

CITY OF MINNEOLA, FLORIDA
MINOR SUBDIVISION APPLICATION CHECKLIST
 (min. 3 lots to max. 5 lots)
 (Type or write legibly to be accepted)

This Checklist is based on the relevant provisions of Chapter 126 -3 (b) [2] - 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]
	4 – Copy of the Proposed Subdivision Plat signed and sealed by a Florida licensed surveyor @ 24" by 36" – Plus one copy reduced to no greater than 11" by 17" [reductions do not need signing and sealing]
	A Non-Refundable Fee of \$575
	1 – Copy of a Title Opinion by a Florida licensed attorney including, but not limited to, the requirements of Chapter 177.041 FS
	1 – Copy of the completed Application with Checklist forms
	1 – Copy of the <u>signed and notarized</u> property Owner's Authorization form
	A CD in PDF format which includes ALL the Application package text and graphics

- All lots must meet the minimum site requirements for the applicable zoning district
- All lots must connect to the City potable water and wastewater systems
- Flag lots are prohibited

- No new streets, dedication of right-of-ways, stormwater facilities or conservation shall be proposed to make the project feasible
- R/W dedication shall be required **IF** the adjacent roadway has substandard R/W

- The parent parcel can **NOT** be the result of a previous lot split or minor subdivision
- The owner or agent **shall** be present at the City Council consideration of the project

**CITY OF MINNEOLA, FLORIDA
MINOR SUBDIVISION APPLICATION CHECKLIST (cont'd)**

Application Review Process

Development Review Committee (DRC)

- Not Required, but a staff analysis will be provided to the applicant and City Council

Planning and Zoning Commission (P&Z)

- Not Required

City Council

- The City Council shall consider whether to approve, deny, or approve the application with conditions based on the criteria listed below:
 - ✓ There are no “substantial” negative impacts to the adjacent neighborhoods
 - ✓ The resulting lots conform to the zoning requirements and applicable state laws
 - ✓ The resulting lots are buildable under current conditions
 - ✓ There are no “substantial” adverse impacts on existing infrastructure
 - ✓ There are no “substantial” adverse impacts to the density or intensity of the adjacent parcels
 - ✓ The proposed project will NOT decrease the established level-of-service standards to unacceptable levels

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 City Council agenda deadline will be scheduled for processing.**

Owner or Authorized Applicant Signature

Date

Transmit to: Planning & Zoning Department, 800 N. U.S. Hwy 27, Minneola, FL 34715
Phone: 352-394-3598, extension 221

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

CITY OF MINNEOLA, FLORIDA
APPLICATION FOR MINOR SUBDIVISION
(Creation of a minimum of 3 lots and maximum of 5 lots)

(Please type or write very clearly)

The application material described herein is based on the provisions of Section 126 - 3 (b) of the City Code.

Applicant Name: _____

Applicant Address: _____

Applicant Phone #: _____ Fax # and/or E-mail: _____

Applicant Is:

Owner: ____ Agent: ____ Purchaser: ____ Lessee: ____ Optionee: ____ (ck one)

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.): _____ Zoning Category: _____

Present Use: _____

Proposed Use: _____

Source of Potable Water: _____

Wastewater Disposal Method: _____

**CITY OF MINNEOLA, FLORIDA
APPLICATION FOR A MINOR SUBDIVISION (cont'd)**

Has any previous application been filed within the last two years in connection with the subject parcel? No _____ If Yes, briefly describe the nature of this request, including the approximate date of the request.

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 A MINOR SUBDIVISION (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 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

(For office use)

Project Name: _____

Application Fee Of \$575 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 Minor S/D of the parcel(s) generally located at

3. That he/she has appointed _____ to
act as agent in his/her behalf to accomplish the above.

Applicant'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