

TWO-LOT SPLIT REQUEST

CHECKLIST
TWO-LOT SPLIT

1. Submit to staff:
 - ☐ Original Form. Please complete and return this form.
 - ☐ Four (4) copies of the proposed survey – must be folded. This should include any applicable easement for access into the lots.
 - ☐ One (1) PDF copy of the survey (and any supplemental information) – either emailed to the City at PlanningApplications@CityOfPensacola.com or provided on a CD. Flash drives are NOT accepted.
 - ☐ One (1) copy of any applicable easement maintenance and joint-use agreements (JUA). These documents must be recorded with the Escambia County Clerk of Courts.
 - ☐ Fees (cash or check made payable to the City of Pensacola)
 - ☐ Upon INITIAL submittal: \$750.00
 - Each RESUBMITTAL: One-half (1/2) the initial fee (\$375.00)
2. Within 10 business days, staff will review and either issue comments or approve the proposed land division. If revisions are required, staff will re-review upon receipt. Once approved, staff will return this signed form and three (3) signed and sealed surveys as authorization of the approved land division.
3. It is the owner and/or their agent's responsibility to provide the Escambia County Property Appraiser (ESCPA) with the split approval documentation – this includes a copy of the approval form as well as the ESCPA's "Split & Combination" request form. A new parcel number will be issued by the ESCPA. It is the responsibility of the owner/agent to provide the parcel numbers to City staff during the permitting process for construction on the new lots.

Planning Services
222 W. Main Street, Pensacola, Florida 32502
(850) 435-1670
Email: PlanningApplications@CityOfPensacola.com
Mail to: P.O. Box 12910, Pensacola, Florida 32521

TWO-LOT SPLIT REQUEST

<u>Applicant Information</u>	<u>Owner Information (If Different from Applicant)</u>
Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Phone: _____	Phone: _____
Email: _____	Email: _____

Property Information

Subdivision Name: _____

Location Address: _____

Parcel ID #: _____ - _____ - _____ - _____ - _____

Submittal Date: _____

Protected trees, species and size(s): _____

I, the undersigned owner, have received a copy of the City's boundary survey land division 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.

Signature of Owner: _____ Date: _____

<u>For Office Use Only</u>				
FEES: _____	Initial Fee \$750	Revision Fee \$375.00	TLS - _____	_____
REVIEWERS:	Approval (Initials)	Date	Comments	
Zoning Compliance	_____	_____	_____	
City Surveyor	_____	_____	_____	
City Engineer	_____	_____	_____	
City Arborist	_____	_____	_____	

Planning Services
222 W. Main Street, Pensacola, Florida 32502
(850) 435-1670
Email: PlanningApplications@CityOfPensacola.com
Mail to: P.O. Box 12910, Pensacola, Florida 32521

TWO-LOT SPLIT REQUEST

Sec. 12-7-3. Procedure for subdivision approval.

(b) *Procedure for division of land requiring a boundary survey.*

- (1) A division of land into no more than two 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 and planning services department.
- (2) *Submission requirements.*
 - a. Any person desiring to divide land into no more than two lots shall first submit a metes and bounds description and a boundary survey (equal to that required by F.S. § 472.027, pertaining to the Standards of Practice for surveys) to the planning services department. The boundary survey shall depict all information required by sections 12-7-8(1) through (11).
 - b. If an access easement is required for the subdivision, this document shall be attached to the boundary survey.
 - c. Prior to development of residential properties, the owner or owner's agent shall provide a proposed lot grading and erosion control plan. The plan shall be to scale and must demonstrate that the flow of stormwater surface drainage from the development is diverted to a storm sewer conveyance or other approved point of collection that does not create a hazard. The grading plan should clearly exhibit that the proposed development neither creates nor exacerbates flooding on any adjacent properties. Commercial properties shall fall under the subdivision language of the Land Development Code and comply with all stormwater drainage requirements set forth therein.
 - d. The planning services department shall notify the applicant of the approval or disapproval of the metes and bounds description or the boundary survey within ten working days from submission.
 - e. If the metes and bounds description or the boundary survey is rejected, the planning services department shall provide the applicant, in writing, a detailed list of the reasons for the rejection.
 - f. The applicant shall resubmit revised documents to the planning services department with a review fee and begin the process set forth at section 12-7-3(b) of this chapter.

Sec. 12-7-8. Preliminary plat.

Appendix B, at the end of this chapter, illustrates a sample preliminary plat. The preliminary plat shall show the following:

- (1) Drawn to a scale of ~~100~~ 30 feet to the inch or less, show all improvements on the property and show all trees subject to section 12-6-2(d) of this Code.

