

## Staff Report

**To:** Okeechobee Planning Board  
**From:** Ben Smith, AICP  
**Meeting Date:** September 16, 2021  
**Subject:** Ordinance- Platted Parcel Splits- 21-003-TA

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In October of 2018, The City adopted Ordinance 1170, which created procedures and standards for joinders and de minimis subdivisions. Prior to that ordinance, subdivision platting was the only codified form of property division in the City's land development code. Staff is now proposing revisions to Chapter 86, including a new process for dividing land that is already platted. According to the definition of 'subdivision' as provided in Florida Statute 177.031, anytime land is being divided into three or more parts and includes the creation of new rights-of-way, it is considered platting:

*the division of land into three or more lots, parcels, tracts, tiers, blocks, sites, units, or any other division of land; and includes establishment of new streets and alleys, additions, and resubdivisions; and, when appropriate to the context, relates to the process of subdividing or to the lands or area subdivided.*

However, many Florida local governments have adopted a process by which land can be reconfigured which does not involve platting. For example:

- A joinder is the combining of parcels.
- A de minimis subdivision is a division or reconfiguration of one parcel into not more than two contiguous parcels, which does not require new rights-of-way or easements. This applies to unplatted/subdivided property.
- A platted parcel split is a division or reconfiguration of a previously platted/subdivided parcel, which does not require new rights-of-way or easements.

At the February Planning Board Workshop, the Board members provided substantial input, and the attached proposed ordinance reflects the changes that were discussed. Since that workshop, staff also consulted with the City of Cape Coral planning department regarding their experience with platted parcel splits. At one time, Cape Coral permitted platted parcel splits to be performed without regard to the underlying platted lot lines. However, due to issues that arose, Cape Coral revised their code to limit the process to only allow platted parcel splits along the existing platted lot lines. Based on that advice, the City of Okeechobee could also adopt that limitation. However, it is likely that limiting platted parcel splits to be performed only along existing platted lot lines will curtail the flexibility in land development that the City would like to encourage. Because of this, staff has not included that limitation in this Ordinance, and it will be the Board's decision whether or not to include this limitation in their recommendation to the City Council for final adoption. Following is a summary of the significant revisions to Chapter 86 included in the draft ordinance:

### Section 86-2

Verbiage has been added which clarifies the City's authority to regulate the division and joining of property within the city limits.

### Section 86-4

- The term 'lot' has been separated from parcel to mean, more specifically, "a single unit in a platted subdivision". A definition of parcel has been added which includes any single unit of land. Throughout the remainder of the Chapter the term 'lot' has been replaced by 'parcel' to clarify the broader applicability of the codes. These definitions are applicable to this Chapter, not the entire land development code, and this change is not intended to alter the usage of the word 'lot' in the context of terms such as 'lot depth', 'lot coverage' and 'lot width' in their usage throughout the City's land development code.
- A new definition for 'platted parcel split' has been added to define the applicability of the proposed procedures and standards for a platted parcel split in new section 86-92.
- The definition of 'plot' has been deleted, as this term does not appear anywhere else in the Chapter.

### Section 86-90

Several new standards have been added for de minimis subdivisions, including:

- Requiring consistency with the comprehensive plan
- Prohibition the newly created parcel to have split zoning or split land use designations
- Requiring consideration of sewage disposal for each newly created parcel
- Prohibiting sharing of septic facilities and private utility lines between parcels

### Section 86-91

Only one substantive change was made to the joinder standards, which is to prohibit the creation of a parcel with split future land use designations.

### Section 86-92

A significant amount of the land in the City of Okeechobee has already been platted, yet remains combined in larger tracts under single ownership. This newly proposed process for platted parcel splits would allow division of those parcels without requiring a new subdivision/plat. Unlike a de minimis subdivision, division into more than two parcels is permitted, as long as the zoning code standards and comprehensive plan policies are met. The standards proposed for the newly created parcels are similar to those required for a de minimis subdivision.

### Appendix C

Section 19 of the Fee Schedule requires a \$500 application fee for joinders and de minimis subdivisions. Platted parcel splits would be added to that section to require a \$500 fee for those requests as well. Since the workshop, an acreage fee of \$25 per acre has been added.

