REQUEST FOR AN EXEMPT SUBDIVISION LETTER

LETTER SUBMITTAL REQUIRMENTS/CHECKLIST:

The following must be submitted simultaneously with this application:

☐ A copy of the "Request for an Exempt Subdivision Letter" form attached, completed, signed by the property owner(s) and dated. If someone other than the property owner is requesting a subdivision exemption, written authorization from the property owner(s) must be submitted;

☐ Parcel Number and PIN Number shown on survey or Subdivision Plat;

☐ Survey or Subdivision Plat and full legal description of the original parcel;

☐ Survey or Subdivision Plat and full legal description of the proposed division;

☐ Attachments to substantiate the request such as court orders, death certificate, deeds, etc;

☐ Once exemption is granted, a copy of the recorded survey, subdivision plat, legal description / deed, and exemption letter must be returned to the City of Loxley, Community Development Department for records.

*For all qualifying exempt subdivision submissions not requiring Planning Commission approval, please allow 7 business days from the day of completed application submission.

City of Loxley Community Development Department
Request for an Exempt Subdivision Letter

I (We) am requesting a subdivision exemption letter from the City of Loxley Subdivision Regulations for the following:

*Parcel Identification Number: _____   ***PIN:** _____

*Check the boxes showing which utilities are available:

Water: _____ Public Provider   _____ Well

Wastewater   _____ Public Provider   _____ Septic System

*Check the appropriate box:

☐   Two or more lots are being combined to create one lot or parcel.

☐   Subdivision of land by court order

☐   A one-time subdivision of a parcel for the limited purpose of sale, deed, or transfer of land by the landowner(s), or his or her estate to a member of the landowner's immediate family. Each parcel shall have deeded access for ingress/egress of not less than thirty (30) feet in width.

   Name of person the property is being deeded to: _____

   And relationship to me:_____
   If more lines are needed for multiple parties, please use the additional sheet attached.

☐   Public acquisition of land for the widening or opening of streets or other public uses.

☐   Lot line relocation.

☐   Division of land into parcels twenty (20) acers or greater

IF A FAMILY EXEMPTION IS GRANTED, THE PROPERTY MUST REMAIN IN THAT FAMILY NAME/POSSESSION FOR 24 MONTHS AFTER THE DATE OF THE RECORDED PLAN/DEED. IF THE PROPERTY IS SOLD TO ANY OTHER PARTY, THE EXEMPTION IS VOID AND PENALTIES MAY APPLY.

I certify that to the best of my knowledge, all information supplied with this request is complete and accurate. I acknowledge that failure to submit the above stated information along with this form will result in the request being denied until all information is completed.

Deeds, Surveys and/or Plats shall be recorded with the Judge of Probate and a copy in PDF format shall be returned to the City of Loxley, Community Development Department for records.

*Print Name of Property Owner or Authorized Agent: _____

_____

*Signature of Property Owner or Authorized Agent: _____

_____

*Mailing Address: _____

*Contact Number: _____

*Contact Email Address: _____

       Additional Spaces if needed:

    ☐ A one-time subdivision of a parcel for the limited purpose of sale, deed, or transfer of land by the landowner(s), or his or her estate to a member of the landowner's immediate family. Name of person the property is being deeded to: _____

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