



PLANNING AND DEVELOPMENT DEPARTMENT
DIVISION OF LOT OF RECORD;
MINOR LOT LINE ADJUSTMENT APPLICATION

This application is required to request a Division of Lot of Record (splitting one lot into two) or Minor Lot Line Adjustment (adjusting a single shared property line) for previously platted property. Requests shall be submitted online via the Zoning Portal. Direct link to Zoning Portal below (or search myclearwater.com for Zoning Portal): https://app.smartsheet.com/b/form/3642a8d355a64abbb53c6c1e80472778 .



It is the responsibility of the applicant to submit complete and correct information. Any misleading, deceptive, incomplete or incorrect information may invalidate your application. The applicant, by filing this application, agrees to comply with all applicable requirements of the Community Development Code (CDC). Minor lot line adjustments shall comply with the subdivision standards in CDC Article 3. Division 19 and Section 4-701 and may not create a nonconformity. Any request involving or creating three or more tracts or lots or unplatted tracts shall require a Plat.

SUBMITTAL REQUIREMENTS

FEE: \$150

Invoice will be sent for online payment after receipt of request.

Surveys shall be prepared, signed and sealed by a professional surveyor. Surveys shall include at minimum, north arrow, scale, lot dimensions, legal description and dimensions to structures and all improvements on site, and date prepared.

- 1. Completed application.
2. Survey and legal description for "parent" lot as it exists today.
3. Survey and legal description for proposed lot A and proposed lot B.
4. Supporting narrative or details addressing compliance with zoning design standards, as needed.

Property Owner (s) (Per Deed): \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Applicant/Representative Name & Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address(es) of Subject Property: \_\_\_\_\_

Parcel Number (s): \_\_\_\_\_

Future Land Use: \_\_\_\_\_ Zoning: \_\_\_\_\_

Special Area Plan or Design Standards: Beach by Design [checkbox] US 19 District [checkbox]
Downtown District [checkbox] Other \_\_\_\_\_
None [checkbox]



PLANNING AND DEVELOPMENT DEPARTMENT
DIVISION OF LOT OF RECORD;
MINOR LOT LINE ADJUSTMENT APPLICATION

Affidavit to Authorize Agent/ Representative
If multiple owners or properties, multiple affidavits may be required.

1. Provide names of all property owners on deed - PRINT full names:

Two horizontal lines for property owner names.

2. That (I am/we are) the owner(s) and record title holder(s) of the following described property:

Horizontal line for property description.

3. That this property constitutes the property for which a request for (describe request):

Two horizontal lines for request description.

4. That the undersigned (has/have) appointed and (does/do) appoint:

as (his/their) agent(s) to execute any petitions or other documents necessary to affect such petition;

5. That this affidavit has been executed to induce the City of Clearwater, Florida to consider and act on the above described property;

6. That site visits to the property are necessary by City representatives in order to process this application and the owner authorizes City representatives to visit and photograph the property described in this application;

7. That (I/we), the undersigned authority, hereby certify that the foregoing is true and correct.

Four horizontal lines with 'Property Owner' text for signatures.

STATE OF FLORIDA, COUNTY OF PINELLAS

BEFORE ME THE UNDERSIGNED, AN OFFICER DULY COMMISSIONED BY THE LAWS OF THE STATE OF FLORIDA, ON THIS \_\_\_ DAY OF \_\_\_, PERSONALLY APPEARED \_\_\_ WHO HAVING BEEN FIRST DULY SWORN DEPOSED AND SAYS THAT HE/SHE FULLY UNDERSTANDS THE CONTENTS OF THE AFFIDAVIT THAT HE/SHE SIGNED.

Notary Public Signature
My Commission Expires:

Seal/Stamp