

**CITY OF MINNEOLA, FLORIDA**  
**SUBDIVISION PRELIMINARY (PLAT) PLANS SUBMISSION CHECKLIST**  
(Applies to only subdivisions of 6 or more lots)

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

This Checklist is based on the relevant provisions of Chapter 126 – Subdivisions and Plats - of the Minneola, FL Code of Ordinances. The Code is available online at [www.municode.com](http://www.municode.com).

**General Requirements**

- Contact the Lake County E 911 office to get an **approved** subdivision name.
- Schedule a pre-application conference with this Department as early as possible in the project development process.
- No subdivision application shall be scheduled for processing until this Department determines the application package is complete.
- **Since the application package completeness determination must occur PRIOR the agenda deadline date, do not wait until the deadline to submit the application package.**
- Resubmissions must also comply with the agenda deadline date.
- All subdivision submissions must comply with the relevant requirements of Section 126 – 5 (d) – Preliminary Plans.
- Be advised that no site clearing activity, other than the minimum necessary for surveying purposes, may be initiated until the construction plans are approved AND a tree removal permit has been issued.
- All plats, plans & specifications must be signed & sealed by a Florida registered surveyor, landscape architect or engineer, as appropriate for the document.
- Preliminary plans are reviewed by the Development Review Committee, the Planning and Zoning Commission and the City Council.
- "...The preliminary approval shall expire if construction plans have not been approved within 18 months of the date of approval of the preliminary plan/plat, or unless a time extension is granted by the city council before the expiration date..." [Sec. 126-5 (d) (3)].
- Phasing must be arranged so that each phase can stand alone and function adequately with regard to required improvements, infrastructure and facilities.
- **"...No person shall transfer or sell by reference to, exhibition of, or by the use of a plan or plat, of a subdivision before plan or plat approval and is officially recorded according to the terms of this chapter..."** [Sec. 126-5 (b)].

**Section 126 - 5 (d) – Preliminary Plans**

Submit 3 copies of the preliminary plans at a scale of 100 feet to 1 inch on 24" by 36" sheets **PLUS 10** copy of the plans reduced to 11" by 17"

## SUBDIVISION PRELIMINARY PLANS SUBMISSION CHECKLIST

_____	Preliminary Plat – (5acres or less, or 10 du or more)... <b>\$1,475 Application Fee</b>
_____	Preliminary Plat – (5-25acres or 10-50du or more)... <b>\$1,775 Application Fee</b>
_____	Preliminary Plat – (25 acres or more or 50du or more) <b>\$2,075 Application Fee</b>
_____	Preliminary Plat – PUD or DRI..... <b>\$2,275 Application Fee</b>

Rec'd	Requirement
	A copy of the County E-911 <u>approved</u> subdivision name and identifying title
	Legal description of the subject site – could be on the boundary survey
	Complete name and mailing address of the property owner, developer and engineer
	Tract boundaries with dimensions
	North arrow, date of preparation and other pertinent legend information
	A location map at no greater than 1000 scale
	Zoning of the site AND adjacent parcels on all sides
	Plat book and page of the site
	Typical lot size by phase, if necessary
	A copy of the draft HOA deeds, restrictions and covenants
	Streets and easements of adjacent land
	Topography map in NGVD contours at 1 foot intervals
	Site conditions including, but not limited to, existing watercourses, drainage ditches, bodies of water, wetland, 100-year flood elevations, and surrounding physical features
	Existing property lines, buildings, transmission lines, water and/or sewer lines, bridges, culverts, city limits and utility easements on the subject site AND the adjacent parcels
	<b>Lake County E-911 approved street names</b> , street types, pavement widths and right-of-way dimensions and typical cross section diagrams
	Identification of the stormwater disposal method and connection to the city potable water, wastewater and reuse systems
	Proposed off-site roadway and other public improvements in the area
	Phasing the subdivision, if any – lots must be numbered consecutively for the whole project
	Dedications of sites and roadways to the public
	Identify/map the on-site soils
	A summary list of the total acres, lots, minimum lot area and lineal feet of streets
	An environmental assessment pursuant to the provisions of Chapter 114 of this Code
	A preliminary concurrency review document
	Adequately address zoning, buffering, environmentally sensitive area, upland habitat, floodplains, well field, aquifer protection, historic/archeological and traffic
	<b>A CD in PDF format which includes ALL the application package text and graphics</b>

**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

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**APPLICATION FOR SUBDIVISION PRELIMINARY PLANS**

(Applies **only** to division of land into 6 or more parcels)

(Please type or write very clearly)

County 911 Approved Subdivision Name: \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

Project Area: \_\_\_\_\_ # of Units: \_\_\_\_\_ Density: \_\_\_\_\_ Zoning: \_\_\_\_\_

Typical Lot Size: \_\_\_\_\_ # of Phases: \_\_\_\_\_

# Lots & Acres by Phase: \_\_\_\_\_

# Acres of Recreation Area: \_\_\_\_\_ # Acres of Wetlands: \_\_\_\_\_

# Acres of Roads & R/W: \_\_\_\_\_ Public or Private Streets: \_\_\_\_\_

Has this site been subject to any other development permit action in the last two years?

No \_\_\_\_\_ If Yes, provide the type of action and date of final action below.

\_\_\_\_\_

\_\_\_\_\_

Attach a copy of the Property Owner's Authorization form.

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

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

\_\_\_\_\_

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

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**CITY OF MINNEOLA, FLORIDA  
APPLICATION FOR SUBDIVISION PRELIMINARY PLANS (cont'd)**

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

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

\_\_\_\_\_

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

Person to be contacted regarding questions about this application (e.g. engineer, architect, attorney, etc.):

Contact Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

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**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.

**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.**

**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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*(For office use)*

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

Application Fee Rec'd: \_\_\_\_\_ 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 Subdivision Preliminary Plans 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