



**DOROTHY JACKS**  
CFA, AAS  
Palm Beach County Property Appraiser

GIS/Mapping Department  
Governmental Center-Fifth Floor  
301 North Olive Ave.  
West Palm Beach, FL 33401  
Phone > 561.355.1558  
Fax > 561.355.3065

### Parcel Split Request

Requests for parcel splits may be submitted by property owners or agents. The requests shall be in writing and submitted for review to the GIS/Mapping Department. A review will be conducted upon receipt. The requirements that follow are minimal and the "granting" of a split will remain at the discretion of the Property Appraiser's Office. This change to the parcel may have an impact on taxable value, exemptions, capped value and/or taxes. This office does not determine whether a parcel/s meet legal requirements for development purposes.

**Note:** Splitting a property with a homestead exemption will result in a loss of homestead benefit on the non-primary residential parcel. The non-primary parcel will then be assessed at full market value per Florida Statute 193.1554.

I. To qualify for a split, all conditions MUST be met:

- a) All property taxes must be current.
- b) The parcel must have existed previously as individual parcels either recorded or unrecorded that were combined at the owner's request, or  
The office must be provided with a legal description or survey, if available, for each parcel as they would appear after split.
- c) The governing county or municipal Land Development Division must approve the split request. Contact the county or municipality governing the property for verification.
- d) A Release of Unity of Title must be completed. (Note: GIS/Mapping will verify if the property is encumbered.)

II. Property Control Number: 00-41-45-01-00-000-7190 Building  Yes \_\_\_ No Exemption  Yes \_\_\_ No

Required: (check one and give supporting documentation)

Prior existing parcel \_\_\_ Deed \_\_\_ Identified by survey

Additional Notes: Split 15.25 acres into one 5 acres parcel and the remaining 10 acres. See attached letter

III. Current Owner(s) or Agent:

Signature: [Signature] Date: 6/7/24  
Print Name/Title: Stephen Miller President Contact Number: 561-714-8882

Interoffice recommendation to proceed: Initials: \_\_\_ Dept: \_\_\_ Date: \_\_\_

For questions regarding split parcels, please contact the GIS/Mapping Department at 561.355.1558 or submit form(s) to mymap@pbcpa.gov.

Revised 3/28/24

We Value What You Value > pbcpa.gov

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Phone > 561.355.3230  
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**North County Service Center**  
3188 PGA Blvd.  
Suite 2301  
Palm Beach Gardens, FL 33410  
Phone > 561.624.6521  
Fax > 561.624.6565

**West County Service Center**  
2976 State Rd 15.  
Belle Glade, FL 33430  
Phone > 561.996.4890  
Fax > 561.996.1661

**Mid-Western Service Center**  
200 Civic Center Way.  
Suite 200  
Royal Palm Beach, FL 33411  
Phone > 561.784.1220  
Fax > 561.784.1241

**South County Service Center**  
14925 Cumberland Dr.  
Delray Beach, FL 33446  
Phone > 561.276.1250  
Fax > 561.276.1278



May 6, 2024

**Department of Planning,  
Zoning & Building**

2300 North Jog Road  
West Palm Beach, FL 33411-2741  
(561) 233-5000

Planning Division 233-5300  
Zoning Division 233-5200  
Building Division 233-5100  
Code Enforcement 233-5500  
Contractors Certification 233-5525  
Administration Office 233-5005  
Executive Office 233-5228  
[www.pbcgov.com/pzb](http://www.pbcgov.com/pzb)

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Verdenia C. Baker

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Bradley Miller, Principal, AICP  
Urban Design Studio  
610 Clematis St., Ste CU102  
West Palm Beach, FL 33401  
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**RE: Comprehensive Plan Letter of Determination,  
6845 Park Lane Rd., Top Cut Lawn Services property  
PCN: 00-41-45-01-00-000-7190, 15.05 acres**

Dear Mr. Miller,

This letter responds to your request on April 15, 2024 for a Comprehensive Plan Letter of Determination as to whether the above 15.05 acre property is exempt from consolidation under Policy 2.2.1-r Lot Combination Requirements in the Future Land Use Element (FLUE) of the County Comprehensive Plan. You indicated that the owner of the parcel proposes to sell 5 acres that has an existing house and keep the remaining ten acres for a nursery use.

The Palm Beach County Comprehensive Plan designates the property *RR-10 (Rural Residential, 1 unit per 10 acres)* on map page 80 of the County's land use map, known as the Future Land Use Atlas (FLUA) and the property is within the Rural Tier of the County's Managed Growth Tier System. The County adopted the Comprehensive Plan and FLUA on August 31, 1989 and they became effective September 11, 1989. The property's Zoning District is Agricultural Residential (AR).

Although identified with one parcel control number, since prior to the above date, the property is actually comprised of three approximately 5 acre tracts (aka tracts 57W, 58W, & 58E) as shown on the Heritage Farms unrecorded subdivision plan and in fact also shown on the FLUA adopted in 1989. Normally, if the property were vacant today and in order for a property to meet the density requirements of the RR-10 category and be developed with a single family dwelling unit, the property would have to total a minimum of 10 acres. A 15 acre parcel would not normally then be able to subdivide off a 5 acre tract and would require the tracts to remain combined. This would be consistent with Part 1 of Policy 2.2.1-r which requires that contiguous properties *under the same ownership as of December 1, 1989* be combined together to meet the minimum lot size requirement of the properties' land use designation. The subject tracts were under the same ownership prior to this date.

However, part 3 of policy 2.2.1-r also states *a lot(s) that is contiguous to a lot owned by the same person or entity and that has an existing dwelling unit as of December 1, 1989; such contiguous lot(s) shall be allowed one additional dwelling unit.* There is an existing single family home permitted and built in 1983 (Bldg.





Permit B-90029445) on the eastern part of the property, specifically on tract 58E. Planning staff has received confirmation that based on the unrecorded plat and the fact that the owner of the 15.05 property has not gone through a formal application to combine the tracts into one lot, the tracts are considered legal lots of record.

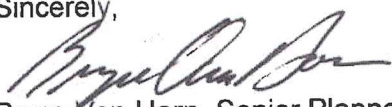
Given that the three tracts are considered lots of record and a single family home was built on one of the lots (i.e. tract 58E) prior to December 1, 1989, the lots are exempt from the lot combination requirements to meet the RR-10 density. This means that tract 58E with the existing home may be separated from the overall 15.05 acre parcel and sold or developed separately. Although, the owner is proposing to keep the remaining two 5 acre tracts (57W and 58W) together as a 10 acre parcel for a nursery, this determination also means that tracts 58W and 57W may each be separated from the overall 15.05 acre parcel and each would individually be exempt from lot the combination requirements and each potentially developed with a single family home.

The Planning Division can therefore support as consistent with the Comprehensive Plan, the separation of the subject property back into the configurations by which they are shown on the Heritage Farms unrecorded subdivision plan.

Please note that the building permit information regarding setbacks appears to be based on the overall 15.05 acre parcel. Therefore this letter is not a determination that the existing home on Tract 58E will remain consistent with or that any potential variance be consistent with, the property development regulations (PDRs) for the AR Zoning District. Please contact the Zoning Division (561-233-5200) and/or Building Division for any setbacks requirements or other PDR requirements for the existing home as proposed to remain on the 5 acre tract (58E).

Please contact me at 561-233-5300 if you wish to discuss this letter further.

Sincerely,



Bryce Van Horn, Senior Planner

**Attachments:** *Future Land Use site location map, Request,*

cc: Thuy Shutt, Planning Director  
Jeff Gagnon, Deputy Planning Director

