



# 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

## MINOR REPLAT APPLICATION

\_\_\_\_\_ - \_\_\_\_\_ - **MR**

(project number assigned by planning staff)

Name of Proposed Plat: \_\_\_\_\_  
(THIS NAME SHALL BE CONSISTENT ON ALL SUBMITTED PLANS & DOCUMENTS)

**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 - A copy of the last recorded deed for the property. The name on the deed must correspond to “Current Owner” of the property. Agent Affidavit/Special Power of Attorney is required if the applicant is someone 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 \_\_\_\_\_