

Procedures for Requesting a Variance

A request for a variance to subdivide a single piece of land into two (2) separate pieces of land may be requested by the property owner before the Washington County Planning Commission. This is for a **one-time** split only. The following excerpt from the Washington County Land Development Code gives the definition of Single Lot Subdivisions:

6.04.00 F.

F. Single Lot Subdivisions. The Planning Commission may grant an exception to the platting requirement contained herein when the division or subdivision of land only into two (2) parcels are intended solely for residential purposes, where all contiguous property owned by the subdivider is involved, and where the purpose of the subdivider is not to convey the right of use (i.e., sell, lease, etc.) of both resulting parcels. All such exceptions must still meet land use requirements contained in this Code and shall not require the dedication of any public improvements.

The minimum requirements to subdivide a single parcel of land into two (2) parcels are each resulting lot must be a minimum of one-acre and have a minimum of 100 feet of road front footage.

A variance for a one-time split may be accomplished through the Washington County Planning Office. The owner of the property must submit the following items to the Planning Office at least ten (10) days prior to the next scheduled Planning Commission meeting:

- A letter from the property owner requesting the variance and an explanation of what they wish to do and the reason for the variance.
- A copy of the deed for the property.
- A drawing of the property showing how the owner wishes to have it split and where the road, structures, etc. are located. This can be a hand drawing and does not require a professional drawing.
- A check or money order made payable to the Washington County Board of County Commissioners in the amount of \$50.00. (This fee is effective August 14, 2006).

Once these items are submitted to the Planning Office the variance will be scheduled for the next available Planning Commission meeting. The Planning Commission meetings are held in the Commissioners meeting room located at 1331 South Boulevard, Chipley, Florida. **The property owner or a representative of the property owner must be present at the Planning Commission meeting or the Planning Commission will not consider the request.**

Any further subdivision of a parcel that will result in more than two parcels will require platting as a minor subdivision. Article VI of the Land Development Code covers platting minor subdivisions.

If you have any questions or require further assistance, you may contact the Washington County Planning Office at (850) 415-5093.