



**COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM**

The Board of County Commissioners meets the 1st and 3rd Thursday of each month in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. The first meeting of every month is at 9:30AM while the second meeting of every month takes place at 5:30PM. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 2/2/2022 Meeting Date: 2/10/2022

Name: Troy Crews Department: Building And Zoning

Division Manager's Signature:

A handwritten signature in blue ink, appearing to read "Troy Crews", is written over the signature line.

1. Nature and purpose of agenda item:

Special Family Lot Application SFLP 2138 Doris Charleston deeding 3 Acres to her son Michael Charleston

2. Recommended Motion/Action:

Recommend Approval for SFLP 2138

3. Fiscal impact on current budget.

This item has no effect on the current budget.



Columbia County Gateway to Florida

FOR PLANNING USE ONLY

Application # SFLP 2138

Application Fee \$50.00

Receipt No. 757108

Filing Date 01/27/2022

Completeness Date _____

Special Family Lot Permit Application

A. PROJECT INFORMATION

- Title Holder's Name: Doris Charleston
- Address of Subject Property: 449 Southwest Coyote Cir
- Parcel ID Number(s): 30-55-16-03738-014
- Future Land Use Map Designation: Environmentally Sensitive Areas-1
- Zoning Designation: ESA-2
- Acreage of Parent Parcel: 5.1
- Acreage of Property to be Deeded to Immediate Family Member: 3
- Existing Use of Property: Residential
- Proposed use of Property: Residential
- Name of Immediate Family Member for which Special Family Lot is to be Granted: Michael Charleston

PLEASE NOTE: Immediate family member must be a parent, grandparent, adopted parent, stepparent, sibling, child, adopted child, stepchild, or grandchild of the person who is conveying the parcel to said individual.

B. APPLICANT INFORMATION

- Applicant Status Owner (title holder) Agent
- Name of Applicant(s): Doris Charleston Title: Widow
Company name (if applicable): _____
Mailing Address: 449 SW Coyote Cir
City: Fort White State: FL Zip: 32038
Telephone: (407) 202 1991 Fax: () Email: doris_e68@yahoo.com

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business is subject to public records requests. Your e-mail address and communications may be subject to public disclosure.

- If the applicant is agent for the property owner*.
Property Owner Name (title holder): _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Telephone: () Fax: () Email: _____

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business is subject to public records requests. Your e-mail address and communications may be subject to public disclosure.

***Must provide an executed Property Owner Affidavit Form authorizing the agent to act on behalf of the property owner.**

C. ATTACHMENT/SUBMITTAL REQUIREMENTS

1. Map, Drawing, or Sketch of Parent Parcel Showing the Location of the Proposed Lot being Deeded to Immediate Family Member with Appropriate Dimensions (Must be a Minimum of One Acre).
2. Personal Identification and Proof of Relationship, to Establish the Required Immediate Family Member Status, of both the Parent Parcel Owner and the 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.
3. Family Relationship Residence Agreement Affidavit is Required Stating that the Special Family Lot is being Created as a Homestead by the Immediate Family Member, that the Immediate Family Member shall obtain Homestead Exemption on the Lot. This Affidavit shall be Recorded in the Clerk of Courts Office.
4. Legal Description of Parent Parcel with Acreage (In Microsoft Word Format).
5. Legal Description of Property to be Deeded to Immediate Family Member with Acreage (In Microsoft Word Format).
6. Legal Description of Parent Parcel with Immediate Family Member Lot Removed with Acreage (In Microsoft Word Format).
7. Proof of Ownership (i.e. deed).
8. Agent Authorization Form, if applicable (signed and notarized).
9. Proof of Payment of Taxes (can be obtained online via the Columbia County Tax Collector's Office).
10. Fee. \$50.00 - No application shall be accepted or processed until the required application fee has been paid.

NOTICE TO APPLICANT

A special family lot permit may be issued by the Board of County Commissioners on land zoned Agricultural or Environmentally Sensitive Area within these Land Development Regulations, for the purpose of conveying a lot or parcel to an immediate family member who is the parent, grandparent, adopted parent, stepparent, sibling, child, or adopted child, stepchild or grandchild of the person who conveyed the parcel to said individual, **not to exceed one (1) dwelling unit per one (1) acre** and the lot complies with all other conditions from permitting development as set forth in these Land Development Regulations. This provision 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 which exceed maximum density for such areas, provided that the lot complies with the conditions for permitting established in Section 14.9 of the Land Development Regulations.

