
SUBDIVISION APPLICATION (MINOR)

City of Vero Beach Planning and Development Department
P.O. Box 1389, Vero Beach, FL 32961-1390
(772) 978-4550 – Fax (772) 778-3856

E-mail: www.planning@covb.org - Website: www.covb.org

_____ Lot Splits (residential) _____ Subdivision (residential) _____ Platted-over subdivision
[Defined and described in Chapter 70, Subdivision, Section 70.04, Application & Scope]

Application # _____

Applicant(s): _____ Telephone(s) _____
 _____ Fax _____
 _____ Email _____

Address: _____

Owner(s): _____ Telephone(s) _____
 _____ Fax _____
 _____ Email _____

Address: _____

Site Location & Subdivision Name: _____

Provide a brief description of request: _____

The following attachments must accompany the application:

1. The application requirements required in Chapter 70, Subdivisions, Section 70.11(a), of the Vero Beach Code of Ordinances.
2. If the application includes “*Platted-Over Subdivisions*,” a complete site plan application for the platted-over subdivision must be submitted concurrently with the subdivision application and shall include the requirements identified in Chapter 70, Subdivisions, Section 70.04 (d) & (e).

Any false statement, concealment, or misrepresentation made in this application or the submitted plans, intentional or unintentional, shall be grounds for revocation of approval.

Applicant Signature Date

Owner Signature Date

Print Name

Print Name

Applicant Signature Date

Owner Signature Date

Print Name

Print Name

Fee: _____

Effective: 7/1/2022

Sec. 70.04. Application and Scope.

- (a) *General application.* The requirements of this chapter shall apply to all subdivision and re-subdivision of land except as provided in subsection (b). No person shall subdivide any land or re-subdivide existing platted lots within the city except in conformity with the provisions of this chapter and applicable Florida Statutes. In no case shall any subdivision take place that creates a lot that cannot be developed under the land development regulations of the City of Vero Beach.
- (b) *Exemptions.* Except as specifically provided for herein, the following shall not be subject to this chapter:
- (1) Any lots or lots of record forming a part of a subdivision created by plat or deed and recorded prior to July 3, 1984, unless a further division or reconfiguration of any such lots or lots of record is made.
 - (2) The subdivision of land by or conveyance of land to a governmental entity or agency or to a nature conservation organization qualified as tax exempt under the United States Internal Revenue Code, Section 501 (c)(3).
 - (3) The government acquisition of land for the widening or opening of streets through eminent domain proceedings, or through voluntary conveyance of land by the owner in lieu of formal eminent domain proceedings.
 - (4) Any division of land by order of a court of competent jurisdiction.
 - (5) Any division of land owned by the City of Vero Beach at the Vero Beach Municipal Airport.
 - (6) The vacation of right-of-way by the City of Vero Beach or other governmental entity or agency.
- (c) *Categories of approvals.* All re-subdivision and subdivision approvals under this chapter shall be divided into the following categories:
- (1) *Administrative approvals.* If no new streets or changes in existing streets are involved, administrative approval by the Planning Director is required pursuant to the procedures and standards in section 70.11 for the following:
 - a. Re-subdivision of platted lots or lots of record in any zoning district;
 - b. Lot splits in nonresidential zoning districts;
 - c. Subdivision or re-plat of land in nonresidential zoning districts;
 - d. Platted-over subdivision involving a new duplex or townhouse development of four (4) dwelling units or less subject to an approved minor site plan or minor amendment to a major site plan pursuant to part III, chapter 64 of this Code;
 - e. Platted-over subdivision of duplex or townhouse development, existing prior to April 16, 2013, subject to an approved minor site plan pursuant to part III, chapter 64 of this Code; and
 - f. Platted-over subdivision of land involving new nonresidential development subject to a minor site plan or minor amendment to a major site plan as applicable, pursuant to part III, chapter 64 of this Code.

