

INSTRUCTION SHEET FOR VARIOUS COUNTY INTERNET APPLICATIONS

Zoning Ordinance:

Using the Internet, type in the address of www.municode.com

Click on Online Library

Click on Florida on graphic of US

Select "Sarasota County" from the list of names that appear

Select "Sarasota County, FL Code of Ordinances"

Type in key words to assist in finding applicable ordinances (i.e. RSF-1, setbacks, height, etc...)

(Article 5 (Use Categories), 6 (setback/height info) and 7 (signs/parking) are the most common sections used)

GIS Aerial Maps Showing Zoning Districts and Property Location Etc...:

1. Go to: <http://gis.scgov.net/>
2. Select Interactive Maps or other maps as desired.
3. Select Property Look Up
4. Enter the Address or Street Name (complete spelling not required) or enter the Parcel ID number.
5. Click "**Find Parcel**"
6. The property may appear as a highlighted area on the screen.

NOTE:

1. It may be necessary to zoom in on the parcel to show the Zoning District layers.
2. It may be necessary to zoom in on the parcel to separate Zoning Districts if multiple Zoning Districts are in the area.
3. If the property is on Manasota Key or Casey Key, go to "Layers" on the tool bar to add "Coastal Setbacks"
This will show the approximate location of the States Coastal Construction Control Line (CCCL) and the Gulf Beach Setback Line GBSL).
4. The blue keys (zoom in, zoom out, pan, identify, selection, map tools etc...) are to assist with using the GIS Aerial Map. The user will need to click on the desired blue key and then use the mouse to move cursor to the desired area on the GIS Map. Left click on the mouse to activate the blue key action. No need to click the same blue key again, unless the user wants to change to a different blue key.

Sarasota County Web Site: www.SCGOV.NET

Additional Zoning Information and Zoning Ordinance Amendments

1. On the left hand side of the screen, go to the area with the heading of "County A-Z" and select Z
2. Select "**Zoning Administration**" to get to the Zoning information.
3. Select desired Zoning Ordinance Amendments or look at commonly requested documents.

Subdivisions or Condo Plats or Official Records (Legal descriptions/Easements etc...):

1. On the left hand side of the screen, go to the area with the heading of "County A-Z" and select C
2. Select "**Clerk of Circuit Court**" to get to the Clerk's Web Site.
3. Under **COUNTY RECORDER**, select **OFFICIAL RECORDS** or **SUBDIVISIONS & CONDOMINIUMS** from the box that appears.
4. Page down and click on "**CLICK HERE TO ACKNOWLEDGE THE DISCLAIMER**" to go the next screen.
5. In the fields provided, enter information for Official Records, if this will be a search for official records.
6. If the search is for a Subdivision & Condominium, select either "Subdivision" or "Condo" (Enter the name of the Subdivision or Condo (Complete spelling is not required because there may be various Phases or Units of the Subdivision or Condo)
7. Click on the Search key
8. Select the desired document by clicking on the word "Image" that is on the right hand side of the screen.
9. Select the page needed or review each page until desired page has been found.
10. Zooming tools can be used as needed.

Property Appraiser Records/Information on a Property:

1. On the left hand side of the screen, go to the area with the heading of "County A-Z" and select P
2. Select "**Property Appraiser**" to go to the Property Appraiser's Web Site.
3. Select **Property Record Search**.
4. Enter the **Parcel ID Number, Address, Owner Name** or other information as desired.
5. Click **SUBMIT** key to start the search.
6. This document will show the property information and also property transfers. If the recorded documents cannot be viewed on the internet, they will need to be viewed in person at the Clerk of Circuit Court Recording Office.