If approved by the Board of County Commissioner, the division of lots shall be recorded by separate deed, comply with all other applicable regulations of the Land Development Regulations, and comply with all other conditions for permitting and development as set forth in the Land Development Regulations. A completed building permit application shall be submitted within one (1) year of receiving approval by the Board of County Commissioners. One (1) extension can be requested in writing and approved by the Land Development Regulations Administrator not to exceed nine (9) months. If a special family lot permit expires, it shall have to go through the process again for approval as required by this section. A building permit for a special family lot shall be issued only to the immediate family member or their authorized representative (i.e. licensed building contractor or mobile home installer) after a recorded copy of the family relationship residence agreement affidavit and deed to the special family lot has been submitted to the Land Development Regulation Administrator as part of the building permit application process.

Special family lots which have not met the requirements for homestead exemption shall not be transferable except, as follows:

1. The deeding of the parcel back to the original owner of the parent tract as indicated in Section 14.9 of the Land Development Regulations;
2. To another individual meeting the definition of immediate family member;
3. To an individual not meeting the definition of immediate family member due to circumstances beyond the reasonable control of the family member to whom the original special family lot permit was granted such as divorce, death or job change resulting in unreasonable commuting distances, the immediate family member is no longer able to retain ownership of the special family lot, subject to approval by the original reviewing body that approved the special family lot permit; and
4. Upon approval of the transfer of the special family lot, the County will issue a Certificate of Transfer and the owner shall record the certificate in the Public Records in the Clerk of the Courts Office. This process shall apply retroactively to special family lots previously created under the Land Development Regulations.

Any decision made by the Board of County Commissioners is subject to a 30 day appeal period as outlined in Article 12 of the Land Development Regulations. Any action taken by the applicant within the 30 day appeal period is at the applicant's risk. No Certificate of Occupancy shall be issued until the 30 day appeal period is over or until any appeal has been settled.

Upon the applicant obtaining a Certificate of Occupancy, the applicant must file for Homestead Exemption. Homestead Exemptions can be filed each year with the Columbia County Property Appraiser's Office from January 1 to March 31.

I hereby certify that all of the above statements and statements contained in any documents or plans submitted herewith are true and accurate to the best of my knowledge and belief.

Doris Charleston

Applicant/Agent Name (Type or Print)

Doris Charleston

Applicant/Agent Signature

1/24/2022

Date

FAMILY RELATIONSHIP AFFIDAVIT

STATE OF FLORIDA
COUNTY OF COLUMBIA

BEFORE ME the undersigned Notary Public personally appeared, Dois Charleston
Michael Charleston, the Owner of the parent parcel which has been subdivided for
Michael J. Charleston, the Immediate Family Member of the Owner, and which is
intended for the Immediate Family Members primary residence use. The Immediate Family
Member is related to the Owner as Son. 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. 30-55-16-03738-014 A.
4. 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. 30-55-16-03738-014 A.
5. 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.
6. This Affidavit is made for the specific purpose of inducing Columbia County to recognize a family division for an Immediate Family Member being in compliance with the density requirements of the Columbia County's Comprehensive Plan and Land Development Regulations (LDR's).
7. 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.

Don's Charleston

Owner

Don's Charleston
Typed or Printed Name

Michael J Charleston
Immediate Family Member

Michael J. Charleston
Typed or Printed Name

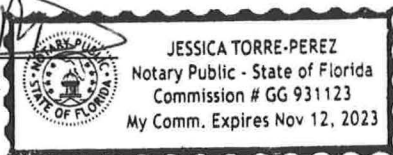
Subscribed and sworn to (or affirmed) before me this 12th day of November, 2021, by Don's Charleston (Owner) who is personally known to me or has produced FL Drivers License as identification.

Jessica Torre-Perez
Notary Public



Subscribed and sworn to (or affirmed) before me this 12th day of November, 2021, by Michael J. Charleston (Family Member) who is personally known to me or has produced FL Drivers License as identification.

