



# Department of Growth Management

## Development Application

- Major Site Plan     Major Site Plan Amendment     Master Park Plan  
 Minor Site Plan     Minor Site Plan Amendment     Preliminary Plat  
 Tree Removal     Landscape Review Only     Mining/Operation Permit

You have the option to request a Development Review Staff (DRS) meeting or written comments only. Please check which one you would prefer.

DRS meeting requested                       Written comments only

If you are constructing a Green building or your development is an affordable housing project, please let us know.

1. Project Name: \_\_\_\_\_ Alternate Key#: \_\_\_\_\_

2. Description of proposed development: \_\_\_\_\_

3. Location of proposed development: \_\_\_\_\_

4. Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

5. Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

6. Developer's Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

7. Engineering Firm: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

8. Has any previous application or variance been filed in connection with this property? \_\_\_\_\_

If yes, please describe the details of the application and case number: \_\_\_\_\_

9. Water and Sewer will be provided by: \_\_\_\_\_

**Note:** Utility provider documentation required.

10. For Major Site Plan, Minor Site Plan, Preliminary Plat, Master Park Plan, and Mixed Used Projects: A buffer must be submitted identifying all properties within 300 feet of the property to be developed. The use of the neighboring properties must be identified. A noise study, including a noise mitigation plan, shall be required if the surrounding property uses are different, based on the use classifications listed in the Land Development Regulations (3.01.03).

11. Will the infrastructure be installed prior to approval of the final plat? \_\_\_ Yes \_\_\_ No \_\_\_ N/A

12. Will you be adding a well on this site? \_\_\_\_\_

13. Site Development Data:	<u>Existing</u>	<u>Proposed</u>
a. Total gross acreage:	_____	_____
b. Total net acreage:	_____	_____
c. Number of lots:	_____	_____
d. Commercial square footage:	_____	_____
e. Total number of dwelling units	_____	_____
f. Projected density:	_____	_____
g. Total acres in park:	_____	_____
h. Total acres in recreation:	_____	_____
i. Total acreage in easements/right-of-way	_____	_____
j. Total acreage in floodplain:	_____	_____
k. Total acreage in wetlands:	_____	_____
l. Construction acreage:	_____	_____
m. Total caliper of protected trees removed or to be removed:		

PROTECTED TREE TYPE	Caliper Total	Mitigation Percentage	SUBTOTAL REQUIRED
Three inch (3") DBH & Specimen		times (X) 0.50	
Sand Pine and Xeric Oak min. 2" DBH		times (X) 0.50	
Wetland Tree of any caliper		times (X) 0.50	
Historic & Heritage Tree(s)		times (X) 1.00	
<b>Clearing without a Permit</b> Historic, Specimen & Heritage		times (X) 2.50	
<b>Without a Permit</b> three or more trees		times (X) 2.00	
<b>Without a Permit</b> 1 to 2 trees		Per tree type	
<b>TREE CALIPER REPLACEMENT</b>		Per above	

Justification for tree removal: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**14. Are you going to build a new driveway or modify an existing driveway?** \_\_\_ Yes \_\_\_ No \_\_\_ N/A

If yes, please provide the information. Road Name \_\_\_\_\_

County Road Maintenance Number (if known) \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

