



# LAKE COUNTY

DEPARTMENT OF  
GROWTH MANAGEMENT  
*Planning & Community Design Division*

11/9/2007

OSCEOLA ENGINEERING, INC.  
1025 10TH STREET  
ST CLOUD, FL 34769-

**Re: Project No. 2007100001, Application No. 1007**

**Description:** FAIRWINDS CREDIT UNION  
5,697 SQ FT BANK W/ 4 LANE DRIVE THRU

Dear OSCEOLA ENGINEERING, INC.:

Your Site Plan application has been reviewed by the Development Review Staff. Review comments are attached. All comments must be satisfied by the applicant prior to receiving a staff approval or being placed on a Public Hearing agenda.

**Please respond to comments in the following manner:**

- 1. Submit fifteen (15) legible, signed and sealed sets of plans. (19 sets if within Clermont JPA)**
  - Revised sheets shall have revision dates in the title block.
  - Plan revisions must be either circled or their location indicated in the written response letter.
- 2. Provide a written response to all comments.**
- 3. All plans shall provide a space five (5) inches by six (6) inches on the front page of each set of submittals to be used for the County approval stamp.**
- 4. Plan revisions submitted thirty (30) days after the DRS meeting will result in a \$100 Plan Revision fee.**
- 5. When all requested information has been received, it will be circulated to the DRS staff for review.**

The Development Review Staff will then review revised plans and responses to comments for compliance with the appropriate Land Development Regulations and Comprehensive Plan. This review will be completed within fifteen (15) days of receipt of all required information and you will be notified of the results of the review.

Should you have any questions, please do not hesitate to contact our office.

Sincerely,

Development Review  
Division of Planning and Community Design  
(352) 343-9640 or (352) 343-9739

P.O. BOX 7800 • 315 W. MAIN ST., TAVARES, FL 32778 • P 352.343-9739 • F 352.343-9816  
*Board of County Commissioners • www.lakecountyfl.gov*

JENNIFER HILL  
*District 1*

ELAINE RENICK  
*District 2*

DEBBIE STIVENDER  
*District 3*

LINDA STEWART  
*District 4*

WELTON G. CADWELL  
*District 5*

**PLANNING & COMMUNITY DESIGN**

**Rejection Comments**

**Item:** SITE PLAN MEETING REQUIREMENTS OF LDR 14.09.00

**Remarks:** Karen Ginsberg - 11/08/07

Per LDR 9.03.07, provide three (3) bicycle parking spaces (ten percent of vehicle parking).

Per LDR Table 3.01.02 (C)(5), the use classification for this application is "banking". Please remove any reference of this property use as "office" and replace it with "banking" (i.e. the Parking Summary)

**Item:** THIS PROJECT IS CONSISTENT WITH THE FUTURE LAND USE ELEMENT AND ALL OTHER PROVISIONS OF THE COMPREHENSIVE PLAN

**Remarks:** Karen Ginsberg - 11/08/07

The PUD has a maximum commercial gross leasable area. Please provide a statement specifying how much commercial square footage is currently available for development within the PUD boundary to verify that it is not at capacity.

**Informational Comments**

**Item:**

**Remarks:**

**Review Status:** REJECT

**PUBLIC WORKS DEPT. - ROSS PLUTA (352) 483-9041**

**Rejection Comments**

**Item:** ST. JOHNS RIVER WATER MANAGEMENT DISTRICT PERMIT

**Remarks:** St. Johns River Water Management District Permit is required before the final approval.

**Informational Comments**

**Item:** RIGHT-OF-WAY REQUIREMENTS; NOLAN-DOLAN TEST

**Remarks:** Site fronts on U.S.Hwy 27, no R/W requested.

**Review Status:** REJECT

**FIRE - BRIAN HAWTHORNE (352) 343-9653 EXT. 5788**

**Rejection Comments**

**Item:**

**Remarks:**

**Informational Comments**

**Item:**

**Remarks:**

**Review Status:** COMPLETE

**HEALTH DEPT. - MARCELO BLANCO (352) 253-6130**

**Rejection Comments**

**Item:**

**Remarks:**

**Informational Comments**

**Item:** WATER SUPPLY

**Remarks:** 10/31/07 - Application states central water will be available through Southlake Utilities. -MJB-

**Item:** WASTEWATER DISPOSAL

**Remarks:** 10/31/07 - Application states central sewer service will be available through Southlake Utilities. -MJB-

**Item:** DELINEATED AREAS (GREEN SWAMP, EBD, ETC.)

**Remarks:** 10/31/07 - Property is in a possible EDB area, any future wells (to include irrigation) must be permitted through the SJRWMD. -MJB-

