

## UNITY OF TITLE DECLARATION

City of New Port Richey, Florida ● Community Development Department  
5919 Main Street ● New Port Richey, FL 34652 ● 727-853-1047 ● [www.cityofnewportrichey.org](http://www.cityofnewportrichey.org)

*Please complete ALL sections of this application.  
Incomplete applications will be returned to the Applicant or Representative.*

Date Received

**Required Attachments:**

- Applicable fees to be paid (checks made payable to the *City of New Port Richey*)
- Current survey (not to exceed 24" x 36") prepared that identifies the dimensions, area, and location of the property. To be signed and sealed by a land surveyor currently registered in the State of Florida
- Proof of ownership in the form of a copy of the deed, title insurance policy, or other instrument demonstrating ownership

**Per Section 9.16.00 of the Land Development Code:**

1. Where it is necessary that two or more lots, plots, parcels or portions thereof be added or joined, in whole or in part, to meet minimum plot area or plat dimensions required by this development code, or to ensure that a development is planned, developed and maintained as an integral project, an application for development approval for such property shall be accompanied by evidence of recording a unity of title declaration, as described in this section, in the public records of Pasco County, Florida.
2. All lots, plots, parcels or portions thereof to be joined, in whole or in part, under a unity of title declaration shall be adjacent and shall not be physically separated by a public right-of-way greater than 50 feet in width.
3. Two or more lots, plots, parcels or portions thereof may be joined, in whole or in part, if the lots, plots, parcels or portions thereof are physically separated only by a public right-of-way 50 feet or less in width. Joinder shall not otherwise be permitted. In such cases, the right-of-way shall not be included in determining the plot area, depth or width, or density of the development. No land which is submerged or unbuildable under the building or zoning codes shall be included for the purposes of determining plot area, depth or width or density of the development.
4. A unity of title declaration shall state unequivocally that the entire property created by the combination of recorded lots, plots, parcels or portions thereof shall be regarded as unified under one title as an indivisible building site, and that the property shall be henceforth considered as one plot or parcel of land and that such declaration shall constitute a covenant running with the land in favor of the City. The sale, assignment, transfer, conveyance or devise of a condominium parcel created by a recorded declaration of condominium subjecting the property to the condominium form of ownership shall not be deemed a breach of the declaration of unity of title; however, the entire property shall continue to be regarded as unified and as a single building site for all applicable code purposes. The parties to the declaration shall agree that the declaration of unity of title shall constitute a covenant to run with the land, as provided by law, and shall be binding upon the parties thereto, their heirs, successors and assigns, and all parties claiming under them until such time as the declaration may be released, in writing, by a properly authorized representative of the City.
5. The City Manager or a designee is authorized to release a unity of title declaration, in whole or in part, when such declaration is no longer necessary due to the discontinuance or abandonment of the project.

**THIS IS NOT VALID WITHOUT RECORDING AND SUBMITTAL OF RECORDED COPY TO THE DEVELOPMENT DEPARTMENT.**

1. Current Property Owner(s)				
Mailing Address	City	County	State	Zip
Phone Number	Email			
2. Representative of Owner				
Relationship to Owner				
Mailing Address	City	County	State	Zip
Phone Number	Email			
3. Primary Contact <i>{Phone Number &amp; Email}</i>				

4. Site Address		
General Location		
Size of Site	Square Feet	Acres
Legal Description of Subject Property		
Tax Parcel Number(s)		

APPLICATION & HEARING PROCESS

A pre-application meeting must be held with City Staff to ensure the application is complete. Applications must be submitted by Friday at 10:00 am, and deemed complete, to be scheduled for review by the Development Review Committee (DRC), which is regularly scheduled on Thursdays. Case reviews are generally scheduled two weeks out from the date of submittal, and your attendance or that of your representative is required. The DRC will review the application for compliance of codes and regulations, and may require additional information, necessitating additional DRC meetings.

ATTENDANCE AT MEETINGS

The applicant or applicant’s representative shall be present at all meetings including DRC, LDRB, and City Council, as applicable. Call Planning and Development Department Staff at 727-853-1050 to find out when this case will be scheduled for these meetings.

AUTHORIZATION TO VISIT THE PROPERTY

Site visits to the property by City representatives are essential to process this application. The Owner/Applicant, as notarized below, hereby authorizes the City representatives to visit and photograph, and post a notice on the property described in this application.

DECLARATION OF UNITY OF TITLE

KNOWN OF ALL MEN BY THESE PRESENTS, that pursuant to the ordinances of the City of New Port Richey pertaining to the issuance of building permits and regulating land development activities, the undersigned, being the fee owner(s) of the following described real property (attach legal description) situated in the City of New Port Richey, County of Pasco and State of Florida, to wit:

do hereby make the following declaration of conditions, limitations and restrictions on said lands, hereafter to be known and referred to as a declaration of unity of title, as to the following particulars:

1. That the aforesaid plot or combination of separate lots, plots, parcels, acreage or portions thereof, shall hereafter be regarded as and is hereby declared to be unified under one title as an indivisible building site.
2. That the said property shall be henceforth be considered as one plot or parcel of land, and that no portion thereof shall be sold, assigned, transferred, conveyed or devised separately except in its entirety, as one plot or parcel of land.
3. That this declaration of unity of title shall constitute a covenant to run with the land, as provided by law, and shall be binding upon the undersigned, and his heirs, successors and assigns of the undersigned, and all parties claiming under them until such time as the same may be released in writing under the order of the City Manager of the City of New Port Richey. The undersigned also agree(s) that this instrument shall be recorded in the public records of Pasco County, Florida.

APPLICANT'S AFFIDAVIT

I, the owner, have read and understand the contents of this application. The information contained in this application, attached exhibits and other information submitted is complete and, in all aspects, true and correct, to the best of my knowledge.

Owner or Representative's Signature

Date

Owner or Representative's Signature

Date

Owner or Representative's Signature

Date

Witness Signature

Date

Witness Signature

Date

Sworn to and subscribed before me by \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Personally Known OR  Produced Identification

Type of Identification Produced: \_\_\_\_\_

Notary Signature: \_\_\_\_\_

FOR OFFICE USE ONLY:

- Approved
- Approved With Conditions
- Denied

Debbie L. Manns, City Manager or Designee

Date

Attest:

SEAL

Judy Meyers, City Clerk

Date

**\*\*Upon approval by the City, this application and the survey shall be recorded with Pasco County Clerk of Court. One recorded copy of this application and survey shall be provided to the Development Department. THIS IS NOT VALID WITHOUT RECORDING AND SUBMITTAL OF RECORDED COPY TO THE DEVELOPMENT DEPARTMENT.**