Planning Services
222 W. Main Street, Pensacola, Florida 32502
(850) 435-1670
Email: PlanningApplications@CityOfPensacola.com
Mail to: P.O. Box 12910, Pensacola, Florida 32521

TWO-LOT SPLIT REQUEST

- (2) Subdivision or development name, name of the owner or developer, name of surveyor and designer, north arrow, and date.
- (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 feet of it.
- (6) Other rights-of-way or easements; location; width and purpose, including navigation easements and maintenance easements for zero-lot-line dwellings (refer to section 12-3-5(1)).
- (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~~ parcels by record owner name, book and page parcel number.
- (11) Minimum building setback lines (front, side and rear), as required in the zoning regulations.
- ~~(12) Site data including number of residential lots, typical lot size and areas in parks, etc.~~
- ~~(13) Ground contours at intervals not greater than two feet.~~
- ~~(14) Orientation of subdivision or development in relation with surveyors bench marks and monuments.~~
- ~~(15) The above information may be graphical except where detailed computations are required.~~
- ~~(16) All plats located in the 100-year floodplain or within airport impact district shall state such information on the face of the plat.~~
- ~~(17) All plats must include horizontal State Plane Coordinates on a minimum of two exterior boundary corners. State Plane Coordinates accuracy to one decimal place. Datum is NAD83 (2011) or most current realization as defined and maintained by the National Geodetic Survey (NGS). Projection zone is Florida North (State Plane—US Survey Foot Definition). Projection type is Lambert Conformal Conic.~~

(Code 1986, § 12-8-8; Ord. No. 29-21 , § 4, 12-16-2021)

Sec. 12-6-2. Applicability.

- (a) *Zoning districts.* The provisions of this chapter shall be applicable within the following zoning districts:

Planning Services
222 W. Main Street, Pensacola, Florida 32502
(850) 435-1670
Email: PlanningApplications@CityOfPensacola.com
Mail to: P.O. Box 12910, Pensacola, Florida 32521

TWO-LOT SPLIT REQUEST

- (1) *Residential districts.*
 - a. R-1AAAAA through R-1A districts.
 - b. R-ZL (zero lot line dwelling district).
 - c. R-2A and R-2B (multiple-family).
 - (2) *Mixed residential districts.*
 - a. R-2 (residential/office).
 - b. R-NC (residential/neighborhood commercial).
 - (3) *Commercial districts.*
 - a. C-1 (local commercial).
 - b. C-2 (general commercial).
 - c. R-C (residential commercial).
 - d. C-3 (general commercial and limited industry).
 - (4) *Industrial districts.*
 - a. M-1 (wholesale/light industry).
 - b. M-2 (light industry).
 - (5) *Other districts.* The provisions of this chapter shall also be used as guidelines in reviewing site plans in site specific zoning and development (SSD) amendment applications, airport transition zone (ATZ-1 and ATZ-2) districts and in applications for special planned developments.
- (b) *Public institutional uses and churches.* The provisions of this chapter shall be applicable to public institutional uses and churches. Public institutional uses and churches located in R-1AAAAA through R-1A zones shall not be exempt from the provisions of this chapter. In addition, these uses shall conform with the requirements of subsection 12-6-3(1) and all other sections of this title applicable to the R-ZL, R-2A, R-2B and R-2 zones.
- (c) *Exemptions.* All single-family and duplex uses are exempt from the provisions of this chapter, except as provided for in section 12-3-56 (buffer yards), subsection (d) (heritage trees), section 12-6-6(4) (new subdivisions) and section 12-6-7(5) (heritage tree removal mitigation). The C-2A downtown retail commercial district is exempt from the provisions of this chapter, except as provided for in subsections 12-6-6(1), (5), (6), and (7). All healthcare related uses of property owned or controlled by an entity which is licensed as an acute care hospital under F.S. ch. 395, owned or controlled by a parent company of an entity which is licensed as an acute care hospital under F.S. ch. 395 are exempt from the provisions of this chapter, except as provided for in section 12-6-3 and subsection 12-6-6(1), (3), (5), (6), and (7). In conjunction with the development of any such healthcare related use, a payment of \$5,000.00 per acre of new developed impervious surface area shall be made to the tree planting trust fund. The designated clear zone areas around the Pensacola Regional Airport and any other area identified by the airport manager and approved by the city council as critical to aircraft operations shall be exempt from this chapter.
- (d) *Heritage trees.* A protected tree identified by species in Appendix A of this chapter which is four times the minimum diameter breast height (DBH) or greater. Heritage trees are protected in all the

Planning Services

222 W. Main Street, Pensacola, Florida 32502

(850) 435-1670

Email: PlanningApplications@CityOfPensacola.com

Mail to: P.O. Box 12910, Pensacola, Florida 32521

TWO-LOT SPLIT REQUEST

zoning districts listed in this section 12-6-2, and for all land uses and are considered natural resources. Removal, cutting or pruning of heritage trees on proposed development sites may be permitted upon approval of a landscape and tree protection plan (section 12-6-4). Removal, cutting or pruning of heritage trees on developed property may be authorized per section 12-6-7. A permit will be required for removal or pruning of a heritage tree in all zoning districts listed in this section 12-6-2, and for all land uses, including single-family or duplex as set out in section 12-6-7.

- (e) *DBH*. All tree measurements shall be taken at diameter breast height (DBH), which is the diameter of the tree at four and one-half feet (54 inches) above ground. If the tree has a bump or branch at four and one-half feet above ground then DBH shall be measured immediately below the bump or branch. If the tree is growing vertically on a slope, DBH shall be measured from the midpoint of the trunk along the slope. If the tree is leaning, DBH shall be measured from the midpoint of the lean. If the tree forks below or near DBH the tree shall be measured at the narrowest part of the main stem below the fork. If the tree splits into more than one trunk close to ground level, DBH shall be determined by measuring each of the trunks separately and then taking the square root of the sum of all squared stem DBHs.
- (f) *City-designated arborist*. All references to the city's designated arborist shall be construed to mean the mayor's designee who is charged with administering and enforcing the provisions contained within this chapter, who shall have successfully completed the International Society of Arboriculture (ISA)'s Tree Risk Assessment Qualification (TRAQ), which qualifies a tree professional to use a standardized, systematic process for assessing risks presented by trees.
- (g) Notwithstanding any other provision of this chapter, the mitigation cost to a residential property owner (single-family and duplex uses) where the property is already developed shall not exceed \$1,000.00; provided, however, no mitigation cost shall be charged where statutorily prohibited. Mitigation costs for residential property owners on property being developed shall be assessed in accordance with section 12-6-6(2)e.
- (h) Prior to pruning or removal of any tree(s), any permit issued under this chapter must be posted promptly upon receipt, in the manner prescribed in section 12-6-4(4), in a conspicuous place on the property where the tree(s) is located.

(Code 1986, § 12-6-2; Ord. No. 50-00, § 5, 10-26-2000; Ord. No. 31-09, § 1, 9-10-2009; Ord. No. 31-09, § 1, 9-10-2009; Ord. No. 04-21, § 1, 2-25-2021)

