

**CITY OF MINNEOLA, FLORIDA
SITE PLAN REVIEW APPLICATION**

Application Review Process

Development Review Process (DRP)

- An application package which has been determined complete by the Planning Department (Dept) will be forwarded to the DRP reviewers
- All applications shall be reviewed monthly by the DRP reviewers and comments shall be discussed at the next meeting if required
- Formal comments of the DRP reviewers shall be transmitted in writing to the applicant within 14 days
- A Preliminary Concurrency Statement will be issued as part of the DRP review

Planning and Zoning Commission (P&Z)

- P&Z review is required by the City Code
- 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 (CC)

- The CC may decide to conduct one, or more, workshops regarding the subject project
- After the CC workshops, the CC will hold a public meeting regarding the subject project
- The Dept is responsible to ensure any required legal advertising is done in a timely manner
- The CC may (1) defer the project; (2) deny the project; (3) approve the project subject to conditions; or (4) approve the project
- An approved site plan automatically expires if actual construction has not commenced in 365 days from the approval date
- Major modifications to an approved site plan must follow the same process as the original plan

Concurrency Reviews & Development Orders

- A Final Concurrency Review is required at the time of application for a Final Development Order
- No Final Development Order may be issued until a Certificate of Concurrency is issued
- Reservation of water and sewer capacity may be done only after a Development Order has been issued [subsection 90-5 (d)]

For additional information on the site plan process, see Chapter 122, Section 41, Site Development Submittal Requirements, of the City of Minneola Land Development Regulations.

[Application Transmitted to:](#)

**[Planning & Zoning Department, 800 N. U.S. Highway 27, Minneola, FL 34715](#)
[Phone: 352-394-3598, extension 2200 or 2202](#)**

Fax and/or e-mail submissions are not accepted.

**CITY OF MINNEOLA, FLORIDA
SITE PLAN REVIEW CHECK LIST AND FEES**

_____	Site Plan Review – Minor.....	\$1,200 Application Fee
_____	Site Plan Review – (5acres or less, or 10 du or more)....	\$2,000 Application Fee
_____	Site Plan Review – (5-25acres or 10-50du or more)...	\$3,000 Application Fee
_____	Site Plan Review – 25 acres or more or 50du or more)....	\$4,000 Application Fee
_____	Site Plan Review – PUD or DRI.....	\$4,300 Application Fee

The following information is required for all Site Plan Applications

- _____ 1 – Copy of the Property Record Card from the Lake County Accessor’s Website
- _____ 1 – 11”x17” Boundary Survey signed and sealed by a licensed Florida surveyor
- _____ 1 – 11”x17” copy of the recorded Lot Split/Minor Subdivision Plat, if required
- _____ 6 – 24”x36” Site Construction Plans signed and sealed by a design professional and Landscape or Irrigation Plans signed and sealed by a landscape architect
- _____ 11 – 11”x17” Site Construction, Landscape & Irrigation Plans [**signing and sealing not required**]
- _____ 1 – CD, in PDF format, including complete application package text and graphics
- _____ 1 – List of the completed Adjacent Property Owners with Addresses and Alternate Keys
- _____ 1 – Set of Mailing Labels for all Adjacent Property Owners
- _____ Non-refundable application fee – as shown above

1. Site Plan

- _____ a. Name of project
- _____ b. Vicinity map showing the relationship of the proposed project to adjacent streets and roads at no smaller than one-inch equals 2000-feet (1”=2000’)
- _____ c. Linear dimensions of the parcel
- _____ d. Existing topography at 1-ft. intervals and finished grade elevation
- _____ e. Existing and proposed building restriction lines e.g. R/W, setbacks, easements
- _____ f. Identification of existing soil classification from the Soil Conservation Service
- _____ g. Identification of the 100-year flood elevation, if any
- _____ h. Wetlands and other natural features
- _____ i. Stormwater management facilities and calculations
- _____ j. Landscape plan including irrigation systems, screens, walls and berms
- _____ k. Identification of zoning on the subject site and all adjacent parcels
- _____ l. Location and calculation of the site’s open space areas
- _____ m. Location, dimension, and sketch or photograph of all proposed signage

