



BINDING LOT AGREEMENT APPLICATION FOR TWO LOTS

NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

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

Addresses of lots to be bound: _____

Do you have an existing structure or a permit within the Building Division showing a structure being built across the adjoining property line and easement?

☐ NO ☐ YES TERMINATION OF EASMENT APPLICATION REQUIRED IF ANSWERED YES (FORM INCLUDED)

I (we), being all property owners hereby certify that all information on this application is correct and there has been no sale or transfer of deed to the properties:

Owner Name _____ Signature _____
(as it appears on Deed)

Owner Name _____ Signature _____
(as it appears on Deed)

Owner Name _____ Signature _____
(as it appears on Deed)

Owner Name _____ Signature _____
(as it appears on Deed)

City Use Only

App#- _____ Application Submittal Date: _____

Fee Received: _____



BINDING LOT AGREEMENT INSTRUCTION SHEET

An owner of two (2) or more adjoining subdivided lots or portions of subdivided lots may make application to the City for approval of lot binding for development purposes. No more than four (4) lots may be bound together by this process. Two (2) lots may be bound administratively but City Council shall approve the binding of three (3) for more lots.

The following items need to be supplied by the property owner(s) or property owner(s) agent to the City of Palm Coast Zoning Department located at the City Offices, 160 Lake Avenue, Suite 136, Palm Coast, FL 32164

I. Documents Required

- 1) Copy of ALL Recorded Warranty Deeds. All deeds must show exact ownership with exact initials. You may submit an Affidavit of Name Acknowledgement verifying the same ownership on both deeds if names or initials are not exact but are the same person. If deeds do not show the same marriage status, a Marriage Status Affidavit must also be completed. (Documents Attached)
- 2) Signed Binding Lot Agreement Application form.
- 3) FEES: Binding Lot Agreement Fee of \$50 to the City Of Palm Coast.
Recording Fees for Document - \$10.00 for 1st page, \$8.50 for each additional page

II. Process Instructions

- 1) Submit completed application to City of Palm Coast Zoning.
- 2) Application will be verified and Binding Lot Agreement will be prepared by Zoning Staff. All parties noted on deeds must be present and be able to provide identification for notarization of Agreement. If all parties are unable to be present, document will be prepared by staff and returned to applicant for signature and notarization of all property owners. Once all signatures are complete, document will be turned in to Zoning Department for final execution and recording.
- 3) Applicant will be contacted when document is recorded and ready for pick up or mail out.

*If you have any questions, please contact the Zoning Department at (386) 986-3751.

**Please contact the County Property Appraiser's office at (386) 313-4150 for inquiries on how this may affect property taxes and homestead exemption.