



# Unity of Title

To build on two or more platted lots, a Unity of Title or similar document is required.

Effective immediately, the City of North Port Planning & Zoning and Building Divisions will now require additional documentation when submitting building permits or projects for development when two or more abutting platted lots are combined as a single building site.

**Please note, the change in requirements only applies when there are two or more platted lots being assembled as a single building site. This does not apply to a single lot.**

**Please be advised that providing this document does not constitute legal advice and no person should rely on the validity or the legality of the provisions in the sample form. Any property owner intending to utilize this form should seek the advice and counsel of an attorney.**

Property owners within the City typically purchase two or more platted lots with the intention to develop the land as a single larger building site. In the past, a lot combine form approved by the Sarasota County Property Appraiser (SCPA) was accepted as proof the lots were combined and unified as a single building site, however it has been determined that this is not sufficient to legally combine the lots.

When SCPA combines two or more lots into one 'tax lot', a single parcel identification number is assigned. SCPA procedures for lot splits and combines only concerns 'tax lots', not legal lots of record. Combining lots with SCPA is done to determine the tax to be assessed on the combined lots. It does not legally combine the lots to change the boundaries of the property. The process of combining lots with SCPA is still required for that purpose. This document outlines the separate process of legally combining lots.

The Unified Land Development Code (ULDC) Chapter 61 defines combination of lots as "two (2) or more contiguous platted lots assembled and used as a single building site recorded under single ownership at the Sarasota County Clerk of the Circuit Court, provided that no structure may be located in a recorded easement."

In order to meet the intent of the ULDC for the recording of assembled lots as a single building site, the City of North Port will accept a Unity of Title, or other document as provided by an attorney to meet the above requirement, recorded with the Sarasota County Clerk of the Circuit Court (Sarasota County Clerk). A sample template for a Unity of Title is available on the City of North Port website .

When submitting a permit package or development application, include the recorded Unity of Title or other legal instrument in addition to the approved lot combined form by the SCPA showing the new parcel identification number.

A step-by-step process on how to complete the sample Unity of Title document and record it with the Sarasota County Clerk is provided on the following pages.

# LOCATING THE REQUIRED INFORMATION

Figure 1 shows a portion of page 1 of the sample Unity of Title. Any unity of title will require the property owner to provide the information needed to fill in these blanks.

1. The undersigned own(s) the following properties in fee simple:

Lot   , Block   ,    Addition to    Subdivision, according to the map or plat thereof as recorded in Plat Book   , Page    of the Public Records of Sarasota County, Florida; and

Lot   , Block   ,    Addition to    Subdivision, according to the map or plat thereof as recorded in Plat Book   , Page    of the Public Records of Sarasota County, Florida; also described as

Parcel Identification Numbers:

  

Section    Township    Range   

Figure 1

## Step 1: Find the Property Record Information Page

- Open the search page on the SCPA website at: <https://www.sc-pa.com/propertysearch>
- If the property has an address, enter the address and press search. Only one property can be searched at a time.
- If the property does not have an address, it can be found by including the street & zip code in the field next to the red arrow, as well as the owner in the field next to the lower red arrow, as shown in Figure 2.

The search results will show the PID to the left of the street name. Click on the street name to view the information page for that property.

- The location of the property can be viewed by selecting the map button on the upper left of the screen. Use the map to ensure this is the correct property.

Bill Furst  
SARASOTA COUNTY  
PROPERTY APPRAISER

Home Quick Search Advanced Search Tangible Search

Quick Search

All search criteria below are optional but at least one search criteria must be entered

Address or Street or Zip

Owner

Account Number/Parcel ID

Subdivision

Municipality

Property Use (DOR)  [View List](#)

Figure 2

## Step 2: Find the Property's Lot#, Block#, Addition# and Subdivision Name

Figure 3 shows where the following information for the sample Unity of Title can be found on the property record information page:

A: Lot	G: PID (A 10-digit number, usually formatted: #####-##-####.)
B: Block	H: Section
C: Addition	I: Township
D: Subdivision Name	J: Range

