

**CITY OF MINNEOLA, FLORIDA**  
**SUBDIVISION PRELIMINARY (PLAT) PLANS SUBMISSION CHECKLIST**

(Applies to only subdivisions of 6 or more lots)

Transmit to: Planning & Zoning Department, 800 N. U.S. Hwy 27, Minneola, FL 34715  
Phone: 352-394-3598, extension 173 or 171

Make sure the plans are prepared according to Chapter 126 – Subdivisions and Plats - of the Minneola, FL Code of Ordinances. The code is available online at [www.municode.com](http://www.municode.com).

**General Requirements**

- A pre-application conference is required before plans will be allowed to be submitted.
- No subdivision application shall be scheduled for processing until this Department determines the application package is complete. No email or fax submittals will be accepted.
- Provide 6 24x36 copies and 2 11x17 copies of all portions of the Preliminary Subdivision Plat at a scale of 1inch=100 feet including civil, survey, landscape, irrigation, and photometrics.
- Provide evidence that the Lake County E 911 office has approved subdivision and street names.
- Tree Clearing Permit, Fee, and Tree Survey
- Traffic Study
- Concurrency Application and Fee
- School Concurrency Letter
- Draft Protective Covenants
- 4 copies of any reports, calculations, etc. including but not limited to stormwater, water, and fire flow calculations, Environmental Assessment, Historic and Archeological Study, SJRWMD Permit, USFW Permit, Geotechnical Report
- Be advised that no site clearing activity, other than the minimum necessary for surveying purposes, may be initiated until the construction plans are approved AND a tree removal permit has been issued.
- All plats, plans & specifications must be signed & sealed by a Florida registered surveyor, landscape architect or engineer, as appropriate for the document.
- Preliminary plans are reviewed by the Development Review Committee, the Planning and Zoning Commission and the City Council.
- "...The preliminary approval shall expire if construction plans have not been approved within 18 months of the date of approval of the preliminary plan/plat, or unless a time extension is granted by the city council before the expiration date..." [Sec. 126-5 (d) (3)].
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## SUBDIVISION PRELIMINARY PLANS SUBMISSION CHECKLIST

\_\_\_\_\_ Preliminary Plat – (5 acres or less, or 10 du or more)... **\$1,475 Application Fee**  
 \_\_\_\_\_ Preliminary Plat – (5-25 acres or 10-50 du or more)... **\$1,775 Application Fee**  
 \_\_\_\_\_ Preliminary Plat – (25 acres or more or 50 du or more) **\$2,075 Application Fee**  
 \_\_\_\_\_ Preliminary Plat – PUD or DRI..... **\$2,275 Application Fee**

Rec'd	Requirement
	A CD of everything submitted
	Preliminary Subdivision Application and Fee
	Legal description of the subject site – could be on the boundary survey
	Complete name and mailing address of the property owner, developer and engineer
	Tract boundaries with dimensions
	North arrow, date of preparation and other pertinent legend information
	A location map at no greater than 1000 scale
	Zoning of the site AND adjacent parcels on all sides
	Plat book and page of the site
	Typical lot size by phase, if necessary
	A copy of the draft HOA deeds, restrictions and covenants
	Streets and easements of adjacent land
	Topography map in NGVD contours at 1 foot intervals
	Site conditions including, but not limited to, existing watercourses, drainage ditches, bodies of water, wetland, 100-year flood elevations, and surrounding physical features
	Existing property lines, buildings, transmission lines, water and/or sewer lines, bridges, culverts, city limits and utility easements on the subject site AND the adjacent parcels
	<b>Lake County E-911 approved street names</b> , street types, pavement widths and right-of-way dimensions and typical cross section diagrams
	Identification of the stormwater disposal method and connection to the city potable water, wastewater and reuse systems
	Proposed off-site roadway and other public improvements in the area
	Phasing the subdivision, if any – lots must be numbered consecutively for the whole project
	Dedications of sites and roadways to the public
	Identify/map the on-site soils
	A summary list of the total acres, lots, minimum lot area and lineal feet of streets
	An environmental assessment pursuant to the provisions of Chapter 114 of this Code
	A preliminary concurrency review document
	Adequately address zoning, buffering, environmentally sensitive area, upland habitat, floodplains, well field, aquifer protection, historic/archeological and traffic
	<b>A CD in PDF format which includes ALL the application package text and graphics</b>

### **CERTIFICATION**

I, the undersigned, do hereby certify that I have read this Checklist and understand the requirements described therein. **I further understand that only application packages that have been determined complete by the Department at application and prior to the agenda deadline will be scheduled for processing.**

\_\_\_\_\_  
Owner or Authorized Applicant Signature

\_\_\_\_\_  
Date

**APPLICATION FOR SUBDIVISION PRELIMINARY PLANS**

(Applies **only** to division of land into 6 or more parcels)

(Please type or write very clearly)

**County 911 Approved** Subdivision Name: \_\_\_\_\_

General Location and/or Street Address: \_\_\_\_\_

\_\_\_\_\_

Alternate Key Number: \_\_\_\_\_

\_\_\_\_\_

Project Area: \_\_\_\_\_ # of Units: \_\_\_\_\_ Density: \_\_\_\_\_ Zoning: \_\_\_\_\_

Typical Lot Size: \_\_\_\_\_ # of Phases: \_\_\_\_\_

# Lots & Acres by Phase: \_\_\_\_\_

# Acres of Recreation Area: \_\_\_\_\_ # Acres of Wetlands: \_\_\_\_\_

# Acres of Roads & R/W: \_\_\_\_\_ Public or Private Streets: \_\_\_\_\_

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

No \_\_\_\_\_ If Yes, provide the type of action and date of final action below.

\_\_\_\_\_

\_\_\_\_\_

Attach a copy of the Property Owner's Authorization form.

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

\_\_\_\_\_

Applicant Phone #: \_\_\_\_\_ Fax # and/or E-mail: \_\_\_\_\_

**CITY OF MINNEOLA, FLORIDA**  
**APPLICATION FOR SUBDIVISION PRELIMINARY PLANS (cont'd)**

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

\_\_\_\_\_

Owner Phone #: \_\_\_\_\_ Fax # and/or E-mail: \_\_\_\_\_

Person to be contacted regarding questions about this application (e.g. engineer, architect, attorney, etc.):

Contact Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ 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 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.

**Applications need to be submitted by the 1<sup>st</sup> of the month to be considered at the next month's Planning & Zoning Commission meeting. Any and all supporting documents that need to be reviewed by the Commission need to be submitted by the 15<sup>th</sup> of the same month to be included in the packet for review.**

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

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

*(For office use)*

Project Name: \_\_\_\_\_

Application Fee Rec'd: \_\_\_\_\_ Receipt #: \_\_\_\_\_

**OWNER'S APPLICATION AUTHORIZATION**  
(Required if the property owner of record is not 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 Subdivision Preliminary Plans 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.
4. That he/she agrees to pay any costs associated with the application, review, and hearings  
f or 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



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.