## ORDINANCE NO. 2021-XX

AN ORDINANCE OF THE CITY OF OKEECHOBEE, FLORIDA; AMENDING CHAPTER 86 OF THE LAND DEVELOPMENT REGULATIONS OF THE CITY OF OKEECHOBEE; AMENDING SECTION 86-2, CLARIFYING THE CITY'S AUTHORITY TO REGULATE THE DIVISION AND JOINING OF LAND IN THE CITY; AMENDING SECTION 86-3, CLARIFYING THE APPLICABILITY OF THE CHAPTER TO INCLUDE JOINING LAND; AMENDING SECTION 86-4, ADDING A DEFINITION FOR LOT, ADDING A DEFINITION FOR PARCEL, ADDING A DEFINITION FOR PLATTED PARCEL SPLIT, DELETING THE DEFINITION FOR PLOT; AMENDING THE TITLE OF ARTICLE II FROM PLANS AND PLATS TO PLATTING; CHANGING DIVISION 3 - SIMPLE LOT SPLIT/DE MINIMIS SUBDIVISIONS TO ARTICLE III - DE MINIMIS SUBDIVISIONS; AMENDING SECTION 86-90, CLARIFYING THAT STRUCTURE SETBACKS SHALL BE INCLUDED ON SURVEYS, PROHIBITING CREATION OF PARCELS WITH SPLIT FUTURE LAND USE DESIGNATIONS, REQUIRING CONSIDERATION OF UTILITY LINES AND WASTEWATER TREATMENT SYSTEMS; CHANGING DIVISION 4 - PROCEDURE FOR APPLICATION SUBMISSION AND APPROVAL OF JOINDER OF LOTS TO ARTICLE IV - JOINDERS; AMENDING SECTION 86-91 TO PROHIBIT JOINING PARCELS WITH DIFFERENT FUTURE LAND USE DESIGNATIONS; CREATING NEW ARTICLE V - PLATTED PARCELS SPLITS, PROVIDING PROCEDURES AND STANDARDS FOR DIVIDING EXISTING PLATTED PARCELS; RENUMBERING EXISTING ARTICLES III, IV, AND V; AMENDING APPENDIX A OF THE LAND DEVELOPMENT REGULATIONS OF THE CITY OF OKEECHOBEE, AMENDING FORM 18, PROVIDING PLATTED PARCEL SPLIT APPLICATION STANDARDS AND PROCEDURES; AMENDING APPENDIX C OF THE LAND DEVELOPMENT REGULATIONS OF THE CITY OF OKEECHOBEE, ADDING AN APPLICATION FEE FOR PLATTED PARCEL SPLITS; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, the City Council of the City of Okeechobee, Florida, has adopted Ordinance Number 716, as amended, known as the Land Development Regulations; and

**WHEREAS**, the City of Okeechobee, Florida, has a legitimate interest in periodic review of its Ordinances and Land Development Regulations in order to address certain inconsistencies or outdated regulations contained in the Codes; to make amendments to meet changing community standards, or to accommodate new development; and to create new ordinance or regulation to better serve the public and to make the Code a more consistent and easier to understand document; and

**WHEREAS**, the Planning Board for the City of Okeechobee, Florida, acting as the Local Planning Agency, reviewed and discussed the proposed amendments, also known as Land Development Regulation Text Amendment Application No. 21-003-TA, at a duly advertised Public Hearing held on September 16, 2021, and based on findings of fact by the Planning Staff, hereby recommends certain changes, amendments or modifications to the Code of Ordinances, to present to the City Council for ordinance adoption and codification; and

**WHEREAS**, the City Council for the City of Okeechobee, Florida, considered the recommendations by the Planning Board and concludes that enacting such amendments to be in the best interest of its citizens of said City, that said amendments are necessary and appropriate to make the Land Development Regulations more consistent and responsive to the needs of the City and its citizens.

