



COLLIER COUNTY GOVERNMENT  
GROWTH MANAGEMENT DIVISION  
[www.colliergov.net](http://www.colliergov.net)

2800 NORTH HORSESHOE DRIVE  
NAPLES, FLORIDA 34104  
(239) 252-2400 FAX: (239) 252-6358

**LOT SPLIT APPLICATION**  
LDC Section 4.03.04 B.  
Chapter 5 A. of the Administrative Code

The Lot Split review applies to all unplatted lots of record in any subdivision, and to all lots in the Estates (E) zoning district, whether platted or unplatted. The review does not apply to Lot Line Adjustments or to lots of record combined for tax purposes alone.

PROJECT NO (PL)  
PROJECT NAME  
DATE PROCESSED

*For Staff Use*

**APPLICANT CONTACT INFORMATION**

Name of Agent: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

Name of Owner: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**PROPERTY INFORMATION**

Provide a detailed legal description of the property covered by the application, if space is inadequate, attach on a separate page:

Address of subject site and general location: \_\_\_\_\_  
\_\_\_\_\_

Property ID Number: \_\_\_\_\_ Section/Township/Range: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Subdivision: \_\_\_\_\_ Unit: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Metes & Bounds Description: \_\_\_\_\_

Property Appraiser's Parcel Number, if applicable: \_\_\_\_\_



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Area of existing lot (in sq ft): \_\_\_\_\_

Area of proposed lots (in sq ft): Lot # 1: \_\_\_\_\_ Lot # 2: \_\_\_\_\_

Width of proposed lots calculated according to the LDC definition of "lot measurement, width":

Lot # 1 \_\_\_\_\_ Lot # 2 \_\_\_\_\_

**SUBMITTAL REQUIREMENTS CHECKLIST**

See Chapter 5 A. of the Administrative Code for submittal requirements. This completed checklist is to be submitted with the application packet, incomplete submittals will not be accepted:

REQUIREMENTS FOR REVIEW	# OF COPIES
Completed Application (download current form from County website)	5
Completed Addressing Checklist	1
Signed and sealed boundary survey showing existing and proposed lot dimensions, access to new lots, new lot areas, all easements of record, all utilities, and structures on the subject property	5
Drawings or surveys showing the location of proposed access, including location of the proposed access easements, if any	5
Property Card, indicating the date on which lot first appeared in the Property Appraiser's records in its current configuration	5
Recorded warranty deed to show current ownership from Clerk of Courts Recording Office	5

**Fee Requirements:**

- Lot Split Review:** \$250.00

*All checks payable to: Board of County Commissioners*

The completed application, all required submittal materials, and fees shall be submitted to:  
Growth Management Division/Planning and Regulation  
ATTN: Business Center  
2800 North Horseshoe Drive  
Naples, FL 34104

**I hereby submit and certify the application to be complete and accurate.**

\_\_\_\_\_  
**SIGNATURE OF AGENT**

\_\_\_\_\_  
**DATE**