CITY OF MINNEOLA, FLORIDA
PLANNED DEVELOPMENT AMENDMENT

CHECKLIST

The following information is required for all Planned Development Amendment Applications:

_____ 1 – Legal Description
_____ 1 – 24" x 36" Master Plan signed and sealed by a Professional Engineer
_____ 1 – 11" x 17" Master Plan [signing and sealing not required]
_____ 1 – Signed Application form and Checklist
_____ 1 – Signed and notarized Property Owner's Authorization (if applicable)
_____ 1 – Completed Adjacent Property Owners form -- or --
_____ 1 – Copy of only the 1st page of Property Record Cards for all parcels within 300 feet of all sides of the subject parcel [not both]
_____ 1 – CD in PDF format including application package text and graphics
_____ Non-refundable fee of $1,000

Application Review Process

Development Review Process (DRP)

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

Planning and Zoning Commission (P&Z)

- A P&Z review is required by the City Code
- The Planning Dept. is responsible to ensure the proper legal advertising is done in a timely manner

City Council

- The City Council must conduct one public hearing regarding the proposed amendment
- The City Council may defer consideration of the subject application at any time

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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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CITY OF MINNEOLA, FLORIDA
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APPLICATION

Applicant Name: _____

Applicant Address: _____

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

Project Name: _____

General Location and/or Street Address: _____

_____

Owner Name: _____

Owner Address: _____

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

Reason for the request: _____

_____

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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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 Planned Development Amendment for 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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PLANNED DEVELOPMENT AMENDMENT

ADJACENT PROPERTY OWNERS

Type a list of owner's names and mailing addresses for all property owners lying within 300 ft 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 (include zip code)

Use additional pages as necessary

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