

Gulf County Planning/Building Department

Minor Replat Application

Revised April 25, 2023

Application Fee - \$1000.00

1000 CECIL G. COSTIN, SR. BLVD • ROOM 400 • PORT ST. JOE • FLORIDA • 32456 • PHONE (850) 227-9562 • FAX (850) 564-7513

**A. COMPLETE THE APPLICATION INFORMATION BELOW**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**AUTHORIZED AGENT\*\* (IF APPLICABLE)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**B. PROPERTY INFORMATION (BEFORE MINOR REPLAT)**

1) Property Tax Reference Number: \_\_\_\_\_

2) Existing Land -Use Designation: \_\_\_\_\_

3) Size of Existing Property (sq. ft. or acres): \_\_\_\_\_

4) Is Public Water Systems Available: Yes ( ) No ( )

5) Is Sanitary Sewer Service Available: Yes ( ) No ( )

**IMPORTANT NOTES**

**(1) THIS APPLICATION MUST BE ACCOMPANIED BY THE LEGAL DESCRIPTION OF THE PROPERTY BEFORE AND AFTER THE MINOR REPLAT.**

**(2) SPECIAL NOTE RELATED TO ITEM (A.) ABOVE: IF AN AUTHORIZED AGENT IS USED, A NOTARIZED LETTER FROM THE APPLICANT(S) AUTHORIZING THE AGENT TO ACT ON THEIR BEHALF IS REQUIRED.**

**C. PROPERTY INFORMATION (AFTER MINOR REPLAT)**

1) Size of proposed lots/ parcels (sq. ft. of lots/parcels): \_\_\_\_\_

2) Does a/the proposed lot(s) - parcel(s) abut a public or private street?

Yes ( ) No ( )

3) Does proposed lots/parcels conform to 4.01.01 of Gulf County LDR?

**Warning to surveyors, agents and owners: be aware that Gulf County has a large amount of environmentally sensitive lands.**

A. Wetlands and other sensitive land issues must comply with all federal, state and special management agencies and are not part of the density acreage.

B. Lots/parcels must be suitable for constructing a structure without compromising environmentally sensitive lands.

**C. DOES THE LOTS/PARCEL(S) CONTAIN WETLANDS?** No ( ) Yes ( )

**D. SURVEY INFORMATION REQUIRED**

1) A scaled drawing showing the existing lots/parcel and the proposed lots/parcels, which must be prepared by a professional land surveyor registered in the State of Florida, to include their seal.

2) The drawing must have or be accompanied by a legal description of the **existing lot/parcel (parent)** and a legal description of each **proposed lot/parcel**. **The legal description must include a boundary survey plus square footage or acreage of the original and each proposed lot/parcel. Each parent and proposed lot/parcel should be easily identified.**

3) In the event that any principal or accessory structure(s) are located on the property (lot/parcel), the structure(s) must be accurately depicted on the Minor Replat.

4) **Gulf County requires easements, road and building setbacks be drawn on the Minor Replats.**

5) The Minor Replat must be titled as follows:

a. The Minor Replat Title must be lettered and sized to ensure ease of visibility.

b. The Minor Replat title must be in the following form:

**APPLICANT(S) NAME ---- MINOR REPLAT ---- YEAR**

**Example: John Doe -Minor Replat -2002 or JOHN DOE - MINOR REPLAT -2002**

E) If roadways within the confines of the Minor Replat fail to meet the minimum country requirements for Gulf County roadways, a statement must be placed on the face of the Minor Replat and on each individual applicable deed that Gulf County will not accept ownership of roadways or maintain roadways until said roads conform to the latest county regulations for secondary roadways in substantially the following form:

**"Gulf County Regulations require streets and rights-of-way meet the design specifications for roadways as outlined in the County Land Development Regulations prior to consideration of acceptance of ownership or maintenance duties by Gulf County."**

F. One drawing no less than **11" x 17"** of the **PARENT** and the **PROPOSED** Minor Replat for permanent file. The drawing must have a survey scale and the surveyor's seal.

G. One drawing of the **PARENT** and the **PROPOSED** Minor Replat on **8" 1/2" x 14"** for recording in the County Official Record Book (ORB). Multiple pages can be used to maintain legibility and allow space for survey and legal information. NOTE: All pages must be 8" 1/2" x 14" with a survey scale and the surveyor's seal, in order to be recorded in the County's Official Record Book (ORB).

H. **In order to comply with the requirements of the Florida Building Code, the following language must be on the new Minor Replat in the notes, or as a separate item:**

**"Many of the soils in gulf county have poor compatibility for building and will require soil testing prior to designing a foundation that will comply with chapter 18 of the Florida building code."**

#### **TO AID YOU IN YOUR MINOR REPLAT PROCESS:**

- Please completely fill out the application and submit all the supporting documents.
- The Planning Department will review the application and all of the supporting documents.
- If denied, corrective action directions will be provided.
- If approved, you must record the Minor Replat in the ORB of the County Clerk. If disclosures are required, please record them in Bold Letters.
- Obtain new tax parcel numbers from the Property Appraiser's Office.
- Return the completed documents to the Planning Department for final approval.