**NOW, THEREFORE**, be it ordained before the City Council of the City of Okeechobee, Florida; presented at a duly

advertised public meeting; and passed by majority vote of the City Council; and properly executed by the Mayor or designee, as Chief Presiding Officer for the City; that:

**SECTION 1: Recitals Adopted.** Each of the above stated recitals is true and correct and incorporated herein by this reference:

**SECTION 2: Amendment and Adoption to Chapter 86.**

That the City Council for the City of Okeechobee, Florida, amends herein Part II of the Code of Ordinances, Subpart B-Land Development Regulations, providing for amendments to Chapter 86 – Subdivisions:

**ARTICLE I. - IN GENERAL**

**Sec. 86-1. - Purpose and intent of chapter.**

- (a) Land subdivision is the first step in community development. Once land has been subdivided into streets, lots and blocks and publicly recorded, the correction of defects is costly and difficult. Subdivided land sooner or later becomes a public responsibility, in that roads, drainage and utilities must be maintained and various customary city services must be provided. The welfare of the entire city is directly affected by land subdivision. It is to the interest of all taxpayers and citizens, the developer, and future residents that subdivisions be conceived, designed, and developed in accordance with sound practice and appropriate standards.
- (b) The intent and purpose of this chapter is to aid in the harmonious development of the city; to secure a coordinated layout and adequate provision for traffic; to secure adequate provision for light, air, recreation, transportation, potable water, flood prevention, drainage, wastewater, other sanitary facilities, and other city services; and to that end to prevent and prohibit the subdivision of land in the city that will not be accomplished in accordance with these regulations.
- (c) In addition to the design requirements for construction of such required improvements as roads and drainage, as set out in this chapter, compliance with the intent of these regulations require that good design be practiced in subdivision planning, valuable and scenic natural features conserved, and adequate open space be made available for public use. Size, shape and orientation of lots and blocks should be carefully considered with relation to future use of the various lots to be created.
- (d) It is intended that the regulations of this chapter shall be liberally constructed to accomplish their stated purposes.

**Sec. 86-2. - Jurisdiction of chapter provisions.**

The regulations set out in this chapter shall apply to all lands presently within the incorporated limits of the city, and to any lands which may in the future be annexed to and be made a part of the city. No land shall be ~~subdivided or joined, or no building or structure or any part thereof constructed,~~ in any area of the city, after the effective date of the ordinance from which this chapter is derived unless such ~~subdivision~~ or joining conforms to the provisions of the regulations of this chapter, the remainder of the City's code of ordinances, and the City's Comprehensive Plan.

No subdivision, de minimis subdivision, joinder or platted parcel split shall be recognized by the City and no building permit shall be issued unless the land reconfiguration action has been approved by the City prior to recording in accordance with the requirements of this Chapter.

**Sec. 86-3. - Applicability of chapter provisions.**

In order to ~~subdivide or join~~ land and file a plat thereon, except merely to record boundaries of an ownership, all requirements as set out in this chapter shall be met, and the procedures as set forth in this chapter shall be followed.

#### Sec. 86-4. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Alleys* means minor ways which are used primarily for vehicular service access to the back or the side of properties otherwise abutting on a street.

*Bicycle way* means a right-of-way intended primarily for the use of bicyclists, excluding self-propelled vehicles.

*Building* includes the term "structure" and shall be constructed as if followed by the phrase "or part thereof."

*City administrator* means the person filling the position or his designee.

*Code* means the unified land development code of the city, volumes 1 through 4.

*Cul-de-sac* means a minor street intersection with another street at one end and terminating at the other in a vehicular turnaround.

*De minimis subdivision* means a division or reconfiguration of land, whether improved or unimproved, into not more than two contiguous parcels of land and which division or reconfiguration does not involve the need for a new street, or easement for street purposes, or the establishment or dedication of a highway, street, or alley.

*Developer* means a person, or his agent, who undertakes the activities covered by this chapter, particularly the preparation and presentation of a subdivision plat showing the layout of the land and the improvements involved thereof. Inasmuch as the subdivision plat is merely a necessary means to the end of ensuring a satisfactory development, the term "developer" includes the term "subdivider," even though the identity of persons involved in successive stages of a project may vary.

*Developer's agreement* means the agreement entered into between the developer and the city, defining in detail the responsibility of both parties and the conditions for acceptance and recording of the plat. A developer's agreement may include utility agreements for both water and wastewater.

*Easement* means a right-of-way granted for limited use of private property for a public or quasi-public purpose.

*Engineer* means an engineer licensed in the state and qualified to perform duties for a developer under the terms of this chapter.

~~*Joinder of lots* means any combination of a lot of record, or parcel of land (or portions thereof) with one or more other lots, lots of record, or parcels of land (or portions thereof).~~

*Land* includes water surface and land under water.