**Review Status:** COMPLETE

**ENV. PROGRAMS - SCOTT CATASUS (352) 343-3776**

**Rejection Comments**

**Item:**  
**Remarks:**

**Informational Comments**

**Item:** APPLICATION AND PLAN COMPLETE (WRM CAN SIGN OFF)

**Remarks:** 11/09/2007 SC

An Ecological survey was submitted dated October 18, 2007 conducted by Gary Exner (consultant) with Advantage Consulting indicating there no wetlands on the site and that he did not find any endangered, threatened, or species of special concern noted on the site which would preclude development of this site.

11/01/2007 SC

No preliminary environmental assessment was provided addressing potential threatened or endangered flora or fauna and uplands/wetlands evaluation.

Instead a Phase I Environmental Assessment was submitted which was performed by Sarah Raya of Universal Engineering Sciences which addresses any recognized environmental concerns with the site with respect to possible contamination. I realize this site was previously disturbed as part of the master grading plan for the Cagan Crossing project for the Lowe's but current policy requires and environmental assessment (threatened and endangered species, uplands/wetlands) for all vacant site prior to development.

All similar projects within the same Cagan Crossing area were required to perform the Environmental Survey.

**Review Status:** COMPLETE

**PUBLIC SAFETY - LAURA NICHOLS (352) 343-9487**

**Rejection Comments**

**Item:**  
**Remarks:**

**Informational Comments**

**Item:** STREET NAME

**Remarks:** 11/1/07 - 1st review - Address assigned is 742 Cagan View Rd., Clermont, FL 34714. ljn

**Review Status:** COMPLETE

**CONCURRENCY - DEVELOPMENT REVIEW**

**Rejection Comments**

**Item:** PUBLIC WORKS APPROVAL (TRANSPORTATION & STORM WATER

**Remarks:** 11/08/07 - A Concurrency application will be required to be submitted. Please submit the application and fee of \$710.00.

**Item:** SOLID WASTE APPROVAL

**Remarks:** 11/08/07 - application must be submitted, please refer to comment above.

**Informational Comments**

**Item:**

**Remarks:**

**Review Status:** REJECT

**Ginsberg, Karen**

---

**From:** Myers, Jennifer  
**Sent:** Thursday, November 08, 2007 6:29 PM  
**To:** Ginsberg, Karen  
**Subject:** AR 1007 - Fairwinds Credit Union  
**Importance:** High  
**Attachments:** PZ21 Site Plan Fee Checklist.doc; PZ04 Concurrency Application.doc

Karen,

Will you please attach these documents to your email when you send the staff comments letter to the applicant? The concurrency application and fee is required.

Thank you!

Jennifer Myers

Development Review Supervisor  
Growth Management Department  
Division of Planning & Community Design  
315 W. Main Street, Room 511  
P.O. Box 7800  
Tavares, FL 32778  
Phone: (352) 343-9640  
Fax: (352) 343-9816  
E-mail: [jmyers@lakecountyfl.gov](mailto:jmyers@lakecountyfl.gov)

**Note:** Please remember to reference the project and application request number on all documents when submitting to Development Review.

Please note: Florida has a very broad public records law. Most written communication to or from government officials regarding government/public business is public record available to the public and media upon request. Your e-mail communications may be subject to public disclosure.



**Growth Management Department**  
Division of Planning and Community Design  
Site Plan Fee Checklist

**Planning & Community Design Review:** (select one from A or B)

- A. Major Site Plan [SPRD\*] \$1,250.00 \_\_\_\_\_  
(for new sites or existing sites that do not have and existing site plan approval)
- OR
- B. Minor Site Plan Amendment [SPRE\*] \$ 275.00 \_\_\_\_\_  
Major Site Plan Amendment [SPRC\*] \$ 550.00 \_\_\_\_\_
- Landscape Review Fee [SPRB\*] \$ 200.00 \_\_\_\_\_
- Tree Removal Application Review Fee [TRSPB\*] \$ 200.00 \_\_\_\_\_
- After-the-Fact Tree Removal Application Review Fee [TRSPA\*] \$ 500.00 \_\_\_\_\_
- Uplands, Wetlands, Wildlife, & Critical Habitat Review [WR\*] \$ 200.00 \_\_\_\_\_
- Concurrency Test [CTC\*] \$ 260.00 \_\_\_\_\_

