

**CITY OF MINNEOLA, FL  
 LARGE SCALE COMPREHENSIVE PLAN AMENDMENT  
 APPLICATION CHECKLIST  
 (10.1 acres or more)**

(Type or write legibly to be accepted)

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

This Checklist is based on the relevant provisions of Chapter 98-4 (b) – Large Scale Comprehensive Plan Amendment – of the Minneola, FL Code of Ordinances. The Code is available online at [www.municode.com](http://www.municode.com). The requirements below are minimums that may be adjusted in the pre-application conference.

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

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

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

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

General Location: \_\_\_\_\_

Rec'd	Submission Requirements
	1 – Copy of the Legal Description (could be on the survey) <b>OR</b> Warranty Deed <b>[not both]</b>
	3 – Copies of the Boundary Survey by a Florida licensed surveyor @ 24" by 36" – <b>One copy shall be signed and sealed – Plus</b> 10 – Copies reduced to no greater than 11" by 17" [reductions do not need signing and sealing]
	<b>A Non-Refundable Fee of \$2,350</b>
	1 – Copy of the Proposed Future Land Use Map @ 8.5" x 11" (color copies only)
	1 – Copy of the completed Application with Checklist forms
	1 – Copy of the <u>signed and notarized</u> property Owner's Authorization form
	1 – Copy of <b>only</b> the 1 <sup>st</sup> page of the Property Record Cards for ALL parcels within 300 feet of all sides of the subject parcel <b>or</b> 1 – Copy of the completed Adjacent Property Owners form in Microsoft Word Format
	1 – Complete set of mailing labels for all Adjacent Property Owners within 300 feet of any side of the property
	<b>A CD in PDF format which includes ALL the Application package text and graphics</b>

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LARGE SCALE COMPREHENSIVE PLAN AMENDMENT  
APPLICATION CHECKLIST (cont'd)**

**Application Review Process**

Development Review Committee (DRC)

- An application package which has been determined complete by the Planning Department (Dept.) prior to the DRC agenda deadline date will be considered at its next meeting
- The DRC meets on the 1<sup>st</sup> Tuesday of the month at 9:00 AM
- The application agenda deadline is approximately a month prior to the DRC meeting
- The DRC will provide written comments/recommendations to the applicant and the P&Z

Planning and Zoning Commission (P&Z)

- An application package which has been determined complete by the Dept. prior to the P&Z agenda deadline date will be considered at their meeting the following month
- A P&Z application package will not be scheduled for consideration until all DRC recommended revisions are completed and/or new exhibits submitted
- The Dept. is responsible to ensure the proper legal advertising is done in a timely manner
- The applicant is responsible to correctly post the required signs on the site in a timely manner and pursuant to the instructions provided by the Dept.
- The P&Z will provide written comments to the applicant and the City Council

**Applications need to be submitted by the 1<sup>st</sup> of the month to be considered at the next 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.**

City Council

- The City Council must conduct two public hearings regarding the proposed annexation
- The Council may defer consideration of the subject application at any time

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**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

***Fax, or e-mail, submissions are not acceptable.***

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**CITY OF MINNEOLA, FLORIDA**  
**APPLICATION FOR LARGE SCALE COMPREHENSIVE PLAN AMENDMENT**  
(Please type or write very clearly)

The application material described herein is based on the provisions of Section 98-4 (b) of the City Code, Chapter 163, Part II, Florida Statutes. **A Large Scale Plan Amendment is one that involves 10.1 acres or more.**

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

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

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

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

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

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

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

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

Subject Site Area (acres or sq. ft.): \_\_\_\_\_ Present Use: \_\_\_\_\_

Existing County FLUM: \_\_\_\_\_ Existing County Zoning: \_\_\_\_\_

Existing Potable Water Source: \_\_\_\_\_

Existing Sewage Disposal Method: \_\_\_\_\_

Present Use: \_\_\_\_\_  
\_\_\_\_\_

**CITY OF MINNEOLA, FLORIDA  
APPLICATION FOR LARGE SCALE COMPREHENSIVE PLAN AMENDMENT  
(cont'd)**

Proposed City FLUM: \_\_\_\_\_ Proposed City Zoning: \_\_\_\_\_

Proposed Potable Water Source: \_\_\_\_\_

Proposed Sewage Disposal Method: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Reasons For The Request: \_\_\_\_\_

\_\_\_\_\_

Adjacent Roadway Classification & LOS: \_\_\_\_\_

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 LARGE SCALE COMPREHENSIVE PLAN AMENDMENT (cont'd)**

**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, mailing 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

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*Payment Record for Office Use:*

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

Application for: \_\_\_\_\_

Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

Rec'd by: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

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**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 Site Plan Review 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