*Lot* means a single unit of land in a platted subdivision.

*Lot depth* means the mean horizontal distance between the front and rear lines of a lot or parcel.

~~*Lot split/de minimis subdivision* means a division or reconfiguration of land, whether improved or unimproved, into not more than two contiguous lots or parcels of land and which division or reconfiguration does not involve the need for a new street, or easement for street purposes, or the establishment or dedication of a highway, street, or alley.~~

*Lot width* means the horizontal distance between the side lines of a lot or parcel at the depth of the required front yard or at the front ~~lot~~property line where no building setback is required.

*Parcel* means a single unit of land under same ownership. A parcel may contain multiple platted lots and portions of platted lots.

*Plat* means a map, diagram, or graphic representation of real property which has been subdivided into lots, ~~plots or parcels~~ and showing such facilities and public improvements as may be required under this chapter. The verb "to plat" or "plating" shall mean to make or prepare a plat.

*Platted parcel split* means a division or reconfiguration of a previously platted parcel, whether improved or unimproved, which division or reconfiguration does not involve the need for a new street, or easement for street purposes, or the establishment or dedication of a highway, street, or alley.

~~*Plot* includes the term "lot" or "parcel." A lot is also identified as a single unit in a subdivision.~~

*Public improvements* means any of the following, which are listed only for the purpose of illustration and emphasis: streets, pavement, with or without curbs and gutters; sidewalks, alleys and alley pavement; water mains; sanitary wastewater; storm wastewater or storm drainage; electricity; street name signs, street trees, and similar public requirements or amenities.

*Right-of-way (ROW)* means lands conveyed or dedicated to the public to be used for a street, alley, walkway, drainage facility or other public purpose.

*Sight distance* means the maximum extent of unobstructed vision (in a horizontal plane) along a street located at any given point on the street.

*Street* means a way for vehicular traffic, whether designated as a street, highway, thoroughfare, parkway, throughway, road, avenue, boulevard, lane, place, or however otherwise designated. Where width is designated, such width is right-of-way width.

*Street, arterial,* means a street or highway used primarily for fast and heavy traffic traveling considerable distances with a width of right-of-way of 150 feet or more.

*Street, collector,* means a street with a right-of-way of at least 100 feet which, in addition to giving access to abutting properties, carries traffic from minor street to the major system of arterial streets and highways, including the principal entrance street of a residential development and streets for circulation within a development.

*Street, local,* means a minor street used primarily for access to abutting properties and not for through traffic with a right-of-way of at least 50 feet.

*Street, marginal access,* means a minor street at least 50 feet in width parallel to and adjacent to arterial streets or highways and which provides access to abutting property and protection from through traffic. A marginal access street may also be called a frontage or service road.

*Subdivision* means the division of land into three or more lots, sites, or parcels, any one of which contains two acres or less in area, or, if a new street or easement for street purposes or the establishment or dedication of a highway, street, or alleys is involved, any division of a parcel of land. The term "subdivision" includes resubdivision and, when appropriate to the context, shall relate to the process of subdividing or to the land subdivided. The sale or exchange of small parcels of land to or between adjoining property owners where such sale or exchange does not create additional lots or parcels shall not be considered a subdivision of land.

*Surety bond* means a performance-payment bond, and other instruments of security, furnished to the city by the developer and the developer's surety that the public improvements will be completed and completed in accordance with the approved final plat.

*Surveyor* means a land surveyor registered in the state, and engaged by the developer to survey and prepare the plat of the land proposed for subdivision.

*Used and occupied* include the words "intended," "designed," or "arranged to be used" or "occupied."

*Walkway* means a right-of-way intended primarily for pedestrians, excluding self-propelled vehicles.

*Work* means all construction shown or required on the plat as approved as well as all required construction as shown on approved plans and specifications for all facilities and features of any kind.

Secs. 86-5—86-40. - Reserved.

## ARTICLE II. - ~~PLANS AND PLATS~~ PLATTING

### DIVISION 1. - GENERALLY

#### Sec. 86-41. - Preparation of plats.

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**Sec. 86-42. - Preapplication procedure.**

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**Sec. 86-43. - Procedure of conditional approval of preliminary plat and approval of construction plans for required improvements.**

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**Sec. 86-44. - Procedure for approval of final plat.**

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Secs. 86-45—86-70. - Reserved.

