



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

## Conditional Use Permit Application

This Checklist is based on the relevant provisions of Chapter 106.1 – Conditional Use Permit - of the Minneola Florida Code of Ordinances. The Code is available online at [www.municode.com](http://www.municode.com). The requirements below are minimums that may be adjusted in the pre-application conference.

### Application Review Process

#### Development Review Process (DRP)

- The DRP reviewers shall review every application and make recommendations to the Planning & Zoning Commission (P&Z)
- The DRP will provide written comments/recommendations to the applicant and the P&Z

#### Planning and Zoning Commission (P&Z)

- A P&Z review is required by the City Code
- The Planning Dept. (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 supplied by the Dept.
- 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 prior to initiating their formal consideration of an annexation application
- Since the available workshop dates are limited, the Dept. will advise the applicant of the next available workshop date
- Upon City Council's completion of the workshop process, the Dept. will do an additional legal advertisement and the applicant must again post signs on the site as described above
- The City Council must conduct two public hearings regarding the proposed annexation
- The City Council may defer consideration of the subject application at any time

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# City of Minneola

## Conditional Use Permit Application Cont.

### Please note:

Conditional Use Permits are granted for one-year terms which automatically renew, unless permit conditions have been violated, or unless Council specifies otherwise. A Conditional Use Permit which has not been initiated within one year automatically expires. A Conditional Use Permit which is abandoned for one year expires and must re-apply. A Conditional Use Permit must comply with the relevant requirements of Section 102 – Landscaping.

Conditions may be established which:

- Establish time limits for the initiation and/or duration of the conditional use
- Specify minimum and/or maximum limits to regular code requirements
- Any other conditions reasonably related to the requirements of this chapter

### Checklist

The general requirements and review criteria are described in Section 106 1(f) of the City Code. The City Council shall consider the following requirements:

#### CUP Review Criteria:

- \_\_\_\_\_ The proposed use must comply with the adopted comprehensive plan and future land use map.
- \_\_\_\_\_ Traffic generation and access for the proposed use shall not adversely impact adjoining properties and the general public safety.
- \_\_\_\_\_ Off-street parking, loading and service areas shall be provided and located such that there is no adverse impact on adjoining properties, beyond that generally experienced in the district [area].
- \_\_\_\_\_ Required yards, screening or buffering and landscaping shall be consistent with the [zoning] district in general and specific needs of abutting land uses.
- \_\_\_\_\_ Size, location and number of conditional uses in an area shall be limited so as to maintain the overall character of the [zoning] district as intended by the Land Development Code.
- \_\_\_\_\_ Architectural and signage treatments shall comply with the general provisions applicable to permitted uses in the district, to the greatest extent possible, and be sensitive to surrounding development.
- \_\_\_\_\_ The availability of utilities services (such as water, sewer and solid waste) and recreational facilities shall meet the minimum Level-Of-Service standards.

#### Submission Requirements:

- \_\_\_\_\_ (1) Copy of the Legal Description or Warranty Deed [not both]
- \_\_\_\_\_ (6) Copies of the Boundary Survey by a Florida licensed surveyor at 24" x 36" – one copy shall be signed and sealed – plus 2 copies reduced to no greater than 11" x 17" [reductions do not need signing or sealing]

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- \_\_\_\_\_ (6) Copies of the Conceptual Plan for the subject site at 24' x 36" plus 2 copies reduced to no greater than 11" x 17" – color copies only
- \_\_\_\_\_ (1) Copy of the completed Application and Checklist forms
- \_\_\_\_\_ (1) Copy of the signed and notarized Owner's Authorization form (if applicable)
- \_\_\_\_\_ (1) Copy of only the 1st page of the Property Record Cards for all parcels within 300 feet of all sides of the subject project – or –
- \_\_\_\_\_ (1) Copy of the completed Adjacent Property Owners form
- \_\_\_\_\_ (1) Set of mailing labels for all Adjacent Property Owners within 300' of all sides of the Property
- \_\_\_\_\_ A CD in PDF format which includes the entire application package text and graphics
- \_\_\_\_\_ Non-Refundable fee of \$500

Transmit to:

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Planning Department  
800 N Highway 27  
Minneola, FL 34715  
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City of Minneola  
Conditional Use Permit 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 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

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

Application For: \_\_\_\_\_

Amount: \_\_\_\_\_ Account #: \_\_\_\_\_

Amount: \_\_\_\_\_ Account #: \_\_\_\_\_

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### Conditional Use Permit Application Cont.