**Public Works Concurrency Review - Transportation** (select one)

- No Alternate Data – submitting no traffic study [PWNAD\*] \$ 450.00 \_\_\_\_\_
- Alternate Data – submitting a traffic study [PWAD\*] \$ 915.00 \_\_\_\_\_

**Public Works Site Plan Review** (select one)

- Commercial, Industrial, Mining and Non-platted Residential [PWCIM\*] \$ 925.00 \_\_\_\_\_
- Major Plan Revision / Amendment [PWMSP\*] \$ 635.00 \_\_\_\_\_
- DeMinimus Plan Revision / Amendment [PWDM\*] \$ 250.00 \_\_\_\_\_

**Public Works Stormwater Review** (select one)

- Non-residential [PWSRN\*] \$ 310.00 \_\_\_\_\_
- Major Plan Revision / Amendment [PWMPR\*] \$ 460.00 \_\_\_\_\_
- DeMinimus Plan Revision / Amendment [PWSRD\*] \$ 165.00 \_\_\_\_\_

**Fire Review**

- Site Plan Review Fee [FDF\*] \$ 164.00 \_\_\_\_\_

**Health Department Review** (select one)

- Health Department Site Plan review [HDSRP\*] \$ 100.00 \_\_\_\_\_
- Health Department Site Plan Amendment [HDSPA\*] \$ 25.00 \_\_\_\_\_

**A 1% service charge will apply if paying by credit card (of the total amount due) [CCARD] \$ \_\_\_\_\_**  
**TOTAL: \$ \_\_\_\_\_**

Make checks payable to the LAKE COUNTY BOARD OF COUNTY COMMISSIONERS

**Intake Initials:** \_\_\_\_\_ **Date/Time Rec.** \_\_\_\_\_ **Project Name:** \_\_\_\_\_

**Plan Revision Fees:** A plan revision fee will apply for projects that are required to submit a revised plan and or information to respond to staff comments. These fees are required to be paid prior to site plan approval.

The following divisions and or departments will charge as follows:

- Planning and Community Design – if submitting 30 days after scheduled DRS Meeting [SUBD\*] \$ 100.00 \_\_\_\_\_
- Fire, Building Services – beginning with third review [FDF\*] \$ 65.00 \_\_\_\_\_
- Public Works – beginning with third review [PWR3\*] \$ 320.00 \_\_\_\_\_



**LAKE COUNTY, FLORIDA  
DEPARTMENT OF GROWTH MANAGEMENT  
PLANNING & COMMUNITY DESIGN**

**CONCURRENCY APPLICATION  
(INSTRUCTIONS ATTACHED)**

Application Received    /    /   

1. Name: \_\_\_\_\_  
 Owner: \_\_\_\_\_ Agent: \_\_\_\_\_ Other: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone No: (    ) \_\_\_\_\_

2. This concurrency analysis is for purposes of:  
 Application:    Inquiry only:   

3. Land Use: \_\_\_\_\_

4. Description of Project: \_\_\_\_\_  
 \_\_\_\_\_

5. Alternate Key Number: \_\_\_\_\_  
 (From Tax Bill or Property Record Card)

6. TYPE OF DEVELOPMENT ORDER:

- |   |   |
|---|---|
| <input type="checkbox"/> Rezoning                 | <input type="checkbox"/> Change of Use                  |
| <input type="checkbox"/> Site Plan                | <input type="checkbox"/> Development of Regional Impact |
| <input type="checkbox"/> Planned Unit Development | <input type="checkbox"/> Subdivision Plat               |
| <input type="checkbox"/> Minor Subdivision        | <input type="checkbox"/> Building Permit                |
| <input type="checkbox"/> Other: _____             |   |

7. Proposed Specific Use: \_\_\_\_\_

8. Project Address: \_\_\_\_\_

Project City: \_\_\_\_\_

Section:    Township:    Range:    (From Legal Description of Property)

9. PROJECT SIZE AND PHASES

a. Phase Number	1	2	3	4
b. 1 <sup>st</sup> C.O. in Phase (Mo./Yr.)	_____	_____	_____	_____
c. Last C.O. in Phase	_____	_____	_____	_____
d. Total Acreage	_____	_____	_____	_____
e. Dwelling Units (#/type)	_____	_____	_____	_____

OFFICE USE ONLY	
CMS #	_____
Project Name:	_____
Site Plan #:	_____
Land Use:	_____
Zoning:	_____
Service Area	
Water:	_____
Sewer:	_____
Stormwater:	_____
Transportation	_____
Parks	_____
Solid Waste	_____

f. Other Land Use Square Feet: (see attached list for category/unit)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

10. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STATE OF FLORIDA  
COUNTY OF LAKE**

The foregoing instrument has been acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification and who did \_\_\_\_ or did not \_\_\_\_ take an oath.