TWO-LOT SPLIT REQUEST

APPENDIX A. PROTECTED TREE LIST

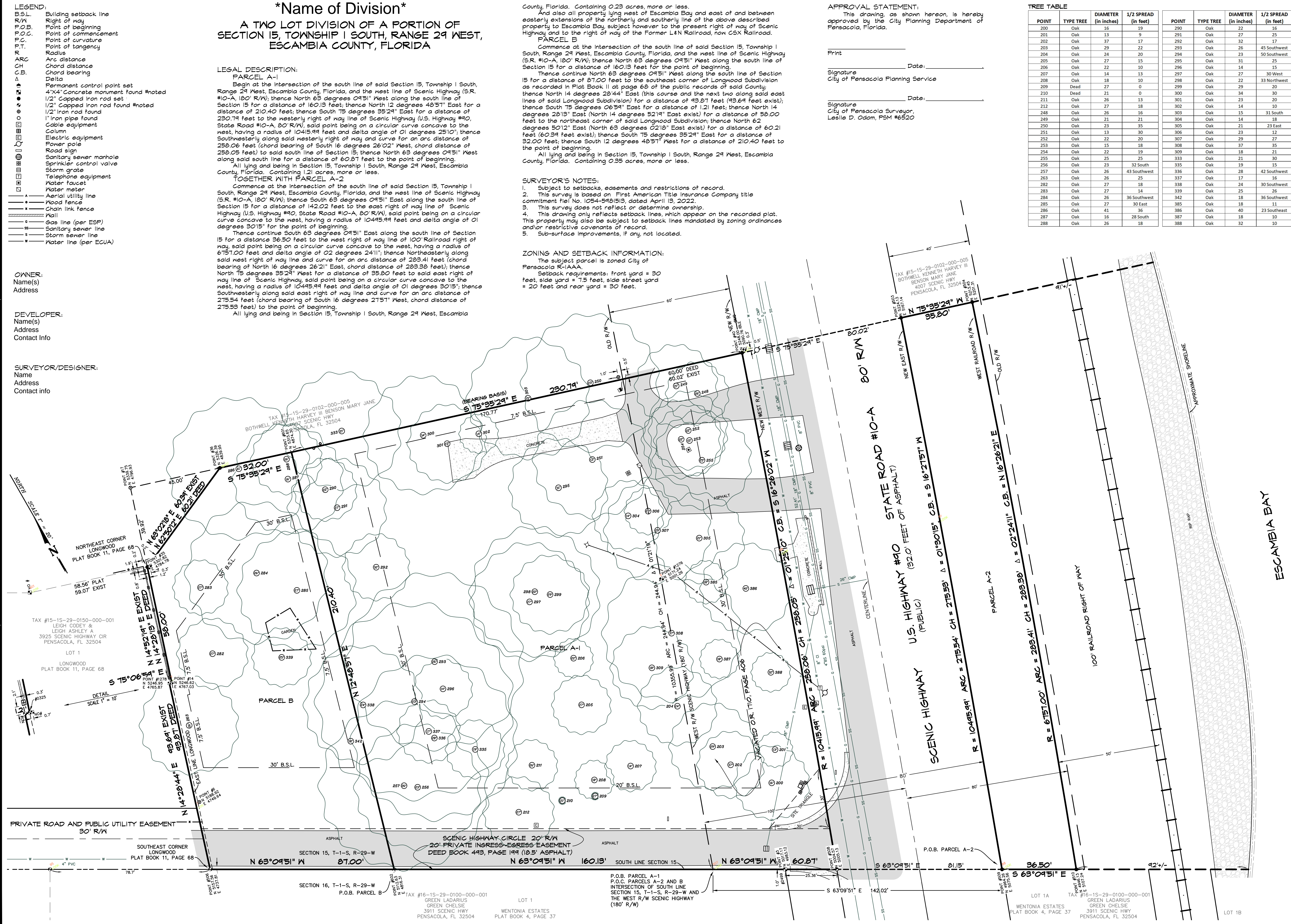
Species Type A (Small, 4" + diameter trunk)	
1.	Dogwood (<i>Cornus florida</i>)
2.	Redbud (<i>Cercis canadensis</i>)
3.	Crape Myrtle (<i>Lagerstroemia indica</i>)
4.	Fringe Tree (<i>Chionanthus virginicus</i>)
5.	Flatwoods Plum (<i>Prunus umbellata</i>)
6.	Crabapple (<i>Malus angustifolia</i>)
7.	Sand Oak (<i>Quercus geminata</i>)
Species Type B (Medium, 6" + diameter trunk)	
1.	American Holly (<i>Ilex opaca</i>)
2.	Dahoon Holly (<i>Ilex cassine</i>)
3.	Southern Magnolia (<i>Magnolia grandiflora</i>) **
4.	Eastern Red Cedar (<i>Juniperus virginiana</i>) **
5.	Southern Red Cedar (<i>Juniperus silicicola</i>) **
6.	White Cedar (<i>Chamaecyparis thyoides</i>)
7.	River Birch (<i>Betula nigra</i>)
8.	Long Leaf Pine (<i>Pinus palustris</i>)
Species Type C (Large, 8" + diameter trunk)	
1.	Live Oak (<i>Quercus virginiana</i>)**
2.	Laurel Oak (<i>Quercus laurifolia</i>)**
3.	Darlington Oak (<i>Quercus hemisphaerica</i>)**
4.	Sweet Gum (<i>Liquidambar styraciflua</i>)**
5.	Sycamore (<i>Platanus occidentalis</i>)**
6.	Pecan (<i>Carya illinoensis</i>)**
7.	Red Maple (<i>Acer rubrum</i>)**
8.	Hickory (<i>Carya spp.</i>)**
9.	White Oak (<i>Quercus alba</i>)**
10.	Southern Red Oak (<i>Quercus falcata</i>)
11.	Florida Sugar Maple (<i>Acer barbatum</i>)
12.	Black Tupelo (<i>Nyssa sylvatica</i>)
13.	Silver Maple (<i>Acer saccharinum</i>)
*When measuring a tree to determine if it meets the trunk diameter criteria, it shall be measured at diameter breast height (DBH), which is the diameter of the tree at 4½ feet (54 inches) above ground. The scientific name controls for compliance purposes. Common names are furnished for reference purposes only.	
**Shade trees.	