- (2) *Minor subdivision-approvals.* If no new streets or changes to existing streets are involved, minor subdivision approval by the planning and zoning board is required pursuant to the procedures and standards in section 70.12 for the following:
- a. Lot splits in residential zoning districts;
 - b. Subdivision or re-plat of land in residential zoning districts;
 - c. Platted-over subdivision of land involving a new duplex or townhouse development of five (5) or more dwelling units subject to an approved major site plan pursuant to part III, chapter 64 of this Code; and
 - d. Platted-over subdivision of land involving new nonresidential development subject to a major site plan or a major amendment to a major site plan as applicable, pursuant to part III, chapter 64 of this Code.
- (3) *Major subdivision approvals.* The following require major subdivision approval by the city council pursuant to the procedures and standards in section 70.13:
- a. Subdivision or re-plat of land involving new streets or changes in existing streets, including new streets dedicated by a government agency; and
 - b. Platted-over subdivision of lands involving new streets or changes in existing streets subject to an approved site plan pursuant to part III, chapter 64 of this Code.
- (4) Right-of-way abandonment approvals. Right-of-way abandonment requires approval by the city council pursuant to the procedures and standards in section 70.26.
- (d) Platted-over subdivisions. The approval process and procedures of this chapter for subdivision of land are modified for projects involving the platting-over of land based on an approved site plan as follows:
- (1) A complete site plan application for the platted-over subdivision project shall be submitted concurrently with the application required for subdivision approval of the project pursuant to this chapter.
 - (2) The applications for platted-over subdivision and site plan approval shall be processed and reviewed concurrently in accordance with procedures and standards of this chapter and part III, chapter 64 of this Code.
 - (3) Preliminary and final plat shall comply with all applicable subdivision plat criteria of the chapter or be granted an exemption by city council pursuant to section 70.22. The plat approval is subject to the approval of the overlying site plan.
 - (4) Notwithstanding the provisions of part III, chapter 64 of this Code regarding site plan approvals, any preliminary and final plat approved pursuant to the procedures for a major subdivision shall require city council approval of the site plan governing the platted-over subdivision of land.
- (e) Platted-over subdivision lots and development standards. The approved site plan for projects being platted over shall govern frontage requirements, internal setbacks, lot size and dimensional requirements, and the location and dimensions of all structures and required project improvements.

Sec. 70.12. - Minor subdivision approvals.

- (a) *Application.* A complete application for minor subdivision approval shall be submitted to the planning and development department accompanied by a nonrefundable application fee pursuant to section 64.03 of this Code. The application shall be in a form prescribed by the Planning Director and shall contain, but not necessarily be limited to, the information required in subsection 70.11(a).

Sec. 70.11. Administrative approvals.

- (a) *Application.* A complete application shall be submitted to the planning and development department accompanied by a nonrefundable application fee pursuant to section 64.03 of this Code. The application shall be in a form as prescribed by the Planning Director and shall contain, but not necessarily be limited to the following as applicable:
- (1) A copy of the recorded plat book and page, or copies of the recorded deeds establishing the lots, if unplatted, whichever is applicable.
 - (2) Copies of the most recent deeds for all of the affected lots.
 - (3) A sketch survey showing existing and proposed lot lines.
 - (4) Legal descriptions of the combined or revised lots.
 - (5) A boundary survey of the proposed platted lands prepared and sealed by a surveyor.
 - (6) A proposed final plat prepared and sealed by a surveyor in a format prescribed by the city surveyor.
 - (7) A title opinion of a licensed Florida attorney or certification by a title insurance company authorized to do business in Florida showing the record title to the land as described and shown on the plat is in the name of the person(s) or entity making the dedication; and showing all mortgages, liens, and other encumbrances not satisfied, released, or otherwise terminated by law.
 - (8) If the application is for a lot split, a written statement and documentation acceptable to the planning director documenting that the platted lots meet the standards of section 70.25.
 - (9) A school impact analysis for any new residential development not exempted pursuant to chapter 910 of the Indian River County Code.