

What is a Unity of Title?

A Unity of Title is a legal document or covenant that permanently combines two or more contiguous (adjoining) lots of land into one single property for legal, zoning, or utility (water and sewer) purposes. By recording a Unity of Title, the property owner voluntarily agrees that the unified plots will be considered a single parcel, that will not be able to be un-unified without County approval.

Required Documents

- [Application for Unity of Title](#)
- [Declaration of Unity of Title](#) (choose structure or no structure form)
- Deed for main property
- Sketch of property (recommended)

Cost

- \$35 application fee
- \$10 Clerk recording fee

Note: Staff cannot assist or advise on the completion of the Declaration of Unity of Title (structure or not structure). It is advised to seek professional help from a licensed attorney.

Process Overview

- 1** Complete **Application for Unity of Title** and **Declaration of Unity of Title (structure or no structure)**.
- 2** Submit completed **Application**, **Declaration** (original copy), **Deed**, and **Sketch** to Community Development administrative offices (mail or in-person) and pay application fee.
- 3** Staff will then send the packet to Charlotte County Utilities and the Charlotte County Attorney's Office for their respective reviews and approvals.

DO NOT RECORD THE DECLARATION OF UNITY OF TITLE (STRUCTURE OR NO STRUCTURE) UNTIL INSTRUCTED BY STAFF TO COMPLETE THE RECORDING.

- 4** Once approved, the submitter will receive notification via email from the Unity of Title Liaison with instructions to pick up the Declaration page and record it with the Clerk.
- 5** The recorded original **Declaration of Unity of Title (structure or no structure)** must be returned to the Unity of Title Liaison, where they send it to Permitting, and the permitting process can continue.

Releasing a Declaration of Unity of Title

To release a completed Declaration of Unity of Title, email the request to the Unity of Title Liaison at Jenniferl.Williams@CharlotteCountyFL.gov, with the **property address** and a copy of the **Declaration of Unity of Title**.