

Development Services Department
Administration Division
9000 Town Center Parkway, Lakewood Ranch, Florida 34202
(941) 748-4501



MEMORANDUM

To: Development Services, Financial Management Division

Approved by: Nicole M. Knapp, Director of Development Services

Through: Robert G. Wenzel III, Development Services Division Manager: Robert G. Wenzel III

Date: May 4, 2026

Subject: Refund Request Certified Lot Split

Refund Request Information

Petitioner: Guybin Mazariegos

Address: 718 17th St W, Bradenton FL 34207

Reason for Request:

The applicant submitted a Certified Lot Split application on January 13, 2026. After further review and follow-up communication, it was determined that this application type is not appropriate for the subject plated property. Per staff guidance, the correct application type is an A06 – Final Plat. As a result, the Certified Lot Split application is being withdrawn, and a refund is requested since the application was filed in error based on a misunderstanding of the appropriate process.

Payment Information

Refund Amount: \$4,000

Fee Description: Certified Lot(s) (Per Lot)

Date of Original Payment: 1/13/2026

Record/Invoice/Account #: PLN2601-0064/787867/1070000000329004

Prepared by: Kayla Roberson

Approved by: Nicole M. Knapp

Disclaimer

In an attempt to protect individual privacy and to adhere to Payment Card Industry security standards, backup information for this transaction has been omitted. You may request materials related to this transaction by making a Public Records request online at www.mymanatee.org/records or by calling (941) 742-5845.



REFUND WORKSHEET

Applications Requiring BOCC Approval

Total Fee \$ _____

☐	Prior to Routing	95%	Refunded
☐	Prior to Staff Report	30%	Refunded
☐	Prior to Planning Commission Hearing	15%	Refunded
☐	Prior to BOCC Hearing	5%	Refunded
☐	Withdrawn at BOCC Hearing	0	Refunded

TOTAL REFUND DUE \$ _____

Applications Requiring Administrative Approval

Total Fee \$ 4,000

☐	Prior to Routing	95%	Refunded
☐	Prior to Being Deemed Complete	50%	Refunded
☐	After Being Deemed Complete	0	Refunded

TOTAL REFUND DUE \$ 4,000

Applications Requiring Hearing Officer Approval

Total Fee \$ _____

☐	Prior to Routing	95%	Refunded
☐	Prior to Staff Report	30%	Refunded
☐	Prior to Hearing Officer Meeting	15%	Refunded
☐	Withdrawn at Hearing Officer Meeting	0	Refunded

TOTAL REFUND DUE \$ _____

The Director may modify the amount of refund based on extenuating circumstances. Please advise:

Please accept refund, as a Certified Lot Split is not the appropriate application type for this plated property. Instead, an A06 – Final Plat application is required. The applicant has since submitted a Final Plat application, which is currently pending receipt of the required documents.

Other

Total Fee \$4,000

100 % Refunded

TOTAL REFUND DUE \$ 4,000

Creator: *[Signature]*

Date: 05/05/2026

Division Manager: *Robert G. Wenzel A-4-4*

Date: 05/05/2026

Director: *Nicole M. Knapp*

Date: 05/05/2026