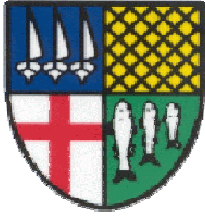


# Town of Windermere



## TOWN OF WINDERMERE LOT SPLIT REQUEST

### Checklist:

1. Contact Brad Cornelius at Wade Trim to determine if a Pre-application Meeting is required. (See contact information below).
2. Obtain Owner's Agent Affidavit of Authorization, if Applicable
3. Applicant to Provide Letter Describing Lot Split Request
4. Provide S/S Legal and Sketch of Description for Parcels Associated with the Lot Split
5. Provide Survey
  - a. Boundary and Topographic Required, if Applicable
    - i. Label NHWE and contour line
    - ii. Identify Flood Plain
    - iii. Identify Existing Features (building(s) and setbacks, septic tank systems)
6. Provide 1 – CD and 2 hard copies of the application submittal
7. Application Fee: \$50.00 Made Payable to the Town of Windermere
8. Review Deposit: \$1000.00 Made Payable to the Town of Windermere\*
9. Mail Notification Deposit: \$300 Made Payable to the Town of Windermere\*

### Procedure:

1. Submit 1 – CD and 2 hard copies of the above Items to Town of Windermere Town Clerk. Application will be routed to Wade Trim for planning and zoning review. Notification letters will be mailed out by Wade Trim (500 ft. radius).
2. Upon Zoning Review, applicant's request will be placed on the Development Review Board agenda and will go to Town Council for final approval. Upon approval by the Town Council, Wade Trim will provide a letter addressed to the OCPA indicating the application has been approved. Applicant to submit all approvals and documentation to the Orange County Property Appraiser's office.

### **Deadline 4 Monday's before the Development Review Board Meeting Date**

Development Review Board meets on the 3<sup>rd</sup> Tuesday of every month.  
Town Council Meets on the 2<sup>nd</sup> Tuesday of every month.

***\*This amount does not include development or building permitting fees. Any remaining funds will be repaid to the applicant.***

For more information please contact Brad Cornelius at Wade Trim at (888) 499-9624 or tow@wadetrim.com.