*

(a) The Department of Planning and Neighborhood Development shall notify the applicant of the approval or disapproval of the subdivision boundary survey within nine (9) working days from submission.

(b) If the subdivision boundary survey is rejected the Department of Planning and Neighborhood Development shall provide the applicant, in writing, a detailed list of reasons for rejection.

(c) Upon submission of the corrected subdivision boundary survey the Department of Planning and Neighborhood Development shall notify the applicant of the approval or disapproval of the corrected boundary survey within nine (9) working days. If the subdivision boundary survey is not approved, the minor subdivision must be resubmitted.

(d) After the survey has been approved by city staff fourteen (14) blueprints, one (1) mylar and one (1) linen copy of the survey shall be filed with the Department of Planning and Neighborhood Development. In addition, one (1) copy each of any applicable recorded access easements shall be filed with the Department of Planning and Neighborhood Development.

(e) Furthermore, no building permit shall be issued until the survey has been approved by city staff and any accompanying documentation has been recorded.

(Ord. No. 35-92, § 2, 10-22-92; Ord. No. 21-93, § 5, 8-16-93; Ord. No. 9-96, § 13, 1-25-96)