



City of Minneola
Planning Department
800 N Highway 27, Minneola, FL 34715
(352) 394 – 3598 x172

Site Plan 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 Concurrence Statement will be issued as part of the DRP review

Planning and Zoning Commission (P&Z)

- A 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 month's 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 usually conducts one, or more, public 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 of approval
- Major modifications to an approved site plan must follow the same process as the original plan

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City of Minneola Site Plan Application Cont.

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.

Transmit to:

City of Minneola
Planning Department
800 N Highway 27
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Site Plan Review Check List and Fees

	Site Plan Review	Minor	\$1,200.00 Application Fee
	Site Plan Review	5 acres or less, or 10 du or more	\$2,000.00 Application Fee
	Site Plan Review	5-25 acres, or 10-50 du or more	\$3,000.00 Application Fee
	Site Plan Review	25 acres or more, or 50 du or more	\$4,000.00 Application Fee
	Site Plan Review	PUD or DRI	\$4,300.00 Application Fee

The following information is required for all Site Plan applications:

Rec'd	Requirement
	(1) copy of the property record card
	(1) 11" x 17" Boundary Survey signed and sealed by a licensed Florida surveyor
	(1) 11" x 17" copy of the recorded lot split/minor subdivision plat, if required
	(6) 24" x 36" Site Construction Plan signed and sealed by a design professional and Landscape/Irrigation plans signed and sealed by a landscape architect
	(11) 11" x 17" Site Construction, Landscape & Irrigation plans
	(1) CD including all applications and documents in PDF format
	(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 indicated above

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Site Plan Application Cont.

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

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City of Minneola Site Plan Application Cont.

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
- For commercial development, the use of black, gray, fluorescent, primary, and/or secondary colors is prohibited as the predominant exterior building or roof colors. Earth tone colors are encouraged. Earth tone is a color scheme that draws from a color palette of browns and tans. The colors in an earth tone scheme are muted in an emulation of natural colors.
- 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
Site Plan Application Cont.**

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: Agent: Purchaser: Lessee: (check 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: _____

Has any previous application been filed within the last two years in connection with the subject parcel?
If Yes, briefly describe the nature of this request, including the approximate date of the request.

City of Minneola
Site Plan Application Cont.

Contact List

Owner Name: _____

Owner Address: _____

Owner Ph. #: _____ E-mail Address: _____

Project Manager: _____

Manager Address: _____

Manager Ph. #: _____ E-mail Address: _____

Engineer Name: _____ License #: _____

Engineer Address: _____

Engineer Ph. #: _____ E-mail Address: _____

Architect Name: _____ License #: _____

Architect Address: _____

Architect Ph. #: _____ E-mail Address: _____

Landscape Architect Name: _____ License #: _____

L. Architect Address: _____

L. Architect Ph. #: _____ E-mail Address: _____

City of Minneola
Site Plan Application Cont.

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 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

Office Use:

Applicant Name: _____

Application For: _____

Amount: _____ Check: _____

Amount: _____ Check: _____

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

City of Minneola
Site Plan Application Cont.

Owner's Authorization
(required if the property owner is not the applicant)

STATE OF FLORIDA
COUNTY OF LAKE

Before me, the undersigned authority, personally appeared _____

who is being by me first duly sworn on oath, deposes and says:

1. That he/she is the property owner of the subject parcels in this application.
2. That he/she desires to apply for an annexation of land generally located at:

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 acknowledgements in the State and County aforesaid, personally
appeared _____ he/she is personally know 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

**City of Minneola
Site Plan Application Cont.**

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

Date

Project Contractor Information

Project Contractor Name: _____

Contractor Address: _____

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

Signature

Date