**DIVISION 2. - PLATS AND DATA**

**Sec. 86-71. - Preapplication plans and data for platting.**

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**Sec. 86-72. - Plats and data for conditional acceptance or approval.**

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**Sec. 86-73. - Plats and data for final acceptance or approval.**

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**Sec. 86-74. - Inspection; release of developer's bond.**

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Secs. 86-75—86-89. - Reserved.

**~~DIVISION 3. - SIMPLE LOT SPLIT/~~ARTICLE III. - DE MINIMIS SUBDIVISIONS**

**Sec. 86-90. - Procedure for application submission and approval of a simple lot split/de minimis subdivision.**

- (a) *Submittal.* The city shall consider a proposed lot parcel split upon submittal of two copies of the following information:
  - (1) A cover letter describing the project, identifying the project contact person(s) and any other information relevant for city's staff review. If the applicant is other than the legal owner, the applicant's interest shall be indicated and the legal owner's authority to apply shall be included in a certified legal form.
  - (2) Completed application form.
  - (3) All applicable fees (See Appendix C, Schedule of Land Development Regulation Fees and Charges).
  - (4) Owner's authorization (if applicable).

- (5) A survey, not more than one year old, prepared by a professional land surveyor registered in the State of Florida. The survey must include legal descriptions, acreage and square footage of the original and proposed lots/parcels and a scaled drawing showing the intended division, including any existing or required easements and/or restrictions. In the event a lot/parcel contains any ~~principal or accessory~~ structures, a survey showing the structures on the lot/parcel and the setbacks of those structures from the existing and proposed property lines shall accompany the application; and a metes and bounds description shall accompany each description.
  - (6) A statement from the appropriate provider indicating if water and sanitary sewer service capacity is available to the property.
- (b) *Standards.* All lot-split/de minimis subdivision requests must conform to the following standards:
- (1) The division of land must not increase the number of lots/parcels to greater than two.
  - (2) The property that is the subject of the lot-split/de minimis subdivision shall be current in its ad valorem tax and other assessments due to the city and county.
  - (3) Each of the newly created lots/parcels must meet or exceed all requirements of the zoning district in which the lot/parcel is located and be consistent with the designated future land use map category.
  - (4) Each of the newly created lots/parcels must abut a public or private street for the required minimum street frontage for the type of lot, or as otherwise stated in the city's subdivision regulations.
  - (5) Each of the newly created lots/parcels must have no encumbrances on the subject property that would render the newly created lot/parcel undevelopable, or would impact the transfer of title.
  - (6) If there are existing structures on the subject property, the lot-split/de minimis subdivision shall not cause any existing principal or accessory structures to become nonconforming regarding required setbacks, maximum allowable density and intensity, and maximum allowable lot coverage and impervious surfaces.
  - (7) The proposed lot/parcel split must be consistent with surrounding lots/parcels. In determining consistency and compatibility with surrounding lots/parcels, the city council may consider, among other things, whether the existing ~~or platted lots/parcels~~ have been subdivided; and whether the majority of existing ~~or platted lots/parcels~~ are comparable in size or configuration ~~along the same street~~ within 500-feet of the subject ~~parcel/lot~~; ~~and if the resulting lots are waterfront lots, whether they will be of adequate size to accommodate a septic tank.~~
  - (8) No further division of an approved lot-split/de minimis subdivision is permitted, unless a development plan and plat/replat is prepared and submitted in accordance with the city's subdivision regulations, and this chapter.
  - (9) A lot-split subdivision may not be approved if property taxes are not current for any part of the property that is the subject of a proposed lot-split subdivision.
  - (10) If sanitary sewer service connection will not be required, the resulting parcels shall be of adequate size to accommodate an appropriately sized onsite wastewater treatment system. Otherwise, a statement must be included from the appropriate provider indicating that sanitary sewer service is available to the property or can be made available.
  - (11) Each of the newly created parcels shall not be split zoned or have split future land use designations.
  - (12) The newly created parcels shall not share septic facilities and private utility lines shall not cross property lines.
- (c) *Approval.*
- (1) The City Administrator, or his designee, shall review the lot-split/de minimis subdivision application and, with input as needed from the city's planning consultant, city staff and other members of the technical review committee, determine if the application meets the submittal requirements of section 86-90(a).
  - (2) If the submittal is incomplete, the applicant will be notified of the deficiencies for revision and resubmittal.

