



**Department of Economic and Development Services
Planning & Zoning Division**

P.O. Box 1366, Green Cove Springs, FL 32043
Phone: (904) 284-6300
www.claycountygov.com



HEIR'S EXEMPTION APPLICATION

Grantor's Name:		Grantee's Name:	
Grantee's Address:			
Grantor's Relationship to Grantee		Proof of Relationship	
(Proof of Relationship must be Provided with Application)			
Phone:		Email:	
Parent Parcel Information			
Address:			
City:		State:	Zip Code:
Parcel Identification Number:			
Total Acres of the Parent Tract:		Proposed Acre(s) of the Heir's Lot:	
Required Attachments			
<p>Original Parent Parcel Deed</p> <p>Proposed (recorded) Deed and Legal Description for the Heir's</p> <p>Survey showing the Heir's and Parent Parcel Dimensions</p> <p>Evidence of Relationship</p> <p>Heir's Affidavit (recorded)</p>			
Application Acknowledgement			
<p>I hereby acknowledge and understand the following:</p> <p>Both the heir's lot and the remainder of the transferor's property must have access via a publicly maintained road or a private easement with a minimum width of 30 feet. Pursuant to Land Use Policy 1.9 of the Comprehensive Plan, a minimum single 30-foot-wide private easement.</p> <p>An heir is defined as a transferor's: Grandparent, Parent, Stepparent, Adopted Parent, Sibling, Child, Stepchild, Adopted Child, or Grandchild.</p> <p>The Heir's Exemption is intended to allow transfer of land for the use of the heir to construct his or her permanent residence. Building permits and certificates of occupancy may only be issued with the heir specified as the owner of the property. If the property remains vacant, the heir must retain title to the property for a minimum of five (5) years before transfer or sale. The sale of the property prior to that time will cause the cancellation of the property's heir's exemption status, and no construction of a dwelling unit will be permitted on the lot unless the lot complies with the density requirements of the Comprehensive Plan. If an heir constructs his or her permanent residence on the property, the heir must reside in the residence for a minimum of two (2) years from the date of the issuance of the certificate of occupancy. The sale or lease of the property for occupancy by another party prior to that time will cause the cancellation of the heir's exemption status and the home will be subject to Section 20.3-11, Nonconforming Uses, Lots and Structures, of the Clay County Land Development Code. In no</p>			

case, however, will the heir be required to retain title of the lot for more than five (5) years, despite the length of occupancy of the dwelling unit by the heir.

Regulations outside the purview of County Regulations may affect or preclude the construction of a residence heir's lot.

The Heir's Exemption cannot be utilized to bring into conformance lots which do not otherwise qualify for nonconforming lot of record status.

Following the approval of the heir's exemption, I shall execute an affidavit which documents the heir's exemption and the conditions of approval. The affidavit form shall be provided by the County and be recorded by the applicant in the Official Records of Clay County at the applicant's expense. The applicant shall provide a copy of the recorded affidavit to the County.

Owner Signature: _____

Date: _____

Print Name: _____

Property Ownership Affidavit

Owner's Electronic Submission Statement: Under the penalty or perjury, I declare that all information contained in this affidavit is true and correct.

I hereby certify that I have read and examined this affidavit and know the same to be complete and correct.

Signature of Owner: _____

Date: _____

Printed Name of Owner: _____

Sworn to and subscribed before me this _____ day of _____ (month), 20____ by _____, who is personally known to me or produced identification.

Type of identification produced _____.

Signature of Notary _____

Date: _____

SEAL

OFFICIAL USE ONLY

Zoning: Land Use: Date Received: App. #:

New Heirs Address:

New Heirs Parcel Identification #:

Application Received By:

Date Sent to Addressing:

Date Sent to Appraiser:

Zoning Approval

Property Appraiser Approval

Addressing Approval

Final Approval Date:

By: