

## **Certified Lot(s) Applications**

### **Review Procedures**

*General.* An application for approval of a Certified Lot(s) shall be submitted to the Director for review and approval.

#### *Review by Department.*

Within five (5) working days of receipt of the submittal package, the application shall be determined complete, the Building and Development Services Department shall request additional copies (number to be determined) to be forwarded to the reviewing departments.

Ten (10) working days will be given to the reviewing departments for review. The application documents shall be either, approved, approved with conditions, or required to be resubmitted. If the application documents require resubmittal, the applicant shall submit revised applications documents to the Administrator to be reviewed by the applicable reviewing agencies. The applicant shall specify the revisions that have been made on a transmittal letter attached to the application documents. The agencies shall review the application documents within ten (10) working days.

Upon review and approval of a Certified Lot(s) application, the Administrator shall provide a recordable order stating the following: "The lot(s) hereby described: [insert or refer to the legal description(s)], is a Certified Lot(s) as certified by the Administrator."

Upon approval of the Certified lot, the applicant must record the approval with the Manatee Clerk of Court within thirty (30) days, or the approval shall be voided.

In any instance where a parcel identification number has not previously been assigned to a certified parcel, the applicant shall ensure that such number is assigned and made part of the permanent record by contacting the Property Appraiser prior to applying for building permits. Please note that land divided according to the requirements of the Property Appraiser's Office along does NOT qualify as a Certified Lot(s).