Print Form

CITY OF MINNEOLA, FLORIDA
CONDITIONAL USE PERMIT APPLICATION CHECKLIST

This Checklist is based on the relevant provisions of Chapter 106.1 - Conditional Use Permit - of the Minneola Florida Code of Ordinances. The Code is available online at www.municode.com. The requirements below are minimums that may be adjusted in the pre-application conference.

Application Review Process

Development Review Process (DRP)

- The DRP reviewers shall review every application and make recommendations to the Planning & Zoning Commission (P&Z) and City Council (CC)
- The DRC will provide written comments/recommendations to the applicant, the P&Z and the CC

Planning and Zoning Commission (P&Z)

- The Planning Dept (Dept) is responsible to ensure the proper legal advertising is done in a timely manner
- The applicant is responsible to correctly post the required signs on the site in a timely manner and pursuant to the instructions provided by the Dept
- The P&Z will provide written comments to the applicant and the City Council

City Council (CC)

- The City Council may conduct one, or more, public workshops prior to initiating their formal consideration of a conditional use permit request
- Since the available workshop dates are limited, the Dept will advise the applicant of the next available workshop date
- Upon Council's completion of the workshop process, an additional legal advertisement is made and the site gets posted again as described above
- The Council must conduct a public hearing regarding the proposed conditional use permit
- The Council may defer consideration of the subject application at any time

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- ✓ Conditional Use Permits are granted for one-year terms which automatically renew, unless any permit conditions have been violated.
- ✓ A CUP which has not been initiated within one year automatically expires.
- ✓ A CUP which is abandoned for one year expires and must re-apply.
- ✓ A CUP must comply with the relevant requirements of Section 102 – Landscaping.

Conditions may be established which:

- Establish time limits for the initiation and/or duration of the conditional use
- Specific minimum and/or maximum limits to regular code requirements
- Any other conditions reasonably related to the requirements of this chapter

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CITY OF MINNEOLA, FLORIDA
CONDITIONAL USE PERMIT APPLICATION CHECKLIST (cont'd)

CUP Review Criteria

The general requirements and review criteria are described in Section 106.1(f) of the City Code. The City Council shall consider the following requirements:

- ☐ a) The proposed use must comply with the adopted comprehensive plan and future land use map.
- ☐ b) Traffic generation and access for the proposed use shall not adversely impact adjoining properties and the general public safety.
- ☐ c) Off-street parking, loading and service areas shall be provided and located such that there is no adverse impact on adjoining properties, beyond that generally experienced in the district [area].
- ☐ d) Required yards, screening or buffering and landscaping shall be consistent with the [zoning] district in general and specific needs of abutting land uses.
- ☐ e) Size, location and number of conditional uses in an area shall be limited so as to maintain the overall character of the [zoning] district as intended by the Land Development Code.
- ☐ f) Architectural and signage treatments shall comply with the general provisions applicable to permitted uses in the district, to the greatest extent possible, and be sensitive to surrounding development.
- ☐ g) The availability of utilities services (such as water, sewer and solid waste) and recreational facilities shall meet the minimum Level-Of-Service standards.

Submission Requirements

- ☐ 1 – Copy of the Legal Description or Warranty Deed [not both]
- ☐ 9 – Copies of the Boundary Survey by a Florida Licensed Surveyor at 24" x 36" - one copy must be signed and sealed – plus one copy reduced to no greater than 11" x 17" [reductions do not need signing and sealing]
- ☐ 9 – Copies of the Conceptual Plan for the subject site at 24" x 36" plus one copy reduced to no greater than 11" x 17" - color copies only
- ☐ 1 – Copy of the completed Application and Checklist forms
- ☐ 1 – Copy of the signed and notarized Owner's Authorization form (if applicable)
- ☐ 1 – Copy of only the1st page of the Property Record Cards for all parcels within 300 feet of all sides of the subject project – or --
- ☐ 1 – Copy of the completed Adjacent Property Owners form
- ☐ A CD in PDF format which includes the entire application package text and graphics
- ☐ Non-Refundable Fee of $500 (as shown on the attached fee list)

