

SUBJECT:**ORIGINATING DEPARTMENT:**

Permanent Reassignment of Development Rights for Residential Properties Within Municipal Service Benefit Units for Installation of Water and Wastewater Systems

**Department:
Public Works**

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POLICY:

The Board of County Commissioners has the ability to establish Municipal Service Benefit District(s) to fund public improvements such as installation of central utilities. The assessments for properties within these districts are typically based on equivalent residential units (ERU) or platted lots of record.

There are occasions when a property owner may own more than one lot of record, but utilizes the accumulated lots as a single residential property. It is the intent of the Board to recognize these residences as a single ERU provided there are sufficient safeguards to assure that the properties will not be separated at a later date into their individual components and further developed into additional ERU's.

This Administrative Regulation is prepared to effectuate a procedure by which a property owner of multiple lots can surrender future development potential and can be recognized as a single ERU through a formal permanent assignment of development rights for adjoining parcels to the County.

PROCEDURE:

- A. A property owner of residential property which consists of multiple adjoining lots of record may request recognition as a single ERU provided they are willing to assign all development rights of the adjoining lots to Citrus County.
- B. This procedure is limited to residential property and all lots must be adjoining.
- C. A formal application must be submitted 60 business days prior to the established deadline for finalization of the Initial MSBU Tax Roll. The application must be complete and include all required documentation. An application along with a fee to cover all processing costs shall be submitted to the Land Section of the Department of Public Works. The fee is non-refundable.
- D. Upon receipt of an application, the Land Section staff shall confirm ownership, total number of lots of record, any improvements located on the property and that the subject properties share common boundaries.
- E. After confirmation of the above facts, the Land Section shall provide an Assignment Agreement to the property owner by registered mail.

- F. The property owner shall execute the Assignment Agreement with a dated, notarized signature and return it to the Land Section staff who will then prepare an agenda item for the next available Board of County Commissioners regular meeting.
- G. The Board shall review the Assignment Agreement and authorize the Chairman to sign by majority vote.
- H. Upon final execution by both parties, the Assignment Agreement shall be recorded in the Public Records and a copy provided to the property owner and Land Section and the Department of Development Services. The staff of the Department of Development Services shall flag the affected lots to assure that a principal residential structure.
- I. The Assignment Agreement shall run with the properties and is binding on all successor owners and is **irrevocable**.
- J. The Assignment Agreement does not prevent the permitting or construction of residential accessory amenities including fences, sheds, or swimming pools or replacement / expansion / remodeling of the existing principal structure.
- K. Assignment Agreements shall only be executed prior to the Initial establishment of the MSBU Tax Roll is adopted.

FOOTNOTES & REFERENCES TO RELATED AR's