- (3) When a submittal or revised submittal is found complete, the city administrator, or his designee, will review the application for consistency with the standards of section 86-90(b), with input as needed from the city's planning consultant and other members of the technical review committee.
  - (4) If the city administrator finds that the application meets all the standards of section 86-90(b), they may approve the ~~lot split~~de minimis subdivision and notify the applicant ~~accordingly~~in writing. If not, they may approve the ~~lot split~~de minimis subdivision with conditions, or disapprove the ~~lot split~~de minimis subdivision, and notify the applicant accordingly.
- (d) *Actions subsequent to approval.* Before a building permit may be issued, the applicant must:
- (1) Record the ~~lot split~~de minimis subdivision in the official records of Okeechobee County; and
  - (2) Provide proof of the ~~lot split~~de minimis subdivision approval by the city administrator.

**~~DIVISION 4. - PROCEDURE FOR APPLICATION SUBMISSION AND APPROVAL OF~~ ARTICLE IV. - JOINDERS OF LOTS**

**Sec. 86-91. - Procedure for application submission and approval to combine multiple lots or parcels into one parcel ~~or lot~~.**

- (a) *Submittal.* The city shall consider a joinder (hereinafter referred to as a "joinder") upon submittal of two copies of the following information:
- (1) A cover letter describing the project, identifying the project contact person(s) and any other information relevant for city's staff review. If the applicant is other than the legal owner, the applicant's interest shall be indicated and the legal owner's authority to apply shall be included in a certified legal form.
  - (2) Completed application form.
  - (3) All applicable fees (Appendix C, Schedule of Land Development Regulation Fees and Charges).
  - (4) Owner's authorization (if applicable).
  - (5) A survey, not more than one year old, prepared by a professional land surveyor registered in the State of Florida. The survey must include legal descriptions, acreage and square footage of the original ~~lots~~parcels and proposed ~~lot~~parcels and a scaled drawing showing the intended joinder, including any existing or required easements and/or restrictions. In the event a ~~lot~~parcel contains any ~~principal or accessory~~ structures, a survey showing the structures on the ~~lot~~parcel shall accompany the application; and a metes and bounds description shall accompany each description.
  - (6) Completed Unity of Title form.
- (b) *Standards.* All joinder requests must conform to the following standards:
- (1) The properties that are the subject of the joinder shall be current in their respective ad valorem tax and other assessments due to the city and county.
  - (2) All lots or parcels (or portions thereof) shall be located within the same zoning district and share the same future land use designation.
- (c) *Approval.*
- (1) The city administrator, or his designee, shall review the joinder application and, with input as needed from the city's planning consultant, city staff and other members of the technical review committee, determine if the application meets the submittal requirements of section 86-91 (a).
  - (2) If the submittal is incomplete, the applicant will be notified of the deficiencies for revision and resubmittal.
  - (3) When a submittal or revised submittal is found complete, the city administrator, or his designee, will review the application for consistency with the standards of section 86-91(b), with input as needed from the city's planning consultant and other members of the technical review committee.

- (4) If the city administrator finds that the application meets all the standards of section 86-91(b), they may approve the joinder and notify the applicant accordingly. If not, they may approve the joinder with conditions, or disapprove the joinder, and notify the applicant accordingly.
- (d) *Actions subsequent to approval.* Before a building permit may be issued, the applicant must:
  - (1) Record the Unity of Title in the official records of Okeechobee County; and
  - (2) Provide proof of the joinder approval by the city administrator.

