



City of Minneola
Planning Department
800 N Highway 27, Minneola, FL 34715
(352) 394 – 3598 x172

Aggregate Lot Application

This checklist is based on the relevant provisions of Chapter 126-3(c) of the Minneola 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

City of Minneola Code of Ordinances Section 126-3(c)

When approving an aggregate lot request, the City Manager or designee shall do so by executing a "Notice of City of Minneola's Approval of Aggregate Lots," which shall provide, among other things, that the lot or parcel, if split in the future, must comply with all applicable criteria for the zoning district in which it is located, and that such split must be approved by the city. The executed "Notice of City of Minneola's Approval of Aggregate Lots" shall be recorded in the public records of Lake County, Florida.

Any Easements that exist along the property line that are to be joined shall be vacated prior to approval.

Submission Requirements

- ___ Legal Description of each lot or parcel to be aggregated
- ___ 11" x 17" Boundary Survey for each lot or parcel to be aggregated
- ___ 11" x 17" proposed aggregate lot Boundary Survey
- ___ Copy of Warranty Deed for each lot or parcel to be aggregated
- ___ Copy of the signed and notarized Property Owner's Authorization form, if applicable
- ___ Cash, Check or Money Order for \$250.00 made out to the City of Minneola

This information can be transmitted to:

City of Minneola
Planning Department
800 N Highway 27
Minneola, FL 34715
Ph: (352) 394 – 3598 x172

Please note: Fax or e-mail submissions are not accepted.

POST OFFICE BOX 678, MINNEOLA, FLORIDA 34755 ♦ (352) 394-3598 ♦ FAX (352) 394-7201

City of Minneola
Aggregate Lot Application Cont.

Applicant Name: _____

Applicant Address: _____

Applicant Ph. #: _____ E-mail: _____

Applicant is: ☐ Owner ☐ Agent ☐ Purchaser ☐ Lessee

General Location and/or Street Address: *(use additional pages if necessary)*

1. _____
2. _____
3. _____

Alternate Key Numbers:

1. _____
2. _____
3. _____

Subject Site Areas: *(in square feet or acres)*

1. _____
2. _____
3. _____

Zoning Designations:

1. _____
2. _____
3. _____

Subject Site Future Land Use Designations:

1. _____
2. _____
3. _____

Present Uses: *(Include square footage of structures, if any)*

1. _____
2. _____
3. _____

Proposed Use:

City of Minneola
Aggregate Lot Application Cont.
Contact List

Owner Name: _____

Owner Address: _____

Owner Ph. #: _____ E-mail Address: _____

Project Manager: _____

Manager Address: _____

Manager Ph. #: _____ E-mail Address: _____

Engineer Name: _____ License #: _____

Engineer Address: _____

Engineer Ph. #: _____ E-mail Address: _____

Architect Name: _____ License #: _____

Architect Address: _____

Architect Ph. #: _____ E-mail Address: _____

Landscape Architect Name: _____ License #: _____

L. Architect Address: _____

L. Architect Ph. #: _____ E-mail Address: _____

City of Minneola
Aggregate Lot Application Cont.

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 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

City of Minneola
Aggregate Lot Application Cont.

Owner's Authorization
(required if the property owner is not the applicant)

STATE OF FLORIDA
COUNTY OF LAKE

Before me, the undersigned authority, personally appeared _____

who is being by me first duly sworn on oath, deposes and says:

1. That he/she is the property owner of the subject parcels in this application.
2. That he/she desires to apply for a lot aggregate of the parcels generally located at:

3. That he/she has appointed _____
to act as agent in his/her behalf to accomplish the above.
4. That he/she agrees to pay any cost associated with the application, review and hearing for the above.

Owner's Signature

This is to certify that on _____, 20____ before me,
an officer duly authorized to take acknowledgements in the State and County aforesaid, personally
appeared _____ he/she is personally know 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



City of
Minneola
FLORIDA

City of Minneola

800 N. US Hwy 27

Minneola, FL 34715

(352) 394-3598

Waiver / Disclaimer and Condition Pursuant to Chapter 166.033, Florida Statutes

Applicant: _____

Authorized Representative*: _____

Application Number: _____

Application Request: _____

I, _____ (Print Applicant / Authorized Representative*

name), on behalf of _____ (Applicant) hereby waive the deadlines and/or procedural requirements of Florida Statute Section 166.033 as the provisions of said statute apply to the above referenced application, including, but not limited to:

- 30-day Staff review of Applicant's application and/or response to Request for Additional Information
- 30-day requirement for Applicant's response to City's Request for Additional information
- The limitation of three (3) requests by the City of Minneola for additional information.
- Requirement of Final Determination on Applicant's application approving, denying, or approving with conditions within 120 or 180 days of the determination of incompleteness, as applicable.

I further acknowledge that the City offers weekly development review meetings on Thursdays for me to discuss any comments I received based on my submittal. It is my responsibility to request and schedule a meeting with the City if I have any questions.

Signature of Applicant or Authorized Representative*

Date

*Agent Authorization Form required.