**Bill Furst**  
SARASOTA COUNTY  
PROPERTY APPRAISER

Home Quick Search Advanced Search Tangible Search Feedback

Property Record Information for 0951139913 **G**

Map Print Summary 2020 TRIM 2020 Record Card Tax Bill

Account #/Parcel ID  
View Another Parcel

**Ownership:**  
NORTH PORT CITY OF  
4970 CITY HALL BLVD, NORTH PORT, FL, 34286-4100  
[Change mailing address](#)

**Situs Address:**  
WAGON WHEEL DR NORTH PORT, FL, 34291

**Land Area:** 10,000 Sq.Ft.  
**Municipality:** City of North Port  
**Subdivision:** 1582 - PORT CHARLOTTE SUB 28  
**Property Use:** 0000 Residential vacant site  
**Status:** **H I J**  
**Sec/Twp/Rge:** 08-39S-21E  
**Census:** 121150027442  
**Zoning:** RSF2 - RESIDENTIAL, SINGLE FAMILY  
**Total Living Units:** 0  
**Parcel Description:** LOT 13 BLK 1399 28TH ADD TO PORT CHARLOTTE

**A B C D**

Figure 3

## Step 3: Find the Property's Plat Book & Page Numbers

Plat book and page numbers are items "E" & "F" for the sample unity of title.

- Scroll down on the property record information page to the 'Sales & Transfers' heading.
- Select the first link under the instrument number column. See the red box in Figure 4. This will open the most recent deed to this parcel.

### Sales & Transfers

[View Qualification Codes](#) [View Instrument Types](#)

Transfer Date	Recorded Consideration	Instrument Number	Qualification Code	Grantor/Seller	Instrument Type
12/21/2018	\$60,000	<b>2018166777</b>	05	MARGLIANO GREGORY	WD
12/19/2018	\$60,000	<a href="#">2018166776</a>	05	ENNIS MICHAEL D	WD

Figure 4

- c) In the deed the Plat book number and page number are typically included in language that will appear in this format. There are certain circumstances, depending on the type of sale, where this information may not be present on the most recent deed. In such cases, view an older deed to find the information.

**LOT 16, BLOCK 1399, TWENTY-EIGHTH ADDITION TO PORT CHARLOTTE SUBDIVISION, A SUBDIVISION, ACCORDING TO THE MAP OR PLAT THEREOF AS RECORDED IN PLAT BOOK 15, PAGES 12, 12-A THROUGH 12-K, OF THE PUBLIC RECORDS OF SARASOTA COUNTY, FLORIDA.**

**F**

**E**

## COMPLETE THE UNITY OF TITLE FORM

Fill in all blanks on the sample Unity of Title and ensure all the information provided is accurate for each lot. If there is no representative then, the representative portion does not need to be filled out. This form **MUST** be notarized prior to recording with the Sarasota County Clerk.

**KNOW ALL MEN BY THESE PRESENTS**, that pursuant to the ordinances of the City of North Port, Florida pertaining to zoning, the issuance of building permits, and regulating building construction activities, the undersigned, being the fee owner(s) of the described real property situated in the City of North Port, County of Sarasota, and State of Florida, hereby make the following declaration of conditions, limitations, and restrictions on said lands, hereinafter to be known and referred to as a DECLARATION OF UNITY OF TITLE, as to the following:

1. The undersigned own(s) the following properties in fee simple:

Lot 12 Block 1399, 28th Addition to Port Charlotte Subdivision, according to the map or plat thereof as recorded in Plat Book 15, Page 12, of the Public Records of Sarasota County, Florida; and

Lot ## Block ####, #st Addition to XXXXXXX Subdivision, according to the map or plat thereof as recorded in Plat Book ##, Page ##, of the Public Records of Sarasota County, Florida; also described as

Parcel Identification Numbers:

####-##-####

#####

Section 08 Township 39S Range 21E

## RECORD WITH SARASOTA COUNTY CLERK

The main office for the Sarasota County Clerk is located at 2000 Main St, Sarasota, FL 34237 with an additional office in Venice. There is a processing fee of \$10 for the 1st page and \$8.50 for any additional pages. Please contact the Clerk's office with any questions on the recording process.

Website: <https://www.sarasotaclerk.com/home>

Phone: 941-861-7400

Email: [Clkinfo@sarasotaclerkandcomptroller.com](mailto:Clkinfo@sarasotaclerkandcomptroller.com).

## SUBMIT THE RECORDED UNITY OF TITLE

After the document has been recorded, request a copy of the recorded Unity of Title from the Sarasota County Clerk.

**Submit the recorded Unity of Title to:** The Planning and Zoning Division for land development petitions electronically to [planninginfo@cityofnorthport.com](mailto:planninginfo@cityofnorthport.com).

**OR**

The Building Division with a building permit. All building permits can be submitted in-person at 4790 City Hall Blvd, North Port, FL; certain applications may also be submitted electronically to [bldginfo@cityofnorthport.com](mailto:bldginfo@cityofnorthport.com).