

**INSTRUCTIONS FOR APPLICATION FOR ENGINEERING DEPARTMENT APPROVAL  
FOR COMBINATION OF LOT(S) WITH ABANDONED RIGHT OF WAY  
OR ADJACENT LOT(S)**

The following items must be submitted to the Land Development Division for review and approval pursuant to Art. 11.A.8.D. Unified Land Development Code, prior to obtaining a building permit.

***Prior to submittal, contact the Planner on Call in the Zoning Division at (561) 233-5200 to inquire if revisions are required to any existing Zoning-approved site plans.***

1. One signed and sealed abstracted **Boundary Survey** in accordance with current Florida minimum technical standards on 24 x 36" paper showing the current, existing lot configuration including all improvements with a legal description for each lot. The drawing may contain multiple sheets provided: (a) each sheet is consecutively numbered; (b) an index is provided on the first sheet; and (c) match lines are provided and clearly labeled.
2. One signed and sealed abstracted **Specific Purpose Survey – Lot Combination** in accordance with current Florida minimum technical standards on 8 ½ x 11" sheets showing the proposed configuration with lot designator(s) and showing no improvements. Make reference by note to the underlying Boundary Survey dated \_\_\_\_\_ by \_\_\_\_\_ Drawing #\_\_\_\_\_. Include abstract/title from Boundary Survey. Each proposed lot to show its new legal description, for example: Lot A, a portion of \_\_\_\_\_ Plat Book \_\_\_\_\_ Page \_\_\_\_\_ more particularly described as (metes & bounds). Include title/abstract from Boundary Survey. Do not include an overall legal of the entire original property.
3. One copy of the recorded deed(s) showing evidence of ownership of the property(ies). (Certified copies are not required.)
4. One (1) original copy of the notarized consent form, if applicant is an agent. (Consent form copy attached.)
5. One (1) original copy of the Owner's Affidavit and Covenant signed by the owner(s) in front of two witnesses and a notary. (Form attached.)
6. One (1) original copy of the completed application. (Form attached.)
7. The required non-refundable processing fee in the amount of \$600.00 (checks made payable to the Palm Beach County Board of County Commissioners).

If the application is approved, a letter requesting the recording fee payable to Sharon R. Bock, Clerk & Comptroller will be returned to the applicant along with an Affidavit of Combination of Lots for signature by the owner(s) in front of two witnesses and a notary.

This Affidavit of Combination of Lots shall be returned to the Land Development Division along with payment of recording fees. The Land Development Division will complete the processing and record the document in the Public Records.

After the document is recorded in the Public Records by the Land Development Division, a certified copy will be returned to the applicant. At that time, the applicant must (if required), contact the Property Appraiser's Office (561-355-3230) to obtain a new property control number.

Once a new property control number is obtained (if required), the applicant can go to the PBC Building Division for building permit.

For additional information and assistance, please contact Land Development at 561-684-4023.