



City of Minneola
Planning Department
800 N Highway 27, Minneola, FL 34715
(352) 394 – 3598 x172 or x173

Zoning Clearance Application

for building permit to
ERECT, ADD TO, ALTER, REPAIR, MOVE, DEMOLISH

Zoning Clearance Fee: \$50.00

Alt. Key: _____ Parcel ID: _____

Description of proposed work, including measurements: _____

Property Address: _____

Property Owner: _____

Owner Address: _____

E-mail Address: _____ Phone #: _____

Subdivision: _____ Lot #: _____

Contractor: _____

Address: _____ Phone #: _____

Property Zoned: _____ Material Used: _____ Flood Zone: _____

Lot Area (sq. ft.): _____ Total Living Sq. Ft.: _____ Total 1st Floor: _____

Accessory Sq. Ft.: _____ Total Sq. Ft.: _____

Total Impervious Surface Area: _____ ISA Ratio: _____ Max. Permitted: _____

Setbacks: Front: _____ Side: _____ Rear: _____

Finished Floor Elevation: _____ Lot Grade Type: _____

Will any trees be removed for this work? Yes _____ No _____

All Zoning Clearances must be fully completed in order to be processed. Approval by the Planning & Zoning Dept. may take up to 7 to 10 business days. The full submittal package will then be sent to the Building Department, including the completed Building Permit Application and appropriate plans and paperwork, as well as the approved Zoning Clearance.

Applicant Signature: _____ Date: _____

City of Minneola Approval Issued By: _____ Date: _____

Payment Record for Office Use:

Amount: _____ Check #: _____
Amount: _____ Check #: _____
Rcvd By: _____ Receipt #: _____ Date: _____

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

Planning & Zoning Application Requirements for

Home Construction, Decks, Pools, Sheds, Screen Rooms, Pool Enclosures, Retaining Walls, etc.

- Homeowners in HOA's should contact their HOA Board for approval before making any improvements. Pine Bluff homeowners should go to their HOA's website.
<https://pinebluffofminneola.com/architectural-review-committee-arc/>
- Completed Zoning & Clearance Form
- Completed ISA Calculation Form
- 3 copies of Plot Plan or Survey for the property with new item located and with all measurements clearly indicated (Please note: Minimum plot plan/survey size for new home construction is 8.5"x14")
- 2 copies of the Property Record Card (call 352-394-5116 or visit www.lakecopropappr.com)

Consult the Building Department for their requirements. Zoning Clearance and Building Dept. application forms must be submitted together with all required items. The Zoning Clearance Fee is paid at the time of submittal.

The Building Department will contact the applicant directly with applicable Building Fee amounts.

New construction impact fees must be paid prior to, or at the time of, application submittal.

New Home Construction Additional Requirements

1. In accordance with the fee schedule of the City of Minneola, additional fees may be charged for advertising and/or actual costs of engineering review. The fees must be paid within 30 calendar days of receipt of the City invoice.
2. Sidewalks are a requirement for any new building erected in the City of Minneola.
3. The City of Minneola shall inspect all driveways and sidewalk grades BEFORE POURING CONCRETE.
4. The City of Minneola shall inspect all swale locations BEFORE SODDING.
5. A minimum number of canopy trees is required per residential lot, check with Planning Dept. for details.
6. Actual base floor elevation should be 18 inches above flood level.
7. An elevation certificate from a surveyor or an engineer must be filed upon placement of the lowest floor, prior to any framing or construction work in order to conform with Sec. 34-72 (2)(a) of the City of Minneola Code of Ordinances.
8. All development must be in compliance with the Land Development Regulations and the City of Minneola shall not be responsible for nor bound by any representation or statement of any agent, employee or official regarding this Zoning Clearance that conflicts with the Land Development Regulations.
9. The City of Minneola does not guarantee the accuracy of any mapping, geographic or other information obtained from the City of Minneola, it being the responsibility of the applicant to verify all information received from the City of Minneola with the official Public Records of Lake County.
10. Water impact fees are required; consult with the Planning Dept. for information.

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

Impervious Surface Ratio Worksheet

Impervious Surface: any hard-surfaced, man-made area that does not readily allow water to pass through, including but not limited to building, parking areas, sidewalks and paved recreational areas.

Impervious Surface Ratio Area (ISA): the total area of impervious surface divided by the net area of the lot.

Maximum ISA Allowed
RSF-1 = 40% ISA – RSF-2 = 45% ISA

Impervious Surface Calculation

Project Address _____

1. New Item to be added* _____ - _____ SF.
2. House SF. (1st floor only) _____ SF
3. Garage Area* _____ SF
4. Entry* _____ SF
5. Patio area* _____ SF
6. Driveway & Walkway* _____ SF

*Total Accessory SF _____

House SF 1st floor only: _____

Total Accessory & House _____ divide by Lot size _____

Equals ISA _____

NOTES:

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