Planning Services
222 W. Main Street, Pensacola, Florida 32502
(850) 435-1670
Email: PlanningApplications@CityOfPensacola.com
Mail to: P.O. Box 12910, Pensacola, Florida 32521

B.S.L.	Building setback line
R/W	Right of way
P.O.B.	Point of beginning
P.O.C.	Point of commencement
P.C.	Point of curvature
P.T.	Point of tangency
R	Radius
ARC	Arc distance
CH	Chord distance
C.B.	Chord bearing
Δ	Delta
■	Permanent control point set
■	4'X4' Concrete monument found #noted
●	1/2" Capped iron rod set
●	1/2" Capped iron rod found #noted
○	1/2" Iron rod found
○	1" Iron pipe found
Ⓢ	Cable equipment
Ⓢ	Column
Ⓢ	Electric equipment
Ⓢ	Power pole
△	Road sign
Ⓢ	Sanitary sewer manhole
Ⓢ	Sprinkler control valve
Ⓢ	Storm grate
Ⓢ	Telephone equipment
Ⓢ	Water faucet
Ⓢ	Water meter
A	Aerial utility line
■	Wood fence
x	Chain link fence
■	Wall
G	Gas line (per ESP)
SS	Sanitary sewer line
S	Storm sewer line
W	Water line (per ECUA)

DEVELOPER
Name(s)
Address
Contact Info

SURVEYOR/DESIGNER:
Name
Address
Contact info



This drawing, as shown hereon, is hereby approved by the City Planning Department of Pensacola, Florida.

Signature
City of Pensacola Planning Service

Signature _____ Date: _____
City of Pensacola Surveyor,
Leslie D. Odom, PSM #6520

And also all property lying west of Escambia Bay and east of and between easterly extensions of the northerly and southerly line of the above described property to Escambia Bay, subject however to the present right of way of Scenic Highway and to the right of way of the Former L&N Railroad, now CSX Railroad.

Commence at the intersection of the south line of said Section 15, Township 1 South, Range 24 West, Escambia County, Florida, and the west line of Scenic Highway (S.R. #10-A, 180° R/W); thence North 63 degrees 09'51" West along the south line of Section 15 for a distance of 160.13 feet for the point of beginning.

Thence continue North 63 degrees 04'51" East along the south line of Section 15 for a distance of 87.00 feet to the southeast corner of Longwood Subdivision as measured by the survey of said 63 degrees 04'51" of the north line of Central North 14 degrees 28'44" East (this course and the next two along said east lines of said Longwood Subdivision) for a distance of 49.87 feet (49.64 feet east); thence South 75 degrees 06'59" East for a distance of 1.21 feet; thence North 14 degrees 28'13" East (North 14 degrees 52'14" East exist) for a distance of 58.00 feet to the northeast corner of said Longwood Subdivision; thence North 62 degrees 04'51" East along the south line of said 62 degrees 04'51" for a distance of 60.21 feet (60.34 feet east); thence South 75 degrees 35'24" East for a distance of 32.00 feet; thence South 12 degrees 48'51" East for a distance of 210.40 feet to the point of beginning.

All lying and being in Section 15, Township 1 South, Range 29 West, Escambia County, Florida. Containing 0.35 acres, more or less.

1. Subject to setbacks, easements and restrictions of record.
2. This survey is based on First American Title Insurance Company title commitment file No. 1054-598153, dated April 13, 2022.
3. This survey does not reflect or determine ownership.
4. This drawing only reflects setback lines, which appear on the recorded plat. This property may also be subject to setback lines mandated by zoning ordinances and/or restrictive covenants of record.
5. Sub-surface improvements, if any, not located.

The subject parcel is zoned City of Pensacola R-1AAA.

Setback requirements: front yard = 30 feet, side yard = 7.5 feet, side street yard = 20 feet and rear yard = 30 feet.

Measurements made in accordance with United States Standards.

NORTH BASED ON THE NORTHERLY LINE OF PARCELS AS

--	--

100

100

100

100

100

100

100

100

100

100

100

100

100

10

... my
practice
weyers
and
tes.

under
of Pro
al Surv
7.051
Statu

made
dards
ession
5J-1
Florida

7.050,
2.027

survey
its the
Board
5J-17
ion 47

this
d meet
orida B
apter
o Sect

... that
... an
... the FI
... Cha
... want t

certify
the char
with by
ers in
t, purs

ereby
possible
set for
Mappe
17.052

1	h	resp	as	&	5J-
---	---	------	----	---	-----

SHEET
1
VALID

OF	NOT V
----	-------

1	NC
---	----

File No. _____
Job No. _____
Scale _____ 1" = _____

Date of Survey.
Date of Plat____
Date of Revision.

FB_____PG_____
FB_____PG_____
Drawn by _____

Checked By _____