



### FAMILY CONVEYANCE APPLICATION

To: Director, Development Services

Application is hereby made to the Director, Development Services Department, Escambia County, Florida, pursuant to the provisions of Chapter 163.3179, Florida Statutes and the Escambia County Land Development Code, Section 5-3.2 (d), petitioning for a Family Conveyance Exception on the following described property:

Applicant's information	Applicant's name
	Applicant's address
	Relationship to parent parcel owner
	Parent Parcel owner's name
	Parent Parcel address

FOR OFFICIAL USE ONLY	Parent Parcel reference number
	Parent Parcel zoning
	Parent Parcel FLU
	Parent Parcel size in acres                      Acres to be Conveyed:
	Number of Parcel(s) established for a family conveyance homestead
	Parent Parcel is a Lot of Record (Circle one): YES                      NO
	Parent parcel part of a subdivision (Circle one): YES                      NO
	Parent parcel in AIPD (Circle one): YES                      NO

You **must** submit the following documents with the application:

- Documentation for parent parcel property ownership. Provide a copy of the warranty deed or contract for deed which includes the property owner's name and legal description.
- Conveyed property recorded deed, area Boundary Survey, certified by a Florida licensed surveyor; signed and sealed. Must contain legal description and exact acreage of new parcel requested under the conveyance. This survey shall indicate all easements for utilities, ingress and egress and their relation to a public right-of-way.
- Completed Family Relationship Affidavit
- Location Map. Clearly identify the subject parcel with a color or pattern.

I, \_\_\_\_\_, (Owner or Authorized Applicant's Name), hereby certify that the information contained in this application and its supplements are true and correct, and that I am the legal owner and/or authorized applicant of the above described property.

I further understand that parcels created pursuant to the Family Conveyance Exemption are solely for providing a place of homestead for eligible family members. A notarized affidavit describing the relationship to the parent parcel owner must be recorded at the time of recoding of the deed. Any approved family conveyance pursuant to the Land Development Code regulations may only be used by the applicant's family member and it is not transferable.

By signing this application, the parent parcel owner and the receiving family member certify and acknowledge that the property to be conveyed is to be used solely as a homestead by an owner-applicant who is the grandparent, parent, step-parent, adopted parent, sibling, child, stepchild, adopted child, niece, nephew, aunt, uncle or grandchild of the person who conveyed the parcel to such applicant and that the family member intends to occupy the property as his or her primary domicile.

The approval of the family conveyance is not for the purpose of circumventing the subdivision requirements of Escambia County.

\_\_\_\_\_  
Name of the parent parcel owner (printed)

\_\_\_\_\_  
Signature of the parent parcel owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of the family member receiving the conveyance (printed)

\_\_\_\_\_  
Signature of the family member receiving the conveyance

\_\_\_\_\_  
Date

The foregoing instrument was sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_  
by \_\_\_\_\_, who personally appeared before me and who is personally known to me or has produced \_\_\_\_\_ as identification.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Name:  
Notary Public

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**DIRECTOR DEVELOPMENT SERVICES DEPARTMENT (ONLY)**

The applicant **has/has not** submitted and certified all the required documents in support of the family conveyance; therefore, I **approve/disapprove** the request for a family conveyance for the parcel identified above.

\_\_\_\_\_  
Name and title (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Version December 2020