~~Secs. 86-92 – 86-110. Reserved.~~

## **ARTICLE V. – PLATTED PARCEL SPLITS**

### **Sec. 86-92. - Procedure for splitting existing platted parcels.**

- (a) Submittal. The city shall consider a platted parcel split upon submittal of two copies of the following information:
  - (1) A cover letter describing the project, identifying the project contact person(s) and any other information relevant for city's staff review. If the applicant is other than the legal owner, the applicant's interest shall be indicated and the legal owner's authority to apply shall be included in a certified legal form.
  - (2) Completed application form.
  - (3) All applicable fees (Appendix C, Schedule of Land Development Regulation Fees and Charges).
  - (4) Owner's authorization (if applicable).
  - (5) A survey, not more than one year old, prepared by a professional land surveyor registered in the State of Florida. The survey must include legal descriptions, acreage and square footage of the original parcel and proposed parcels and a scaled drawing showing the intended platted parcel split, including any existing or required easements and/or restrictions. In the event a parcel contains any structures, a survey showing the structures on the parcel and the setbacks of those structures from the existing and proposed property lines shall accompany the application.
  - (6) A statement from the appropriate provider indicating if water and sanitary sewer service capacity is available to the property.
- (b) Standards. All platted parcel split requests must conform to the following standards:
  - (1) Each of the newly created parcels must meet or exceed all requirements of the original underlying plat.
  - (2) The property that is the subject of the platted parcel split shall be current in ad valorem tax and other assessments due to the city and county.
  - (3) Each of the newly created parcels must meet or exceed all requirements of the zoning district in which the parcel is located and be consistent with the designated future land use map category.
  - (4) Each of the newly created parcels must abut a public or private street for the required minimum street frontage for the type of lot, or as otherwise stated in the city's subdivision regulations.
  - (5) Each of the newly created parcels must have no encumbrances on the subject property that would render the newly created parcels undevelopable or would impact the transfer of title.
  - (6) If there are existing structures on the subject property, the platted parcel split shall not cause any existing principal or accessory structures to become nonconforming regarding required setbacks, maximum allowable density and intensity, and maximum allowable lot coverage and impervious surfaces.
  - (7) The proposed parcel split should be relatively consistent with surrounding parcels. In determining consistency and compatibility with surrounding parcels, the city may consider, among other things, whether the majority of existing parcels are comparable in size, configuration and access road surface type within 500-feet of the subject parcel.

- (8) Each of the newly created parcels shall not be split zoned or have split future land use designations.
- (9) The newly created parcels shall not share septic facilities and private utility lines shall not cross property lines.
- (10) If sanitary sewer service connection will not be required, the resulting parcels shall be of adequate size to accommodate an appropriately sized onsite wastewater treatment system. Otherwise, a statement must be included from the appropriate provider indicating that sanitary sewer service is available to the property or can be made available.

(c) Approval.

- (1) The city administrator, or his designee, shall review the platted parcel split application and, with input as needed from the city's planning consultant, city staff and other members of the technical review committee, determine if the application meets the submittal requirements of section 86-92 (a).
- (2) If the submittal is incomplete, the applicant will be notified of the deficiencies for revision and resubmittal.
- (3) When a submittal or revised submittal is found complete, the city administrator, or his designee, will review the application for consistency with the standards of section 86-92(b), with input as needed from the city's planning consultant and other members of the technical review committee.
- (4) If the city administrator finds that the application meets all the standards of section 86-92(b), they may approve the platted parcel split and notify the applicant accordingly. If not, they may approve the platted parcel split with conditions, or disapprove the platted parcel split, and notify the applicant accordingly.

(d) Actions subsequent to approval. Before a building permit may be issued, the applicant must:

- (1) Record the platted parcel split in the official records of Okeechobee County; and
- (2) Provide proof of the platted parcel split approval by the city administrator.

Secs. 86-93—86-110. - Reserved.

**ARTICLE III. - VARIANCES**

**Sec. 86-111. - Hardship.**

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**Sec. 86-112. - Large scale development.**

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**Sec. 86-113. - Conditions.**

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Secs. 86-114—86-140. - Reserved.

**ARTICLE IV. - DESIGN STANDARDS**

**Sec. 86-141. - Streets.**

\* \* \* \* \*

**Sec. 86-142. - Alleys.**

\* \* \* \* \*

**Sec. 86-143. - Easements.**

\* \* \* \* \*

**Sec. 86-144. - Blocks.**

\* \* \* \* \*

**Sec. 86-145. - Lots.**

\* \* \* \* \*

**Sec. 86-146. - Public sites and open spaces.**

\* \* \* \* \*

Secs. 86-147—86-180. - Reserved.