- a. A separate application may be required for each road.
- b. Construction details (1-set) drawn to scale, including a general location map.
- c. If turn lane construction is required applicant shall install Portable Changeable (Variable) Message Signs (PCM's, FDOT Index 6740) on the County Road(s) impacted by construction. The PCM's shall be installed one (1) week prior to construction in order to inform residents and roadway users of the impending construction. The PCM's shall display lane closure information including anticipated lanes to be closed, extent of lane closure (i.e. 'Next 3 miles'), daily hours of closure, and temporary restrictions.
- d. If turn lane construction is required, submittal shall also include:
  1. Turn lane(s) layout with dimensions;
  2. Striping plan with typical pavement section;
  3. Traffic maintenance plan;
  4. Record survey of right-of-way signed and sealed by a Florida licensed surveyor.
- e. All turn lane improvements shall be overlaid from taper to taper, full width.
- f. If a culvert is required all right-of-way disturbed by this work shall be restored to its original condition and in accordance with applicable Lake County Codes. All disturbed areas must be sodded, matching existing grass type. Applicant shall be responsible for sod until it is established.
- g. In areas where sidewalks are present or planned, the driveway must include a minimum 4 foot wide path traversing the driveway apron ( at a maximum 2% cross slope) in compliance with ADA requirements.
- h. Driveway connection shall be a minimum of three hundred (300) feet from any intersection.
- i. Prior to construction, Applicant shall provide written notice to all residences adjacent to the project limits. Within a minimum of fourteen (14) calendar days prior to construction, applicant shall provide to Lake County Public Works a copy of the notification with a list of parties notified. This notice shall include the anticipated construction schedule, maintenance of traffic plan, and any impacts (permanent or temporary) to the subject residence and adjacent area.
- j. Driveway connection and roadway construction must be completed in accordance with the approved site plan and/or subdivision construction plans. Lake County reserves the right to modify the permitted driveway(s) at any time including median, turn lane, or other modifications within County right of way. The Applicant will not receive compensation or compensatory damages relating to such modification by Lake County.
- k. Issuance of a driveway permit does not vest any rights to the property for zoning, land use changes, or site improvements. The owner must follow all County procedures for permitting of the commercial, retail or other land uses.

**Information:**

You can contact the Building Services Division for building, electric, plumbing, and mechanical code requirements, please call (352) 343-9653 for assistance.

Please contact the Communication Systems Division for subdivision and road name approval; their phone numbers are (352) 343-9488 and (352) 343-9487.

If the legal description shown on the warranty deed is not correct or does not close you may be required to submit a boundary survey or sketch of description of the property, certified by a professional land surveyor. The legal description should appear on the face of the survey or description.

For a list of submittal requirements, please refer to the applicable Submittal Requirement Checklist, which is attached to this document.

<b>To be completed by Staff:</b>	
Verbal Pre-submittal Project# _____	
Project #:	AR # _____ Date: _____
Existing zoning:	Future Land Use Category: _____
Section: _____ Township: _____ Range: _____	Commissioner District: _____
Planning Area: _____	Utility Area: _____
Tree Removal Permit only: Approved _____ Denied _____ Expiration Date: _____	
_____	_____
Authorized Staff Signature	Date

OWNER'S AFFIDAVIT

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 fee-simple owner of the property legally described and attached to this application.
2. That he/she desires a Development Approval to accomplish the above desired request, as stated on Page One of this Application.
3. That he/she has appointed \_\_\_\_\_ to act as Agent and/or Applicant in their behalf to accomplish the above.

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 \_\_\_\_\_ (Owner's Signature)  
 \_\_\_\_\_  
 \_\_\_\_\_ COUNTY OF \_\_\_\_\_

The foregoing instrument was 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.

\_\_\_\_\_  
 Notary Public (Signature)  
 \_\_\_\_\_  
 Print or type Notary Name  
 Commission (serial) Number \_\_\_\_\_  
 My Commission Expires: \_\_\_\_\_

(SEAL)

NOTE:  
 All Applications shall be signed by the Owner(s) of the Property, or some person duly authorized by the Owner to sign. The authority authorizing such person other than the Owner to sign MUST be attached.

AGENT/APPLICANT'S AFFIDAVIT

STATE OF FLORIDA  
COUNTY OF LAKE

BEFORE ME, the undersigned authority personally appeared \_\_\_\_\_, who being first duly sworn on oath, deposes and says:

1. That he/ she Affirms and Certifies that he/ she understands and will comply with all Ordinances, Regulations, and Provisions of Lake County, and that all statements and diagrams submitted herewith and attached hereto, are true and accurate to the best of their knowledge and belief, and further, that this application and attachments shall become part of the Official Records of Lake County, Florida, and are **Not Returnable**.
2. That he/she desires a Development Approval for the use of property as proposed, for the property legally described on this Application.
3. That the submittal requirements for this Application, which are attached hereto, have been completed and attached hereto as part of this Application.

\_\_\_\_\_  
(Agent / Applicant's Signature)

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was 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.

\_\_\_\_\_  
Notary Public (Signature)

(SEAL)

\_\_\_\_\_  
Print or type Notary Name  
Commission (serial) Number \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_