



City of Destin

Community Development Department

Planning Division

City of Destin Annex

4100 Indian Bayou Trail

Destin, Florida 32541

Phone (850) 654-1119 • Fax (850) 460-2171

DEED OF GIFT APPLICATION

_____ - _____ - **DG**

(project number assigned by planning staff)

The following is a brief explanation of the review process and what you should expect during the course of the review of your Deed of Gift application. **The Deed of Gift is allowed by LDC Article 7.08.08.C. and is applicable under the following conditions:**

- 1. Created lots must comply with the minimum square footage requirement of the zoning district in which it is located in.**
- 2. If structures exist on the subject property, the lot split may not cause the existing structures to become nonconforming.**
- 3. This will be a “one-time” lot split. Any subsequent division shall not be exempted from the Land Development Code provisions.**
- 4. A deed of gift for any one parcel of land within a 12-month period must be given without valuable consideration to any member of the donor's immediate family, and must be approved by the City Council within 120 days of execution of the deed or other instrument of conveyance.**

A pre-application meeting is required prior to the submittal of this application. If you have not had a pre-application meeting prior to the submitting your application it may be found incomplete. Contact the Planning Division to schedule a pre-application meeting at (850) 337-3130. This application must be completed (please type or print) and returned with all requirements herein to the Planning Division, City Hall Annex, City of Destin.

If your submittal package is found incomplete, then a letter indicating such, with the deficiencies listed will be forwarded to you. If your submittal package is found complete, City staff and the City Land Use Attorney will review the submitted documents and a letter detailing the City's comments, if any, will be forwarded to you for your review.

Once the City staff has given preliminary approval for the Deed of Gift application, staff will schedule the application on the next available City Council meeting. If City Council approves the application, the Deed and corresponding boundary survey showing the new configuration of the lots will need to be executed and then recorded with the Clerk of the Circuit Court of Okaloosa County with the deed. **An original copy of the Deed and Survey that has been recorded with the Clerk of the Circuit Court of Okaloosa County shall be submitted back to the Planning Division for City records.**

1. APPLICANT: _____

Mailing Address: _____

Business Phone: _____ Cell: _____

Email: _____

2. PROPERTY OWNER: _____

Mailing Address: _____

Business Phone: _____ Cell: _____

Email: _____

3. SURVEYOR: _____

Mailing Address: _____

Business Phone: _____ Cell: _____

Email: _____

4. PROPERTY INFORMATION:

Street Address(es): _____

Legal Description: _____

Parcel ID: _____

Parcel ID: _____

Parcel ID: _____

5. ADDITIONAL INFORMATION:

Current Zoning: _____ Future Land Use: _____

Existing or Proposed Easements:

Width of existing or proposed easements: _____

Number of existing lots: _____ Number of proposed lots: _____

Size of lots being re-created: Acres: _____

Square Feet: _____

6. DESCRIPTION OF REQUESTED REPLAT:

7. SUBMITTAL REQUIREMENTS:

- a. Completed Application - The applicant must fill out all applicable areas of the application. The application must be submitted to the Planning Division of the Community Development Department, City Hall Annex, 4100 Indian Bayou Trail, Destin, Florida 32541.
- b. Proof of Ownership - The affidavit of ownership must be executed, notarized, and submitted. A letter of authorization is required if the applicant is other than the owner.
- c. Title Opinion - Prepared by an attorney, no more than six (6) months old.
- d. Agent Affidavit / Special Power of Attorney (if applicable) - If the applicant is other than the owner of the property under consideration for review.
- e. Application Fee: [Fee Schedule](#)
(FY2019 Schedule of Fees, Resolution 19-11, adopted 08/05/19, effective 08/06/19)

Application fee includes First Submittal Reviews only. Subsequent Submittal Reviews and all mailing costs will be invoiced to the Applicant; invoices must be paid prior to submittal of additional Submittal Review Packages.

NOTE: Accepted Payments are Cash, Check, Debit, Discover, MasterCard or Visa. Checks shall be made payable to the City of Destin and submitted to the Planning Division, City Hall Annex, 4100 Indian Bayou Trail, Destin, Florida 32541

- f. Proposed Plat - A full-size (24" x 36") drawing indicating the new lot configurations of the proposed plat including a title sheet with all applicable signature blocks.

g. **Boundary Survey** - A full-size (24" x 36") boundary survey, signed and sealed by a Florida registered surveyor, no more than one year old.

1. The boundary survey must include as a minimum:

- a. The overall legal description of the original parcel and all parcels being effected.
- b. The legal description of each of the proposed parcels.
- c. The legal description of any existing or proposed easements.
- d. All existing structures located on the property being subdivided.
- e. All existing right-of-way lines.

2. The boundary surveys may be required to include the following:

- a. The 100 year flood zone, elevation, and location.
- b. The 100 year flood zone and the Mean High Water Line (MHWL) must be identified on the survey and detail the amount of acres out of the MHWL and the amount of property in the MHWL.
- c. Jurisdictional wetlands lines and/or environmental conservation easement.
- d. Roadway centerline data and location.

9. SUBMITTAL PACKAGE QUANTITIES:

- a. **THREE (3) COMPLETE** paper packages, including **ALL** items in **Section 8** above.
- b. **ONE (1) COMPLETE** electronic package of PDF files on a portable storage device.

(USB Flash Drive, DVD or CD)

NOTE: This application must be filled out completely and must be signed by the owner or his designated agent. If the applicant is different than the owner of the subject property, then an agent affidavit is required from the owner of the property. The agent affidavit must be completely filled out and submitted with this application. If the property has multiple owners, then all owners or their designated agents must sign this application.

I HAVE READ THE INFORMATION IN THIS APPLICATION AND HAVE FILLED IN ALL ANSWERS CORRECTLY TO THE BEST OF MY ABILITY.

APPLICANT:

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

**AGENT AFFIDAVIT
SPECIAL POWER OF ATTORNEY**

KNOWN ALL MEN BY THESE PRESENTS, THAT I, _____ am presently the owner and/or leaseholder at _____, and desiring to execute a Special Power of Attorney, have made, constituted and appointed, and by these presents do make, constitute and appoint _____ whose address is _____, County of _____, State of _____, my Attorney-in-Fact to act as follows, GIVING AND GRANTING unto said attorney full power to act as my agent in any and all matters pertaining to: _____.

FURTHER, I do authorize the aforesaid Attorney-in-Fact to perform all necessary acts in the execution of the aforesaid authorization with the same validity as I could effect if personally present. Any act or thing lawfully done hereunder by the said attorney shall be binding on myself and my heirs, legal and personal representative, and assigns.

PROVIDED; however, that any and all transactions conducted hereunder for me or for my account shall be transacted in my name, and that all endorsements and instruments executed by the said attorney for the purpose of caring out the foregoing powers shall contain my name, followed by that of my said attorney and the designation "Attorney-in-Fact."

OWNER

Signature

Printed Name

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____
(name of person acknowledging)

Signature of Notary

Printed Name of Notary or Seal

Personally known ____ OR Produced Identification ____

Type of Identification Produced _____