**ARTICLE VIII. - REQUIRED IMPROVEMENTS**

**Sec. 86-181. - Monuments.**

\* \* \* \* \*

**Sec. 86-182. - Storm drainage.**

\* \* \* \* \*

**Sec. 86-183. - Clearing and grading rights-of-way.**

\* \* \* \* \*

**Sec. 86-184. - Bridges and culverts.**

\* \* \* \* \*

**Sec. 86-185. - Wastewater and water.**

\* \* \* \* \*

**Sec. 86-186. - Streets.**

\* \* \* \* \*

**follows:**

That the City Council for the City of Okeechobee, Florida, amends herein Part II of the Code of Ordinances, Subpart B-Land Development Regulations, providing for amendments to Appendix A – Applications, Forms, and Content Requirements, amending Form 18 – De Minimis and Joinder of parcels or lots application, as follows:

**APPENDIX A - APPLICATION FORMS AND CONTENT REQUIREMENTS**

\* \* \* \*

Form 18. - De Minimis Subdivision, Platted Parcel Split ~~and/or~~ Joinder ~~of parcels or lots~~ application.

1. Application contents. An application for De Minimis splitting of lots or parcels of lands within the City of Okeechobee, or for an application for Joinder of lots or parcels into a single lot shall be submitted on the appropriate application form, and comprises the following:
  - a. Applicant's name, address, and phone number.
  - b. Proof of legal interest in the property, and if an agent, a notarized authorization to act signed by the owner of record as set forth in the records of the property appraiser.
  - c. Property identification number, survey (if requested), and location map.
  - d. A cover letter describing the proposed project and the reason(s) and necessity for the change.
  - e. Any additional information as determined by city staff as relevant to the particular circumstances of the subject property, including any of the information required in Appendix B to these regulations.
  - f. Any information as contained in Code of Ordinances chapter 86, sections 86-90 and 86-91 as adopted by Ordinance No. 1170.
  - g. Application fee(s).
2. Processing of Application. De Minimis and Joinder applications are processed as follows:
  - a. Applicant submits application to general services department.
  - b. The city administrator, or his designee, reviews the application, and with input from city staff, building department, or the city's planning consultant, will determine if the application meets the requirements of chapter 86, sections 86-90, ~~or~~ 86-91, or 86-92 Code of Ordinances.
  - c. If the applicant provides all information and documentation as requested, as well as application fees, and otherwise complies with the requirements of chapter 86, sections 86-90, ~~and~~ 86-91, or 86-92 Code of Ordinances, the city administrator, or his designee, shall approve the application for final completion as submitted, or with conditions thereto, as set forth in the pertinent ordinance.

\* \* \* \*

**SECTION 4: Amendment and Adoption to Appendix C – Schedule of Land Development Regulation Fees and Charges, as follows:**

That the City Council for the City of Okeechobee, Florida, amends herein Part II of the Code of Ordinances, Subpart B-Land Development Regulations, providing for amendments to Appendix C – Schedule of Land Development Regulation Fees and Charges, adding Fee Schedule Item 22 – Platted Parcel Split, as follows:

**APPENDIX C - APPLICATION FORMS AND CONTENT REQUIREMENTS**

\* \* \* \*

Fee Schedule:

\* \* \* \*

22. Platted Parcel Split ..... \$500.00 plus \$25 per acre

\* \* \* \*

**SECTION 5: CONFLICT.** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 6: INCLUSION IN THE CODE.** It is the intention of the City Council, and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Code of the City of Okeechobee.

**SECTION 7: SEVERABILITY.** If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

**SECTION 8: EFFECTIVE DATE.** This Ordinance shall take effect immediately upon its passage.

**INTRODUCED** for First Reading and set for Final Public Hearing on this \_\_\_\_ day of \_\_\_\_.

\_\_\_\_\_  
Dowling R. Watford, Jr., Mayor

ATTEST:

\_\_\_\_\_  
Lane Gamiotea, CMC, City Clerk

**PASSED AND ADOPTED** after Second and Final Public Hearing this \_\_\_\_ day of \_\_\_\_.

\_\_\_\_\_  
Dowling R. Watford, Jr., Mayor

ATTEST:

\_\_\_\_\_  
Lane Gamiotea, CMC, City Clerk

**REVIEWED FOR LEGAL SUFFICIENCY:**

\_\_\_\_\_  
John Fumero, City Attorney