Jessica Torre-Perez
Notary Public



APPROVED:
COLUMBIA COUNTY, FLORIDA

By: _____

Name: _____

Title: _____

Columbia County, FLA - Building & Zoning Property Map

Printed: Mon Nov 08 2021 10:30:32 GMT-0500 (Eastern Standard Time)



Parcel No: 30-5S-16-03738-014
Owner: CHARLESTON DORIS ELAINE
Subdivision: JR DICKS TRACT UNR
Lot:
Acres: 10.148591
Deed Acres: 10.16 Ac
District: District 2 Rocky Ford
Future Land Uses: Environmentally Sensitive Areas -1
Flood Zones: A,
Official Zoning Atlas: ESA-2

SECTION 30, TOWNSHIP 5 SOUTH, RANGE 16 EAST, COLUMBIA COUNTY, FLORIDA MAP OF SURVEY

- UNPLATTED - NORTH BOUNDARY NW 1/4 SE 1/4 SEC. 30-5-16

DESCRIPTION: PARENT PARCEL AS FURNISHED
THE NE 1/4 OF THE NW 1/4 OF THE SE 1/4,
LYING AND BEING IN SECTION 30, TOWNSHIP 5
SOUTH, RANGE 16 EAST, COLUMBIA COUNTY,
FLORIDA, SUBJECT TO A POWER LINE EASEMENT.

DESCRIPTION: PARCEL "A-1"
THE NORTH 386.00 FEET OF THE WEST 1/2 OF THE
NE 1/4 OF THE NW 1/4 OF THE SE 1/4 OF SECTION
30, TOWNSHIP 5 SOUTH, RANGE 16 EAST, COLUMBIA
COUNTY, FLORIDA.

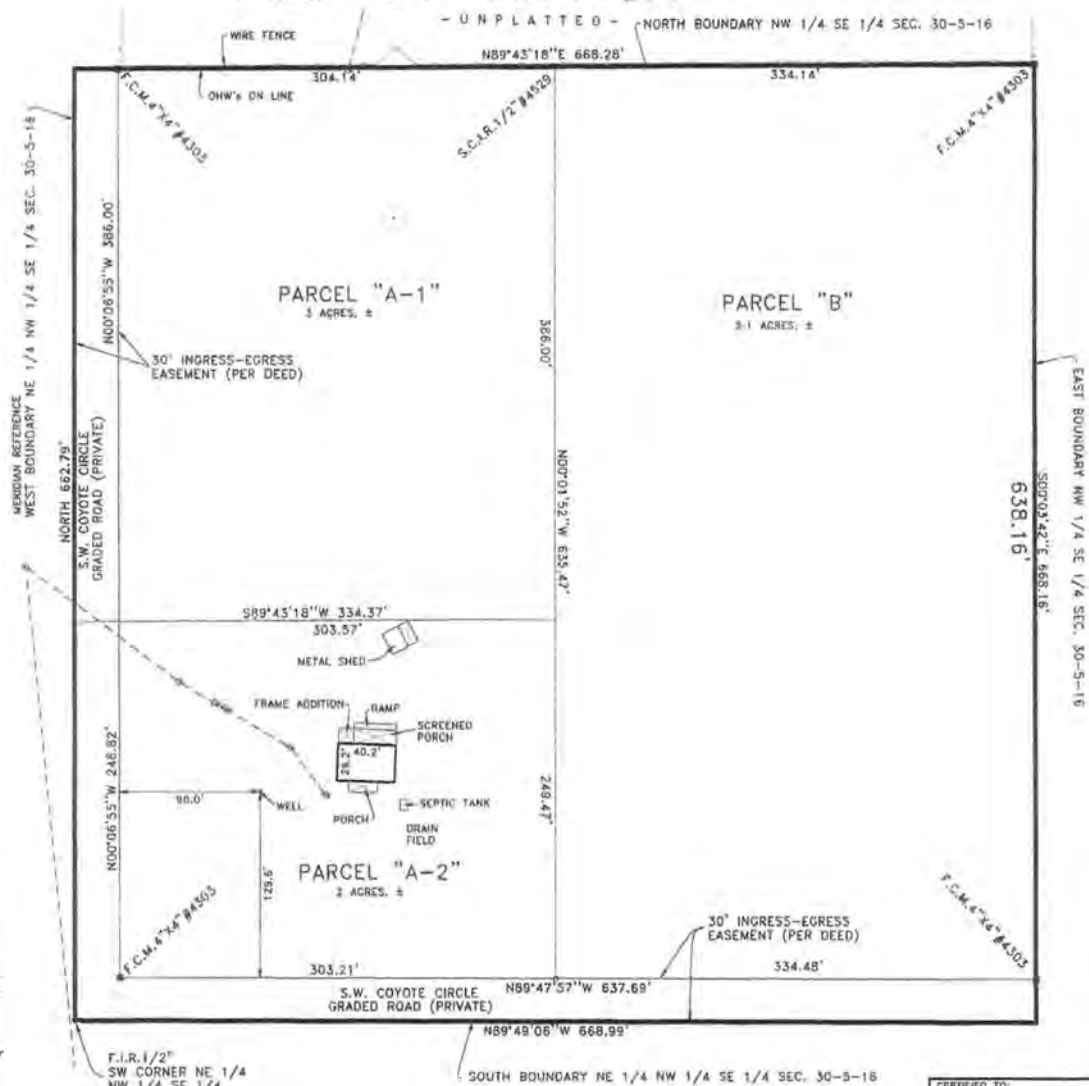
DESCRIPTION: PARCEL "A-2"
THE WEST 1/2 OF THE NE 1/4 OF THE NW 1/4 OF
THE SE 1/4 OF SECTION 30, TOWNSHIP 5 SOUTH,
RANGE 16 EAST, COLUMBIA COUNTY, FLORIDA, LESS
THE NORTH 386.00 FEET THEREOF.

