



INSTRUCTION SHEET

City Ordinance 2004-10 allows for Binding Lot Agreements to be rescinded by the City of Palm Coast, Planning Division of the Community Development Department. Two (2) lots may be unbound administratively but City Council shall approve the unbinding of three (3) for more lots.

A. Provide the following to the City of Palm Coast:

1. Rescission of Binding Lot Agreement Application completed.
2. Provide a copy of the Recorded Binding Lot Agreement
3. Rescission Affidavit
4. Copy of warranty deed(s).
5. Joinder and Consent Affidavit (required when vacant lot is mortgaged)

B. The following procedure shall apply:

1. Submit to the City of Palm Coast the written request and documents referenced above in section A.
2. Staff will review request and approve or deny application.
3. **If approved** you will be notified when the approval is signed and completed. The City take executed *Binding Lot Rescission Agreement and Rescission Affidavit* to the County Recording Office to be recorded.
4. The Binding Lot Rescission Agreement is not official until the Binding Lot Rescission Agreement and the Rescission Affidavit have been recorded and filed in the office of the Planning Division of the Community Development Department.
5. Then must provide the completed Request for Combination/Split to county property appraiser's office to reestablish the property and its parcel identification number.

C. Please note that all lots must be conforming in size and width when applying for a rescinding lot agreement.

D. Once all documents are turned in to us it will take 7-10 Business Days to complete process and send to recording



RESCIND A BINDING LOT AGREEMENT APPLICATION

NAME: _____

ADDRESS: _____

PHONE NUMBER(S) _____ (HOME) _____ (CELL)

Email Address: _____

Binding Lot Agreement Number BL-COM-_____ OR Book _____ Page _____

Parcel's ID Numbers of lots to be unbound: _____

Address for bound lots: _____

Are there any Mortgages or Liens on the Property? ____ Yes ____ No If yes the mortgage hold or lien holder must complete a Joinder and Consent Affidavit. (form included)

The undersigned owners request that the City of Palm Coast Rescind the Binding Lot Agreement. The undersigned property owners hereby certify that all information on this application is correct and the property has not been deeded or sold to another party and will not be deeded or sold until the rescission of the Binding Lot Agreement is complete or notarized written notice of withdrawal is provided to the City of Palm Coast.

Signature of all owners of the property

Owner Name _____
(as it appears on Deed)

Signature _____

Owner Name _____
(as it appears on Deed)

Signature _____

Owner Name _____
(as it appears on Deed)

Signature _____

Owner Name _____
(as it appears on Deed)

Signature _____

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of _ physical presence or _ online notarization this ____ day of _____, 20____, by _____, who are personally known to me or who has produced _____, as identification and who did execute said instrument for the purpose therein expressed.

WITNESS my hand and official seal the day month and year aforesaid.

(SEAL)

NOTARY PUBLIC

City Use Only

BL-REC-_____ Application Submittal Date: _____

Fee Amount: \$50.00 plus recording fees TBD

Fee Received: _____



Rescission Affidavit

App# _____

I/We the property owner(s) of parcels _____ and _____ request to rescind the Binding Lot Agreement _____ and do hereby affirm that since the date of the affidavit there are no structures remaining on the property. I/We affirm that Lot _____ of Block _____, The Palm Coast Subdivision Map Plat of _____, according to the plat thereof recorded in Map Book _____ Page(s) _____ of the Public Records of Flagler County, Florida is a vacant lot.

Owner Name _____
(as it appears on Deed)

Signature _____

Owner Name _____
(as it appears on Deed)

Signature _____

Owner Name _____
(as it appears on Deed)

Signature _____

Owner Name _____
(as it appears on Deed)

Signature _____

STATE OF FLORIDA COUNTY OF FLAGLER

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, who are personally known to me or who has produced _____, as identification and who did execute said instrument for the purpose therein expressed.

WITNESS my hand and official seal the day month and year aforesaid.

(SEAL)

NOTARY PUBLIC



**JOINDER AND CONSENT AFFIDAVIT
FOR RESCISSION OF BINDING LOT**

PARCEL NUMBERS _____

**Rescind Binding Lot Agreement as recorded in OR Book _____ Page _____ of Flagler
County, Florida**

JOINDER AND CONSENT BY _____
Name of Lending Institution / Mortgage Holder

ADDRESS: _____

CONTACT NAME AND NUMBER: _____

COME NOW, _____ and Joins and Consents to the
Covenants and conditions set forth herein and hereunto sets his hand and seal this ____ day
of _____, 20____.

ATTEST:

Name of Lending Institution

Corporate Secretary

Corporate President

Printed Name

Printed Name

ACKNOWLEDGEMENT

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____,
20____, by _____, who is/are personally known to
me or who has produced _____ as identification and who did execute said
Instrument for the purpose therein expressed.

WITNESS my hand and official seal the day month and year aforesaid.

NOTARY PUBLIC (SEAL)

NOTARY PUBLIC SIGNATURE