

**CITY OF MINNEOLA, FLORIDA
SITE PLAN REVIEW APPLICATION**

Application Review Process

Development Review Process (DRP)

- An application package which has been determined complete by the Planning Department (Dept) will be forwarded to the DRP reviewers
- All applications shall be reviewed monthly by DRP reviewers and comments shall be discussed at the next meeting if required
- A Preliminary Concurrency Statement will be issued as part of the DRP
- Formal comments shall be transmitted in writing to the applicant within 14 days

Planning and Zoning Commission (P&Z)

- P&Z review is required by the City Code

City Council (CC)

- The CC may decide to conduct one, or more, workshops regarding the subject project
- After the CC workshops, the CC will hold a public meeting regarding the subject project
- The Dept is responsible to ensure any required legal advertising is done in a timely manner
- The CC may (1) defer the project; (2) deny the project; (3) approve the project subject to conditions; or (4) approve the project
- An approved site plan automatically expires if actual construction has not commenced in 365 days from the approval date
- Major modifications to an approved site plan must follow the same process as the original plan

Concurrency Reviews & Development Orders

- A Final Concurrency Review is required at the time of application for a Final Development Order
- No Final Development Order may be issued until a Certificate of Concurrency is issued
- Reservation of water and sewer capacity may be done only after a Development Order has been issued [subsection 90-5 (d)]

For additional information on the site plan process, see Chapter 122, Section 41, Site Development Submittal Requirements, of the City of Minneola Land Development Regulations.

**CITY OF MINNEOLA, FLORIDA
SITE PLAN REVIEW CHECK LIST**

The following information is required for all Site Plan Applications.

- _____ 1 – Legal Description or Warranty Deed [not both]
 - _____ 1 – 24"x36" Boundary Survey signed and sealed by a licensed Florida surveyor
 - _____ 1 – 11"x17" Boundary Survey [signing and sealing not required]
 - _____ 1 – 11"x17" copy of the recorded Lot Split/Minor Subdivision Plat, if required
 - _____ 8 – 24"x36" Site Construction Plans signed and sealed by a design professional and/or
Landscape or Irrigation Plans signed and sealed by a landscape architect
 - _____ 1 – 11"x17" Site Construction Plan [signing and sealing not required]
 - _____ 1 – CD, in PDF format, including complete application package text and graphics
 - _____ Non-refundable application fee as shown on the attached fee list
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1. Site Plan

- _____ a. Name of project
- _____ b. Vicinity map showing the relationship of the proposed project to adjacent streets and roads at no smaller than one-inch equals 2000-feet (1"=2000')
- _____ c. Linear dimensions of the parcel
- _____ d. Existing topography at 1-ft. intervals and finished grade elevation
- _____ e. Existing and proposed building restriction lines e.g. R/W, setbacks, easements
- _____ f. Identification of existing soil classification from the Soil Conservation Service
- _____ g. Identification of the 100-year flood elevation, if any
- _____ h. Wetlands and other natural features
- _____ i. Stormwater management facilities and calculations
- _____ j. Landscape plan including irrigation systems, screens, walls and berms
- _____ k. Identification of zoning on the subject site and all adjacent parcels
- _____ l. Location and calculation of the site's open space areas
- _____ m. Location, dimension, and sketch or photograph of all proposed signage

2. Buildings and Structures

- _____ a. Existing structure locations with elevations
- _____ b. Proposed structure locations with elevations (four sides and colors included)
- _____ c. Use of the proposed structure
- _____ d. Number of stories and height of each proposed structure
- _____ e. Square footage of each story & square footage by major interior uses in all structures
- _____ f. Number of dwelling units and density for residential uses
- _____ g. Projected number of employees, if applicable
- _____ h. Number of seats for eating and/or drinking establishments

3. Streets, Sidewalks, Driveways, Parking Areas & Loading Spaces

- _____ a. Engineering plans and specifications for all paved surfaces and sidewalks
- _____ b. Delineation and numbering of all parking spaces including location of handicap spaces
- _____ c. Delineation of the amount of impervious areas & the impervious surface ratio calculation
- _____ d. Delineation of all fire lanes pursuant to Section 14 of the City Code
- _____ e. Location of the driveways and median cuts

CITY OF MINNEOLA, FLORIDA
APPLICATION FOR SITE PLAN REVIEW
(Please type or write very clearly)

The application material described herein is based on the provisions of Section 122-41 Development Standards of the City Code. The Code is available online at www.municode.com. The requirements below are minimums that may be adjusted in the pre-application conference.

Applicant Name: _____

Applicant Address: _____

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

Applicant is: Owner Developer Lessee Agent Optionee (ck one)

General Location and/or Street Address: _____

Alternate Key Number(s): _____

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 applications in the last two years?
No: If Yes, provide the type of action and date of final action below.

