

LOT LINE ADJUSTMENT APPLICATION (LLA)
LDC section 4.03.04 and other provisions of the LDC
Chapter 5 of the Administrative Code

APPLICANT CONTACT INFORMATION

Name of Owner: _____

Name of Applicant if different than owner: _____

Address: _____ City: _____ State: _____ ZIP: _____

Telephone: _____ Cell: _____ Fax: _____

E-Mail Address: _____

Name of Agent: _____

Firm: _____

Address: _____ City: _____ State: _____ ZIP: _____

Telephone: _____ Cell: _____ Fax: _____

E-Mail Address: _____

PROPERTY INFORMATION

Provide a detailed legal description of the property covered by the application, if space is inadequate attach on a separate page _____

Project Name: _____

Address of subject site and general location: _____

Property ID Number Lot A: _____ Lot B: _____ Lot C: _____

Zoning Designation: Lot A: _____ Lot B: _____ Lot C: _____

Section/Township/Range: ____ / ____ / ____

Metes and Bounds Description: _____

Subdivision: _____ Unit: _____ Lot: _____ Block: _____

ELECTRONIC SUBMITTAL REQUIREMENT CHECKLIST

The following Submittal Requirement checklist is to be utilized at time of application submittal. See Chapter 5 of the Administrative Code for submittal requirements. **Incomplete submittals will not be accepted.**

REQUIREMENTS FOR REVIEW:	ELECTRONIC DOCUMENTS	REQUIRED
Completed Application (download current form from County website)	1	<input checked="" type="checkbox"/>
Completed Addressing Checklist	1	<input checked="" type="checkbox"/>
Narrative describing the reason for the lot line adjustment and proposed reconfiguration	1	<input checked="" type="checkbox"/>
Drawings or survey showing location of proposed access, including location of the proposed access easements, if any	1	<input checked="" type="checkbox"/>
Quit claim deed(s) or warranty deed(s)	1	<input checked="" type="checkbox"/>
Original signed Lot Line Affidavit Note: A PDF of the Lot Line Affidavit will be acceptable for the initial submittal. Do not submit original affidavit at time of submittal. When approved, the applicant will be notified to send in the Original signed Lot Line Affidavit to the Development Review Division	1	<input checked="" type="checkbox"/>
Affidavit by all property owners that they consent to the lot line adjustment and resulting lot formation, and the following included attachment: <ul style="list-style-type: none"> • Drawings that clearly show the original and the proposed configurations of the lots involved, including acreages; • Lot width before and after, calculated according to the LDC definition of "lot measurement, width"; • Lot width provided to depth equal to that of minimum required front yard; • A table and drawing showing setbacks required by the zoning district as they apply to the reconfigured lots; and • Copy of signed and sealed survey by a professional surveyor and mapper showing all structures on each lot or noted as "vacant." The existing and proposed setbacks shall be included on the survey. 	1	<input checked="" type="checkbox"/>
Electronic copies of all documents and plans in PDF Format and CAD Format email to cad-submittals@colliercountyfl.gov	1	<input checked="" type="checkbox"/>

FEES

- **Lot Line Adjustment:** \$250.00

LINKS

Online Payment Guide can be located: [Here](#)

Completed application may be submitted online [GMD Public Portal](#)

If unfamiliar to applying on portal or have questions, please look over our [E-Permitting Guide](#)

LOT LINE ADJUSTMENT AFFIDAVIT

NOW COMES _____, who being duly sworn, depose and say:

1. _____ are the fee simple title holders to that property legally described as _____ (hereafter Lot "A").
2. _____ are the fee simple title holders to that property legally described as _____ (hereafter Lot "B").
3. (If applicable) _____ are the fee simple title holders to that property legally described as _____ (hereafter Lot "C").
4. The parties desire to (please check one):
 - a) adjust a lot line and create two revised Lots, as depicted in the sketch and legal descriptions prepared by _____, Florida Professional Land Surveyor # _____, attached hereto and made a part of here as Exhibit "A"; or
 - b) adjust the center of and extinguish Lot "B", so that a portion of Lot "B" becomes annexed to and a part of Lot "A", and a portion of Lot "B" becomes annexed to and a part of Lot "C", as depicted in the sketches and legal descriptions prepared by _____, Florida Professional Surveyor # _____, attached hereto and made a part hereof as Exhibit "A".
5. _____, as the owner(s) of said Lot "A", hereby consents to the lot line adjustment and resulting lot formation in accordance with LDC section 4.03.04.
6. _____, as the owner(s) of said Lot "B", hereby consents to the lot line adjustment and resulting lot formation in accordance with LDC section 4.03.04.
7. _____, as the owner(s) of said Lot "C", hereby consents to the lot line adjustment and resulting lot formation in accordance with LDC section 4.03.04.
8. The lot line adjustment meets the standards of, and conforms to, the requirements of LDC section 4.03.04, including the dimensional requirements of the zoning district and subdivision where the lots are located.
9. The property described hereon is Zoned _____ and meets the intent of the LDC, as amended.
10. Furthermore, the lot line adjustment will not affect the development rights or permitted density or intensity of use of the affected lots by providing the opportunity for the creating of new lots for resale or development within the meaning of LDC section 4.03.04.
11. This Affidavit has been reviewed and approved by _____ of the Growth Management Department of Collier County, Florida on the _____ day of _____, 20_____.

SIGNATURES OF OWNERS:

SIGNATURE:	SIGNATURE:	SIGNATURE:
PRINT NAME:	PRINT NAME:	PRINT NAME:

ACKNOWLEDGEMENT

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20__, by _____, who is personally known to me or has produced _____ as identification.

(Signature of Notary Public)

(affix notarial seal)

(Print Name of Notary Public)

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or
 online notarization this _____ day of _____, 20__, by
_____, who is personally known to me or
 has produced _____ as identification.

(Signature of Notary Public)

(Print Name of Notary Public)

(affix notarial seal)

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or
 online notarization this _____ day of _____, 20__, by
_____, who is personally known to me or
 has produced _____ as identification.

(Signature of Notary Public)

(Print Name of Notary Public)

(affix notarial seal)

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or
 online notarization this _____ day of _____, 20__, by
_____, who is personally known to me or
 has produced _____ as identification.

(Signature of Notary Public)

(Print Name of Notary Public)

(affix notarial seal)