

**INSTRUCTIONS FOR APPLICATION FOR ENGINEERING DEPARTMENT APPROVAL  
FOR COMBINATION OF LOTS 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.C. 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. A digitally-signed original pdf or one (1) original copy of a signed and sealed abstracted **Boundary Survey** in accordance with current Florida minimum technical standards, no larger than 24" x 36", 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. A digitally-signed original pdf or one (1) original copy of a signed and sealed abstracted **Boundary Survey – Lot Combination** in accordance with current Florida minimum technical standards on 8½" x 11" sheets (required) 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 the 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.

Please contact the PBC Survey Section at 561-684-4070 for survey specifications questions.

3. One (1) copy of the recorded deeds 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 \$820.00 (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 Joseph Abruzzo, Clerk of the Circuit Court & Comptroller will be sent 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 a check for the 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 update the property records and/or 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 Jaylene Davis, Technical Assistant III, Land Development Division at [jdavis@pbcgov.org](mailto:jdavis@pbcgov.org) or 561-684-4023.