<u>The Conceptual Plan Shall Be At A Suitable Scale & Shall Include</u>:

- Location of all existing and proposed structures
- Location of existing and proposed parking areas
- Location of existing and proposed access points to the adjacent roadway
- Points of potable water and/or sewer and/or natural gas service
- Existing and proposed landscaping
- Existing and proposed stormwater mgmt facilities, if applicable
- Other requirements identified in the pre-application meeting

Transmit to: Planning & Zoning Department, 800 N. U.S Hwy 27, Minneola, FL 34715
Phone: 352-394-3598, extension 232 or 220

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CITY OF MINNEOLA, FLORIDA
CONDITIONAL USE PERMIT APPLICATION

The application material described herein is based on the relevant provisions of Chapter 106.1 of the Code of Ordinances. A conceptual site plan is a mandatory part of this application.

Applicant Name: _____

Applicant Address: _____

_____

Applicant Phone #: _____ Fax # or E-mail: _____

Applicant is: Owner ☐ Agent ☐ Purchaser ☐ Lessee ☐ Other ☐ _____

General Location and/or Street Address: _____

_____

Alternate Key Number(s): _____

Owner Name: _____

Owner Address: _____

_____

Owner Phone #: _____ Fax # or E-mail: _____

Subject Site Area (acres or sq.ft.): _____ Existing FLUM: _____ Existing Zoning: _____

Present use & list of structures by use: _____

_____

Has this site been subject to other development permit action in the last two years?

No: ☐ If Yes, provide the type of action and date of final action: _____

_____

Potable Water Source: _____ Sewage Disposal Method: _____

Proposed Use: _____

CITY OF MINNEOLA, FLORIDA
CONDITIONAL USE PERMIT APPLICATION (cont'd)

Reasons for the request: _____

Cite the specific **applicable** subsection and paragraph of the Land Development Code for which the Conditional Use Permit is requested: Section _____

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CERTIFICATION

I, the undersigned, do hereby certify that I have read the application and the relevant guidance material and understand the requirements described therein and that I will fully comply with all City, State and Federal regulations applicable to this project.

I understand that the application fee is non-refundable.

I further understand that I am responsible to reimburse the City for the actual advertising costs **AND** the actual consultants' review fees, if any. Said fees shall be paid within 30 days of receipt of the City's invoice **OR** further processing of the application will cease until the invoice is paid in full.

I understand that only application packages that are determined complete by the Department will be scheduled for review.

_____
Applicant Signature

_____
Date

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Payment Record for Office Use:

Applicant Name: _____

Application for: _____

Amount: _____ Account #: _____

Amount: _____ Account #: _____

Rec'd by: _____ Date: _____ Check #: _____

LDR Compliance Fee #0-001-000-329-100
Engineering Compliance Fee #0-001-000-329-105

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ADJACENT PROPERTY OWNERS

Type a list of owners' names and mailing addresses for all property owners lying within 300 feet of all sides of the property described in the attached application, as recorded on the current County tax rolls, **OR** attach photocopies of the appropriate Property Record Cards. **[not both]**

Alternate Key #	Property Owner	Address (inc zip code)

Use additional pages as necessary

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OWNER'S APPLICATION AUTHORIZATION

(Required if the property owner of record is <u>not</u> the applicant)

STATE OF FLORIDA

COUNTY OF LAKE

Before me, the undersigned authority, personally appeared _____ who being by me first duly sworn on oath, deposes and says:

1. That he/she is the property owner of the subject parcel(s) in this application.

2. That he/she desires to apply for a Conditional Use Permit on land generally located at (insert legal description)

   _____

   _____

3. That he/she has appointed _____ to act as agent in his/her behalf to accomplish the above.

_____
Owner's Signature

This is to certify that on _____, 20____ Before me, an officer duly authorized to take acknowledgments in the State and County Aforesaid,

Personally appeared _____ he/she is

personally known to me or has produced _____ as identification and Did (Did Not) Take an Oath.

SEAL

_____
Signature of Acknowledger

_____
Acknowledger Name

_____ _____
Serial Number My Commission Expires

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