MINOR SUBDIVISION PLAN SUBMITTAL REQUIREMENTS AND APPROVAL
City of Sanford

The intent and purpose of the city's minor subdivision plan process is to allow logical parcelization of property that does not involve construction of extensive infrastructure. The following elements are required for submittal, review and approval of a minor subdivision plan.

A. All minor subdivision plans shall cover the entire parcel proposed for development.

B. All development upon the resulting lots or tracts shall be in accordance to Sanford's Land Development Regulations and all other applicable city codes.

C. The proposed subdivision does not result in the creation of more than five lots or tracts and all lots or tracts have frontage on an existing public street right-of-way.

D. A proposed subdivision plan shall be submitted to facilitate said division of property and shall be determined to meet the intent and purpose of the city's minor subdivision plan requirements. Said plan shall include the following:

   1. A current survey of the parcel (lot) to be subdivided including a valid legal description; and

   2. A proposed subdivision plan of how the land is to be subdivided including dimensions, adjacent rights-of-ways, and two legal descriptions of the new parcels created.

E. Dedication of a fifteen foot (15') wide exclusive "City of Sanford City Services Easement" may be required along all non-city rights-of-way as a condition of approval. Dedication of additional easement(s) or right(s)-of-way may be required as each specific lot or tract develops.

F. The applicant shall provide the City of Sanford Copies of all recorded instruments and agreements applicable to said subdivision.