



Homestead Exemption Procedure & Checklist

Individuals having a current homestead exemption filed in Clay County and who have held a homestead exemption for the past four (4) years (five (5) years total) and who have also owned property for five (5) or more years which is now located in the Rural Residential (without points), Agriculture Residential or Agriculture land use designations on the Future Land Use Map of the Clay County Comprehensive Plan shall be permitted to subdivide the property owned for five (5) or more years.

General Requirements for Homestead Exemption

Homestead Exemptions are subject to the following requirements:

- (1) A maximum of two 2.5-acre lots per homestead exemption may be subdivided and/or developed per year.
 - (2) Permits in the Rural Residential and Agriculture/Residential land use designations which are allowed as a result of the policy shall be included in the countywide cap of two hundred fifty (250) single-family permits for Agriculture/Residential areas.
 - (3) Lot width and depth, setbacks, and uses will be governed by the zoning for the property.
 - (4) Permits in the Agriculture land use designations which are allowed as result of the policy shall be included as part of the countywide cap of fifty (50) single-family permits in the Agriculture areas.
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Application Filing Procedures

Step 1. Do I qualify for a Homestead Exemption?

	Yes	No	Comments
Have you owned and homesteaded property in Clay County for a period of 5 years?	<input type="checkbox"/>	<input type="checkbox"/>	You may contact the Clay County Property Appraisers Office to confirm your years of homestead. They may be contacted at 904-284/269-6305
Do I have enough property to create a minimum 2.5 acre lot through the Homestead Exemption?	<input type="checkbox"/>	<input type="checkbox"/>	Confirm with your survey and or deed.
Will the lot meet the minimum standards within the zoning district?	<input type="checkbox"/>	<input type="checkbox"/>	Contact the Planning and Zoning Division to confirm (904) 278-4705
Has there been more than the maximum number of permits within the zoning district per calendar year to qualify for a Homestead Exemption?	<input type="checkbox"/>	<input type="checkbox"/>	Contact the Planning and Zoning Division to confirm (904) 278-4705
Have you created more than two lots during a year via Homestead Exemption?	<input type="checkbox"/>	<input type="checkbox"/>	Contact the Planning and Zoning Division to confirm (904) 278-4705
Am I located within the Rural Residential (without points), Agriculture Residential or Agriculture land use?	<input type="checkbox"/>	<input type="checkbox"/>	Contact the Planning and Zoning Division to confirm (904) 278-4705

If you checked yes to all proceed to Step 2.

Step 2. Creating the Homestead Lot

If you qualify for the Homestead Exemption and meet the minimum requirements, you will need to create the proposed lot. This is done independent of Clay County and can be done by the Grantor of the property or ones attorney. You will need to do the following:

- Have the proposed Homestead lot surveyed and create a legal description. This will be done by a State of Florida Registered Professional Land Surveyor and at the expense of the applicant. The lot will need to meet the minimum standards as outlined within the current zoning district, i.e. lot width, length, area, etc.
- Create or have your legal counsel create a deed for the new Homestead lot.
- Ensure that the lot will have legal access to a public or privately maintained road. If the new lot does not front an existing road, a easement for ingress and egress will need to be provided having a minimum width of 30' and should be noted in the deed and survey.
- Record the new deed with the Clay County Clerk of the Circuit Courts Office located at:

825 North Orange Avenue
Green Cove Springs, FL 32043

- Get a new parcel identification number from the Clay County Property Appraisers Office located at:

477 Houston Street 2nd Floor
Green Cove Springs, FL 32043

You will need to contact the appraiser's office to obtain what information will be required in order to obtain a new number

It is imperative that you contact the Clay County Planning and Zoning Division before you divide the property to ensure that the proposed lot will be compliant with County Regulations.

Clay County is not liable for lots created in error due to not being compliant with the Land Development Regulations.

Step 3. Applying for the Homestead Exemption

Once your Homestead lot has been created, you will then need to apply for the Homestead Exemption with Clay County. The application may be obtained at:

Clay County Planning and Zoning Division
477 Houston Street 3rd Floor
Green Cove Springs, FL 32043

Or you can download the application here: [Homestead Exemption Application](#)

The application will consist of two items, the application and the Grantors property ownership affidavit.

Application: Items I. and III. are to be filled out by the applicant. This will include applicant contact information, parent parcel information, years of property ownership, years of homestead proposed size of the new lot, existing and new lot parcel identification numbers, etc. Item III is an acknowledgement that the applicant will be in compliance with the Land Development Regulations.

Property Ownership Affidavit: This is an affidavit from the Grantor that acknowledges they own the parent parcel of land.

Step 4. Filing the Application

Once you have filled out the application you are now ready to file the application with Clay County. Applications are to be filed at:

Clay County Planning and Zoning Division
477 Houston Street 3rd Floor
Green Cove Springs, FL 32043

You will need the following items:

Required Documents			
	Yes	No	Comments
Homestead Application	<input type="checkbox"/>	<input type="checkbox"/>	Provided by Clay County at 477 Houston Street, 3 rd Floor Planning & Zoning Division, Green Cove Springs, FL 32043
Deed For Parent Parcel	<input type="checkbox"/>	<input type="checkbox"/>	The parent parcel is the land owned by the applicant that the homestead lot is being divided from
Deed For Homestead Lot	<input type="checkbox"/>	<input type="checkbox"/>	This is the new deed created for the homestead lot.
Surveys for Parent Parcel and Homestead Lots	<input type="checkbox"/>	<input type="checkbox"/>	This will be done by a State of Florida Registered Professional Surveyor at the expense of the applicant.

Tax exemption statements demonstrating 5 years of property being homesteaded within Clay County	<input type="checkbox"/>	<input type="checkbox"/>	Provided by Clay County Property Appraisers Office at 477 Houston Street, 2 nd Floor, Green Cove Springs, FL 32043 (904)284/269-6305 (352)473-3711(Keystone)
New Homestead Lot Parcel Identification Number	<input type="checkbox"/>	<input type="checkbox"/>	Provided by Clay County Property Appraisers Office at 477 Houston Street, 2 nd Floor, Green Cove Springs, FL 32043 Please contact the Appraisers office to determine what will be required for the new ID number. Their number is: (904)284/269-6305 (352)473-3711(Keystone)
Property Ownership Affidavit	<input type="checkbox"/>	<input type="checkbox"/>	This is an affidavit stating that Grantor owns the property. Provided by Clay County at 477 Houston Street, 3 rd Floor Planning & Zoning Division, Green Cove Springs, FL 32043
Does the lot have a minimum 30' wide easement for access to a County maintained or private road	<input type="checkbox"/>	<input type="checkbox"/>	The new homestead lot will need to have access to a road by means of an easement if the heir's lot doesn't have existing roadway frontage.
Fee	<input type="checkbox"/>	<input type="checkbox"/>	\$250.00 per each homestead lot created.

The Planning and Zoning Staff will accept the application and place it under consideration. A minimum of three (3) days is required for review to ensure consistency with the Clay County Land Development Regulations. When complete, the Planning and Zoning Division will contact the applicant and let them know if the application has been approved.

If you have any questions regarding the Homestead Exemption please contact the Clay County Planning and Zoning Division at (904) 278-4705.