Describe The Proposed Use: _____

**CITY OF MINNEOLA, FLORIDA
APPLICATION FOR SITE PLAN REVIEW (cont'd)**

CONTACT LIST

Owner Name: _____

Owner Address: _____

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

Designated Project Contact Name: _____

Contact Address: _____

Contact Phone #: _____ Fax # and/or E-mail: _____

Engineer Name: _____ Registration #: _____

Engineer Address: _____

Engineer Phone #: _____ Fax # and/or E-mail: _____

Architect Name: _____ Registration #: _____

Architect Address: _____

Architect Phone #: _____ Fax # and/or E-mail: _____

Landscape Architect Name: _____ Registration #: _____

L. Architect Address: _____

L. Architect Phone #: _____ Fax # and/or E-mail: _____

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 consultant's 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

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

NPDES STORMWATER CERTIFICATION STATEMENT

Project Name: _____

I hereby certify that proper Erosion and Sediment Control (ESC) procedures will be implemented by the Construction Site Operator from project initiation through project completion.

I further certify that Best Management Practices (BMPS) will be implemented to ensure proper control of waste materials on site and to limit the exposure of general project litter and hazardous materials to stormwater.

Project Owner Information

Project Owner Name: _____

Owner Address: _____

Phone #: _____ Fax # and/or E-mail: _____

(Signature and title) Date: _____

Project Contractor Information

Project Contractor Name: _____

Contractor Address: _____

Phone #: _____ Fax # and/or E-mail: _____

(Signature and title) Date: _____



City of Minneola

“Delivering Excellence”

Development Applications Standard Fees

APPLICATION TYPE	LDR Compliance Review Fee	Engineering Compliance Fee	TOTAL FEES
Annex < 25 acres	\$350	\$0	\$350
Annex 25 acres >	\$575	\$0	\$575
Appeal Planning Official Decision	\$150	\$0	\$150
CO Clearance	\$20	\$0	\$20
Concurrency Review	\$350	\$0	\$350
Conditional Use Permit	\$500	\$0	\$500
Conditional Use Permit Extension	\$350	\$0	\$350
Construction Improvement Plan	\$500	\$500*	\$1,000*
DRI - City Review	\$35,000	\$0	\$35,000
DRI Development Order Amendment - City Review	\$2,500	\$0	\$2,500
Fence (under 100 feet)	\$25	\$0	\$25
Fence (100 feet and over)	\$50	\$0	\$50
Lot Split	\$250	\$0	\$250
Planned Development Amendment	\$1,000	\$0	\$1,000
Plat Final (5 acres or less, or 10 du or less)	\$400	\$900	\$1,300
Plat Final (5-25 acres, or 10-50 du)	\$500	\$1,100	\$1,600
Plat Final (25 acres or more, or 50 du or more)	\$600	\$1,300	\$1,900
Plat Final (any PUD or DRI)	\$600	\$2,000	\$2,600
Plat Preliminary (5 acres or less, or 10 du or less)	\$575	\$900	\$1,475
Plat Preliminary (5-25 acres, or 10-50 du)	\$675	\$1,100	\$1,775
Plat Preliminary (25 acres or more, or 50 du or more)	\$775	\$1,300	\$2,075
Plat Preliminary (any PUD or DRI)	\$775	\$1,500	\$2,275
Public Benefit Permit	\$350	\$0	\$350
Rezoning & Comp Plan Amend Small Scale	\$1,350	\$0	\$1,350
Rezoning & Comp Plan Amend Large Scale	\$2,350	\$0	\$2,350
Right of Way Utilization Permit	\$25	\$100*	\$125*
Sign	\$25 - \$50	\$0	\$25 - \$50
Site Grading / Clearing w/o Approval	\$500	\$100*	\$600*
Site Plan Review Minor	\$700	\$500	\$1,200
Site Plan Review (5 acres or less, or 10 du or less)	\$1,000	\$1,000	\$2,000
Site Plan Review (5-25 acres, or 10-50 du)	\$1,000	\$2,000	\$3,000
Site Plan Review (25 acres or more, or 50 du or more)	\$1,500	\$2,500	\$4,000
Site Plan Review (any PUD or DRI)	\$1,500	\$2,800	\$4,300
Special Exception Use	\$500	\$500*	\$1,000*
Special Plan/Appearance Review	\$300	\$500*	\$800*
Tree Removal (After the Fact)	\$250	\$0	\$250
Tree Removal (per tree - min. \$10 - max.\$80)	\$10 - \$80	0	\$10 - \$80
Variance - SFR	\$60	\$500*	\$560*
Variance - All Others	\$300	\$500*	\$800*
Zoning Clearance Minor Residential	\$25	\$0	\$25
Zoning Clearance Major Residential	\$50	\$0	\$50

BUILDING PERMITS *(paid to Building Department)*

Shed, irrigation, re-roof permits start at \$54.00

Single Family Residence Permit Range \$1,730 - \$4,590

Single Family Residence Permit including school & road impact fees range \$13,240 - \$16,495

** Magnitude or complexity of the project may incur additional fees for engineering, and an estimate will be provided by the City prior to engineering reviews if required*

Effective Date: 21 October 2008