

**VOLUSIA COUNTY LAND DEVELOPMENT DIVISION  
SUBDIVISION EXEMPT APPLICATION**

- LOT COMBINATION** – to combine lots for a building site
- EXEMPT LOT COMBINATION** – a combination of lots by a prior building permit
- LOT LINE ADJUSTMENT** - to move an existing lot line  
(If the combination/adjustment is between two or more property owners, then the proper conveyances must be filed of record prior to final approval)
- SUBDIVISION** – to create 4 lots or less and each lot is 2.5 acres – 10 acres, 10,000 sq. ft. and access must be demonstrated to be out of the 100-year flood plain. The County of Volusia will **not** responsible for the maintenance of any new easements or roads.

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**IF YOU ARE NOT THE PROPERTY OWNER, YOU MUST HAVE THE OWNER COMPLETE THE "NOTARIZED AUTHORIZATION OF OWNER" FORM.**

PARCEL NUMBER (S): \_\_\_\_\_

\_\_\_\_\_

Building Permit Number \_\_\_\_\_ has been submitted.

**ZONING AUTHORIZATION (Room 205): Required before submitting to Land Development**

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

This development is consistent with the Volusia County Comprehensive Plan and is properly classified for the lot sizes proposed in this application.

ZONING AUTHORITY \_\_\_\_\_ DATE \_\_\_\_\_

**FINANCE OFFICE (Room 103): Required before submitting to Land Development**

On behalf of the Volusia County Finance Department, I hereby certify that there are no delinquent or unpaid taxes against or due on the lands described above as required by Section 197.0152 of the Florida Statutes.

\_\_\_\_\_  
DATE \_\_\_\_\_

Revenue Specialist

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**TO BE SUPPLIED AT THE TIME OF SUBMISSION:**

- Completed Application (Authorization from the owner, if the applicant is not the owner)
- 6 copies of a survey sketch, to scale with the legal description, North Point, existing and proposed lot dimensions, all easements, the names and dimensions of all streets within or abutting the proposed subdivision, and whether the streets are dedicated County, City or private roads, unopened, paved, or unpaved. The sketch should show all proposed lots and proposed lots should be numbered.
- For 10 acres and greater lots – the sketch must show flood plain, wetlands and legal access (existing or proposed)

**NOTE:** Prior to submitting this application, it is advised that you contact the Health Department for information on septic tank permitting requirements.

APPLICATION NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_