DESCRIPTION: PARCEL "B"
THE EAST 1/2 OF THE NE 1/4 OF THE NW 1/4 OF
THE SE 1/4 OF SECTION 30, TOWNSHIP 5 SOUTH,
RANGE 16 EAST, COLUMBIA COUNTY, FLORIDA.

NOTES:

- 1) Underground utilities and/or underground encroachments if any not located.
- 2) This survey was performed without the benefit of a "Title Search".
- 3) Meridian based on the WEST BOUNDARY NE 1/4 NW 1/4 SE 1/4 SEC. 30-5-16 bearing North Assumed.
- 4) There may be additional easements and/or restrictions not shown on this survey that can be found in the Public Records of Columbia County, Florida.
- 5) This survey was prepared expressly for the persons and or entities named and only for the original purpose, no other person or entity is entitled to use this survey for any purpose whatsoever without the express written consent of Darrell Copeland.
- 6) This survey is intended for sale, mortgage or reliance purposes only. Exclusively for this use by those to whom it is certified. This survey is not to be used for construction, permitting, design or any other use without the written consent of Darrell Copeland.

DARRELL COPELAND AS THE CERTIFYING LAND SURVEYOR, ACCEPTS NO RESPONSIBILITY FOR RIGHTS OF WAY, EASEMENTS, RESTRICTIONS, OR OTHER MATTERS AFFECTING TITLE TO LANDS SURVEYED, OTHER THAN THOSE RECITED IN CURRENT DEED AND/OR OTHER INSTRUMENTS OF RECORD FURNISHED BY CLIENT.



LEGEND

| | |
|--------|---------------------|
| W/C | = Witness Corner |
| F | = Found |
| S | = Set |
| I.P. | = Iron Pipe |
| I.R. | = Iron Rod |
| C.M. | = Concrete Monument |
| C | = Copper |
| N.R.D. | = Nail & Disk |
| P.K.N. | = P.K. Nail |
| R.R.S. | = Railroad Splice |
| (P) | = Plat |
| (F) | = Field |
| (D) | = Dead |
| (C) | = Calculated |
| P.P. | = Power Pole |
| CL | = Chain Link Fence |
| WF | = Wood Fence |
| OHW | = Overhead Wires |

BOUNDARY & LOCATION SURVEY 9-28-21
I hereby certify that this plat accurately represents a survey of the lands shown and described hereon, and meets or exceeds the Minimum Standard Requirements of Chapter 5J-17 Florida Administrative Code pursuant to Chapter 472.
Darrell Copeland 9-28-21
Darrell Copeland Date
Professional Land Surveyor
Florida Certificate #4529
NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.

1-24-22 ADDED PARCELS A-1 & A-2
PER THE FEDERAL INSURANCE ADMINISTRATION FLOOD HAZARD BOUNDARY MAP COMMUNITY NO. 18233C PANEL NO. 0390C, DATED 2-4-09, THE PROPERTY SHOWN AND DESCRIBED HEREON APPEARS TO BE IN ZONE X WITH A BASE ELEVATION OF N/A MEAN SEA LEVEL N.A.V.D. 1988.

| | | | |
|--|--------------------|--------------------|-----------------|
| CERTIFIED TO: JOHN P. DEWEES | | JOB NO. 21-250 | |
| DARRELL COPELAND SURVEYING, INC. | | | |
| 7910 180TH STREET McALPIN, FLORIDA 32062 (386) 209-4343 desurveyi@aol.com | | | |
| DRAWN DWC | DATE 9-29-21 | CHECKED DARRELL | DATE 9-29-21 |
| PARTY CHIEF DC | FIELD BOOK SUW0 | PAGE 47 | FILE NO. |