2. Buildings and Structures

- _____ a. Existing structure locations with elevations
- _____ b. Proposed structure locations with elevations (four sides and colors included)
- _____ c. Use of the proposed structure
- _____ d. Number of stories and height of each proposed structure
- _____ e. Square footage of each story & square footage by major interior uses in all structures
- _____ f. Number of dwelling units and density for residential uses
- _____ g. Projected number of employees, if applicable
- _____ h. Number of seats for eating and/or drinking establishments

3. Streets, Sidewalks, Driveways, Parking Areas & Loading Spaces
 - _____ a. Engineering plans and specifications for all paved surfaces and sidewalks
 - _____ b. Delineation and numbering of all parking spaces including location of handicap spaces
 - _____ c. Delineation of the amount of impervious areas & the impervious surface ratio calculation
 - _____ d. Delineation of all fire lanes pursuant to Section 14 of the City Code
 - _____ e. Location of the driveways and median cuts
 - _____ f. Delineation of the internal traffic control circulation pattern
 - _____ g. Location and identification of the internal traffic control devices

4. Stormwater Management Facilities
 - _____ a. Stormwater calculations and facilities
 - _____ b. Cross section of stormwater facilities
 - _____ c. Engineering cost estimates delineating improvements proposed for city maintenance
 - _____ d. Size, material and location of the stormwater facilities
 - _____ e. Delineation of the 100-year flood elevation, if applicable

5. Potable Water, Wastewater & Solid Waste Facilities
 - _____ a. Fire flow equipment and calculations
 - _____ b. Lift station and equipment and location
 - _____ c. Size, material, specifications, profiles and location of wastewater facilities, incl. septic tanks
 - _____ d. Size, material, specifications, profiles and location of potable water facilities
 - _____ e. Size, location and material of grease separation facilities, if applicable
 - _____ f. Location and access provisions of refuse facilities

6. Other
 - _____ a. Traffic Analysis, as determined by Dept.
 - _____ b. Environmental Assessment, as determined by Dept.

The following requirements must be met:

- Landscaping requirements in Section 110 of the City Code
- Architectural and Design Standards described in Section 94-3 or Section 94-4, as applicable
- Sign Standards in Section 118 of the City Code
- Before construction, a tree clearing permit must be obtained as described in Section 98-9 of the City Code
- Relevant requirements of Chapter 134 – Transportation Standards
- Prior to construction, submission of the City impact fee calculation form and payment of the fees
- A copy of the HRS and/or SJRWMD potable water and wastewater permits
- **A Concurrency Review Application form must be submitted with the Site Plan Review Application package; the applicability of the additional \$350 fee will be determined on a case-by-case basis (see sec. 90-5(a)(1) of the Code).**

CITY OF MINNEOLA, FLORIDA

APPLICATION FOR SITE PLAN REVIEW
(Please type or write very clearly)

The application material described herein is based on the provisions of Section 122 – 41 Development Standards of the City Code. 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: _____

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

Applicant is: Owner Developer Lessee Agent Optionee (ck one)

General Location and/or Street Address: _____

Alternate Key Number(s): _____

Subject Site Area (acres or sq. ft.): _____

Existing FLUM: _____ Existing Zoning: _____

Present Use & List Of Structures By Use: _____

Has this site been subject to other development applications in the last two years?
No: If Yes, provide the type of action and date of final action below.

Describe The Proposed Use: _____

**CITY OF MINNEOLA, FLORIDA
APPLICATION FOR SITE PLAN REVIEW (cont'd)**

CONTACT LIST

Owner Name: _____

Owner Address: _____

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

Designated Project Contact Name: _____

Contact Address: _____

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

Engineer Name: _____ Registration #: _____

Engineer Address: _____

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

Architect Name: _____ Registration #: _____

Architect Address: _____

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

Landscape Architect Name: _____ Registration #: _____

L. Architect Address: _____

L. Architect Phone #: _____ Fax # and/or E-mail: _____

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 consultant's 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: _____ Account #: _____

Amount: _____ Account #: _____

Rec'd by: _____ Date: _____ Check #: _____

LDR Compliance Fee #0-001-000-329-100 ~ Engineering Compliance Fee #0-001-000-329-105

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

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: _____