Signature of Acknowledger \_\_\_\_\_

Name of Acknowledger, Typed or Printed \_\_\_\_\_

Title \_\_\_\_\_

Commission Number \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

Stamp (seal)



**LAKE COUNTY, FLORIDA  
DEPARTMENT OF GROWTH MANAGEMENT  
PLANNING & DEVELOPMENT SERVICES**

**CONCURRENCY APPLICATION (CMS-1)**

**INSTRUCTIONS**

**Step One: Filing the Application**

1. Enter the applicant's name, indicate if owner, agent or other, and provide a mailing address and telephone number.
2. Indicate if this accompanies an application for a Development Order or permit, or if this is an inquiry only. The review of each is identical, as is the processing fee. The results of reviewing an application are binding on the County, the results of processing an inquiry are only advisory (not binding on the County). Inquiries are usually requested by persons wishing to analyze a potential development.
3. The Land Use Category corresponds to the property from the Future Land Use Map. If you are requesting a change in Land Use from that on the currently adopted Future Land Use Map, the concurrency test will be performed as advisory only; pending the decision of the Board of County Commissioners regarding the requested amendment to the land use category of the property.
4. Briefly describe the nature of the project.
5. Provide the Alternate Key number for the parcel(s). This number is found on the Property Record Card as issued by the Lake County Property Appraiser's Office. Please provide a current Property Record Card with the application.
6. Indicate the type of Development Order being requested.
7. Enter the specific use(s) you plan for the developed property.
8. Provide the address of the subject parcel, closest municipality and the Section, Township, and Range.
9. Use the remainder of the form to describe your intended uses, densities, intensities, and timing of the proposed development.
  - a. Column headings correspond to each phase number.
  - b. Enter the month and year in which you estimate the request for the first certificate of occupancy. This estimate will let the County know when you need the public facilities.
  - c. Enter the month and year in which you estimate the last Certificate of Occupancy requested for each phase.
  - d. Enter the total acreage of each phase.
  - e. Enter the number of dwelling units being developed during each phase. (If a residential development)
  - f. Enter the other types of uses being developed during each phase. Please refer to and use the following list of categories in completing section F.

<u>Use Category</u>	<u>Unit of Measurement</u>
Dwelling Units – specify type	Number
Hotel / Motel	Number of rooms
Campground	Number of campsites
Retail / Commercial	Square footage
Service Stations	Number of gasoline pump stations (maximum number of vehicles that could fuel at same time)
Eating and Drinking	Square footage
Financial / Banking	Square footage (also specify number of drive through windows)
Parks	Acreage
Recreation / Amusement	Number of parking spaces

Golf Courses	Number of parking spaces
Health and Fitness	Number of parking spaces
Bowling Centers	Number of parking spaces
Movie Theater	Number of screens
General Office	Square footage
Medical Office	Square footage
Schools – specify type	Number of students
Industrial / Manufacturing	Square footage
Warehouses / Storage	Square footage
Churches/Religious Organizations	Square footage
Day Care	Square footage
Hospital / Nursing Homes	Number of Beds
ACLF	Each separate living quarters

- 10. Sign and date the application,
- 11. The application must be notarized.

Please complete this application in its entirety, an incomplete application will delay analysis and approval of you development order.

**Step Two: Analysis**

Once a complete application is filed with the Department of Growth Management, the application is processed and routed to the reviewing departments. After the analysis is complete, the applicant will receive from the Department of Growth Management a statement of whether or not there are sufficient public facilities for the development.

If facilities are available, this statement will indicate the fees required from the applicant to reserve capacity of these facilities.

The applicant will have ninety (90) days from the date on the statement to pay the reservation of capacity fees. After these ninety days have elapsed, the concurrency test must be applied for again.

Reservation of capacity must be paid prior to the issuance of any final development order.

Lot Splits:	Prior to the recordation of the lot split
Site Plans:	Prior to the approval of the site plan
Subdivisions / PUD:	Prior to the approval of the final plan