

**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. 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) OR Warranty Deed [not both]
	3 – Copies of the Boundary Survey by a Florida licensed surveyor @ 24" by 36" – One copy shall be signed and sealed – Plus 10 – Copies reduced to no greater than 11" by 17" [reductions do not need signing and sealing]
	A Non-Refundable Fee of \$2,350
	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 only the 1 st page of the Property Record Cards for ALL parcels within 300 feet of all sides of the subject parcel or 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
	A CD in PDF format which includes ALL the Application package text and graphics

**CITY OF MINNEOLA, FL
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 1st 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 1st 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 15th 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

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.

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
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(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

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 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

ADJACENT PROPERTY OWNERS

Type a list of owner’s names and mailing addresses for all property owners lying within 300 ft of all sides of the property described in the attached application, as recorded on the current County tax rolls, **OR** attach photocopies of the appropriate Property Record Cards. [not both]

Alternate Key #	Property Owner	Address (inc zip code)

Use additional pages as necessary