Note: In accordance with the fee schedule of the City of Minneola additional fees may be charged for advertising and/or actual costs of engineering application review. The fees must be paid within 30 calendar days of receipt of the City invoice.

Property Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Ph. #: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Ph. #: \_\_\_\_\_

Applicant is: ☐ Owner ☐ Agent ☐ Purchaser ☐ Lessee

General location or address of the property:

\_\_\_\_\_

\_\_\_\_\_

Area of property (square foot or acres): \_\_\_\_\_

Utilities: \_\_\_\_\_ Central Water \_\_\_\_\_ Septic Tank

Zoning: \_\_\_\_\_

Reason or basis for the request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of existing structures on the property and the present use of the structures and property:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Proposed use of property: \_\_\_\_\_

Has any previous application been filed within the last year in connection with this property? If yes, briefly describe the nature of the request: \_\_\_\_\_  
\_\_\_\_\_

A conceptual site plan prepared in accordance with submittal requirements is herewith attached: \_\_\_\_\_

If the project is to be developed in phases, give a brief description of how it will be phased: \_\_\_\_\_

The exact legal description of the property being petitioned is evidenced by the attached Tax Receipt or Warranty Deed. For property being petitioned that is a portion of that shown on the Tax Receipt or Warranty Deed, a current survey of such property is required. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**City of Minneola**  
**Conditional Use Permit Application Cont.**

**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 in the current County tax rolls, or attach copies of the appropriate property record card.

Alternate Key #	Property Owner	Address, include Zip Code

*Use additional pages as necessary.*

City of Minneola  
Conditional Use Permit Application Cont.

Applicant's Affidavit

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 affirms and certifies that he understands and will comply with all ordinances, regulations, and provisions of the City of Minneola, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his/her knowledge and belief, and further that this application and attachments shall become part of the Official Records of the City of Minneola, Florida, and are not returnable.
2. That the submittal requirements for the application have been completed and attached hereto as part of that application.
3. That he/she desires a Conditional Use Permit to allow \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant'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

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City of Minneola  
Conditional Use Permit 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 a Conditional Use Permit to allow:  
\_\_\_\_\_
3. That he/she has appointed \_\_\_\_\_  
to act as agent in his/her behalf to accomplish the above.
4. That he/she agrees to pay all costs associated with application, review, and hearing for 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**  
FLORIDA

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800 N. US Hwy 27

Minneola, FL 34715

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**Waiver / Disclaimer and Condition Pursuant to Chapter 166.033, Florida Statutes**

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

Authorized Representative\*: \_\_\_\_\_

Application Number: \_\_\_\_\_

Application Request: \_\_\_\_\_

I, \_\_\_\_\_ (Print Applicant / Authorized Representative\*

name), on behalf of \_\_\_\_\_ (Applicant) hereby waive the deadlines and/or procedural requirements of Florida Statute Section 166.033 as the provisions of said statute apply to the above referenced application, including, but not limited to:

- 30-day Staff review of Applicant's application and/or response to Request for Additional Information
- 30-day requirement for Applicant's response to City's Request for Additional information
- The limitation of three (3) requests by the City of Minneola for additional information.
- Requirement of Final Determination on Applicant's application approving, denying, or approving with conditions within 120 or 180 days of the determination of incompleteness, as applicable.

I further acknowledge that the City offers weekly development review meetings on Thursdays for me to discuss any comments I received based on my submittal. It is my responsibility to request and schedule a meeting with the City if I have any questions.

\_\_\_\_\_  
Signature of Applicant or Authorized Representative\*

\_\_\_\_\_  
Date

\*Agent Authorization Form required.