

**COLUMBIA COUNTY, FLORIDA
SPECIAL FAMILY LOT PERMIT
APPLICATION**

NOTICE TO APPLICANT

The purpose of Section 14.9 of the Land Development Regulations is intended to promote the perpetuation of the family homestead in rural areas by making it possible for immediate family members to reside on lots as their primary residence. Immediate family member is defined as parent, grandparent, adopted parent, stepparent, sibling, child, adopted child, stepchild or grandchild. The Board of County Commissioners may approve, approve with appropriate conditions, or deny a Special Family Lot request.

The following are the procedures for obtaining a Special Family Lot Permit:

1. Complete the Special Family Lot Permit Application and attach all required documentation listed on the application. Turn in complete application to the Planning and Zoning Department.
2. Your application will be processed for completeness. Upon receiving a complete application, it will be placed on the consent agenda for the Board of County Commissioners consideration. Approximately two (2) weeks after receiving a complete application.
3. The Board of County Commissioners will notify the Planning and Zoning Department of its decision concerning the application and notify the department of the decision. If approved, the applicant will be required to record the deed of the special family lot and obtain a new parcel ID number from the Columbia County Property Appraiser's Office.
4. Apply for a building permit or mobile home move-on permit within one (1) year of the date of approval by the Board of County Commissioners. At the time of application for the permit, the applicant will need to provide a copy of the recorded deed, new parcel ID number, and the completed and recorded Affidavit for a Special Family Lot Permit.
5. Upon completion of the home, the applicant will need to file for Homestead Exemption between January 1 and March 31st.

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1. Name of Applicant (Immediate Family Member) _____

Address _____ City _____

Zip Code _____ Phone (____) _____

2. Name of Title Holder (Parent Parcel Owner) _____

Address _____ City _____

Zip Code _____ Phone (____) _____

3. Applicant's Relationship to Title Holder (Parent Parcel Owner) _____

4. Title Holder (Parent Parcel Owner) Tax Parcel ID# _____

5. Title Holder (Parent Parcel Owner) Size of Property _____

6. Attach Copy of Parent Parcel Owners' Deed.

7. Attach Legal Description of Proposed Family Lot.

8. Attach a map, drawing or sketch of Parent Parcel showing location of proposed family lot being deeded to immediate Family Member with appropriate dimensions.

9. Attach copies of personal identification and proof of relationship of both the parent parcel owner and immediate family member. The personal identification shall consist of original documents or notarized copies from public records. Such documents may include birth certificates, adoption records, marriage certificates and/or other public records.

I (we) hereby certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and correct to the best of my (our) knowledge and belief.

Applicants Name (Print or Type)

Applicant Signature

Date

OFFICIAL USE

Current Land Use Classification _____ Current Zoning District _____

Date Filed: _____ Application No: _____

Fee Amount: _____ Receipt No.: _____

Date Board of County Commissioner Meeting : _____

Board of County Commissioner's Decision:

Approved _____

Approved with conditions _____

Denied _____

Reason for Denial _____

AFFIDAVIT FOR SPECIAL FAMILY LOT PERMIT

STATE OF FLORIDA
COUNTY OF COLUMBIA

BEFORE ME the undersigned Notary Public personally appeared,
_____, the Owner of the parent parcel which has been
subdivided for and _____, the Immediate Family Member
of the Owner, which is intended for the Immediate Family Members primary residence use. The
Immediate Family Member is related to the Owner as _____.
Both individuals being first duly sworn according to law, depose and say:

1. Affiant acknowledges Immediate Family Member is defined as parent, grandparent, step-parent, adopted parent, sibling, child, step-child, adopted child or grandchild.
2. Both the Owner and the Immediate Family Member have personal knowledge of all matters set forth in this Affidavit.
3. The Owner holds fee simple title to certain real property situated in Columbia County, and more particularly described by reference with the Columbia County Property Appraiser Parent Tract Tax Parcel No. _____.
4. The Owner has divided the parent parcel for use of an Immediate Family Member, for their primary residence and the parcel divided and the remaining parent parcel are at least one (1) acre in size.
5. The Immediate Family Member holds fee simple title to certain real property divided from the Owners' parent parcel situated in Columbia County and more particularly described by reference to the Columbia County Property Appraiser Tax Parcel No. _____, and shall obtain homestead exemption on said parcel once dwelling is placed on parcel.
6. No person or entity other than the Owner and Immediate Family Member to whom permit is being issued, including persons residing with the family member claims or is presently entitled to the right of possession or is in possession of the property, and there are no tenancies, leases or other occupancies that affect the property.
7. The issuance of the Special Family Lot Permit shall comply with the Columbia County Land Development Regulations, as amended. The site location of the dwelling on the property shall be in compliance with all other conditions not conflicting with this section for permitting as set forth in the Columbia County Land Development Regulations.
8. This Affidavit is made for the specific purpose of inducing Columbia County to recognize a family division for an Immediate Family Member on the parcel divided in accordance with Section 14.9 of the Columbia County Land Development Regulations. This Special Family Lot Permit is valid for 1 year from date of approval by the Board of County Commissioners. The Immediate Family Member further understands that the transfer of ownership shall meet the requirements of Section 14.9(#8) of this Section.

9. This Affidavit and Agreement is made and given by Affiants with full knowledge that the facts contained herein are accurate and complete, and with full knowledge that the penalties under Florida law for perjury include conviction of a felony of the third degree.

We Hereby Certify that the facts represented by us in this Affidavit are true and correct and we accept the terms of the Agreement and agree to comply with it.

_____ Owner	_____ Immediate Family Member
_____ Typed or Printed Name	_____ Typed or Printed Name

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20____, by _____(Owner) who is personally known to me or has produced _____ as identification.

Notary Public

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20____, by _____(Family Member) who is personally known to me or has produced _____ as identification.

Notary Public

APPROVED:
COLUMBIA COUNTY, FLORIDA

By: _____

Name: _____

Title: _____