

**CITY OF MINNEOLA, FLORIDA
CONSTRUCTION PLANS CHECKLIST**

*Transmit to: Planning & Zoning Department, 800 N. U.S. Hwy 27, Minneola, FL 34715
Phone: 352-394-3598, extension 2200 or 2202*

This Checklist is based on the relevant provisions of Chapter 126 – Subdivisions and Plats - of the Minneola, FL Code of Ordinances. The Code is available online at www.municode.com.

General Requirements

- Be advised that no site clearing activity, other than the minimum necessary for surveying purposes, may be initiated until the improvement plans are approved AND a tree cutting permit has been issued.
- All plans and specifications must be signed and sealed by a Florida registered surveyor, landscape architect or engineer, as appropriate for the document.
- Construction plans expire within 12 months after approval.
- The DRC has final authority for approval of construction plans.

Construction Plans Submittal:

Submit 3 copies construction plans at a scale of 100 feet to 1 inch on 24” by 36” sheets **PLUS** 3 copy of the plans reduced to no greater than 11” by 17”

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Rec'd	Requirement
	A cover sheet including a location map @ 1000 scale
	Construction Plan Application Fee - \$1,000 Applicant will also be responsible for paying the City's Engineering Consultant's Review Fee prior to issuance of approved plans.
	Name and address of the property owner and consultants
	Proposed on-site and off-site roadway improvement, common areas, drainage areas, conservation areas
	Topography in NGVD contours at 1 foot intervals
	All existing buildings, road improvements, utilities and easements
	Existing utility sources, distribution and collection lines; proposed locations of sidewalks and bike paths both on-site and off-site
	All easements pursuant to the requirements of Chapter 98 of this Code
	Delineation of the FIRM flood zones
	Proposed stormwater management facilities and a grading plan
	Complete plans and details of the water and sewer systems and improvements
	Plan and profile sheets of the rights-of-way and any unique conditions
	Typical roadway cross-sections
	Construction details and minimum standards for materials used
	Traffic control devices and pavement markings
	Soils analysis including the locations and results of the borings
	Proposed erosion control facilities
	IF man-made waterways will be proposed – include bulkhead locations; detailed cross-sections showing existing and proposed depths; location of hardpan or muck or other unique soil conditions; details of bulkhead construction
	A CD in PDF Format which includes ALL the application package text and graphics

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 prior to the agenda deadline will be scheduled for processing.**

Owner or Authorized Applicant Signature

Date

**CITY OF MINNEOLA, FLORIDA
APPLICATION FOR CONSTRUCTION PLANS**

(Please type or write very clearly)

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 CONSTRUCTION PLANS**

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: _____

**CITY OF MINNEOLA, FLORIDA
APPLICATION FOR CONSTRUCTION PLANS**

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

Payment Record for Office Use:

Applicant Name: _____

Application for: _____

Amount: _____ Check #: _____

Amount: _____ Check #: _____

Rec'd by: _____ Date: _____ 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 Construction 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.

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

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: _____