



## PRELIMINARY PLAT SUBMITTAL REQUIREMENTS CHECKLIST

The following required information shall be submitted when applying for preliminary development plan approval. Please check items, as required, prior to submission of plans.

1. General Development Application Form.
2. Name of Project.
3. Special approvals, conditions, waivers, variances per Planning and Zoning Commission, Board of Adjustments, and/or Lake County Board of County Commissioners. (Attach appropriate listings showing approval dates, case #'s, and ordinance #.)
4. **COPY OF CURRENT TAX RECEIPT**, property record card, or latest warranty deed.
5. A legal survey prepared by a surveyor registered in the State of Florida, showing an accurate legal description and the total acreage when the property is part of a larger tract.
6. **A TITLE OPINION** of an attorney at law licensed in Florida or a certification by an abstractor or a title company **dated no earlier than thirty (30) days prior to the submittal** showing all persons or entities with an interest of record in the property, including, but not limited to the record fee owners, easement holders, mortgage and lien holders, leasehold interest holders, judgement interest holders, and parties with any interest in the land by reason of probate or other legal proceedings. The report shall include the tax identification number(s) for the property and copies of documents such as deeds, easements, etc. reference in the title opinion.
7. **THIRTEEN (13)** prints of the site plan (signed & sealed) with supporting documentation. **Site plans must be folded to 9.5" x 12" size.**
8. Tree Removal Permit Application (attached separately).
9. Affordable Housing Projects: Estimated value of structure(s) and land for each lot. Structure(s): \$ \_\_\_\_\_ + Land \$ \_\_\_\_\_ = \$ \_\_\_\_\_. If the combined value is equal to or less than 80% of the median price of a home in the Orlando MSA and/or at least 30% of the dwellings in each phase are affordable the Project qualifies for expedited review.
10. Application for Capacity Encumbrance Letter.
11. Applicable fees.

**NOTE: No building permits will be issued until a digitized copy of the Final Plat has been submitted to the Planning and Community Design Division Development Coordinator.**

## PLAT FORMAT

### GENERAL

- \_\_\_ 1. The plans **must be folded** to 9.5" x 12" size.
- \_\_\_ 2. General vicinity map drawn to scale showing position of proposed site in Section, Township and Range; principle roads and other pertinent information.
- \_\_\_ 3. Complete legal description of the property.
- \_\_\_ 4. Owner/Company name, contact person, address, and telephone number.
- \_\_\_ 5. Name of engineer/landscape architect responsible for preparation of plans and project contact person.
- \_\_\_ 6. Title block, scale, north arrow, and date.
- \_\_\_ 7. Gross acreage in square feet and acres.
- \_\_\_ 8. Boundaries of the property.
- \_\_\_ 9. Use and zoning of adjacent properties.

### UTILITIES

- \_\_\_ 1. Boundaries with dimensions of proposed utility easements.
- \_\_\_ 2. Location and availability of capacity for potable water and wastewater facilities to serve site.
- \_\_\_ 3. Projected flows of the water and wastewater treatment and pumping facilities by phases if applicable.
- \_\_\_ 4. Description of any required improvements of extensions of existing off-site facilities.
- \_\_\_ 5. Utility easements, per Chapter 381, 272, Florida Statutes.
- \_\_\_ 6. Setbacks and right-of-way necessary for future centralized water and wastewater services.
- \_\_\_ 7. Exact locations of on-site and nearby existing and proposed fire hydrants.

### STRUCTURES

- \_\_\_ 1. Minimum floor elevations of buildings within 100 year floodplain.
- \_\_\_ 2. Typical detail plan for each lot.
- \_\_\_ 3. Location of buildings and area in square feet of paved areas.
- \_\_\_ 4. The location and specifications of any proposed garbage dumpsters.

### ENVIRONMENTAL

- \_\_\_ 1. Preliminary grading plans including perimeter grading.
- \_\_\_ 2. Landscape legend and plan with legend. If subdivision is over 100 acres in size a Landscape Architect must seal the landscape plan.
- \_\_\_ 3. Description of plant materials existing and to be planted in buffer zones and landscape areas.
- \_\_\_ 4. All distances and dimensions (landscape).
- \_\_\_ 5. Detailed irrigation plan or notation that system will be installed as per Chapter IX.
- \_\_\_ 6. Preliminary environmental assessment.
- \_\_\_ 7. Description of current ground covers and land use, as defined by the FLUCS and imperviousness by sub-basin.
- \_\_\_ 8. Wekiva River Protection Area as defined in Chapter 369, Part III Florida Statutes,

requires an environmental survey to assess the impacts of development on ground and surface water quality, quantity, and hydrology, native vegetation and wildlife species, designated species, wetlands, and associated uplands before granting approval of any proposed development.

- 9. Green Swamp Area of Critical State Concern requires an environmental survey.
- 10. If the project site contains trees, site improvements overlaid on an aerial photograph.

### **DRIVEWAYS, INGRESS/EGRESS**

- 1. Layout of all streets/driveways with paving and drainage plans showing existing and proposed elevations and grades of all public and private paved areas.
  - 2. Parking and loading plan showing the total number and dimensions of spaces, proposed ingress and egress, and projected on-site traffic flow.
  - 3. Typical cross section and specifications of all proposed pavement, drainage sections, and calculated quantities.
  - 4. Delineate ingress/egress areas for facilities maintenance.
5. **A Traffic Impact Study (TIS) will generally not be required for projects, meeting the following conditions: The proposed development meets the “De Minimus” criteria specified by LDR chapter 5.01.03 (A&B)- Exemptions for Development with “De Minimus” Impact, and that the development site is on a roadway currently operating at V/C (vehicles/capacity) ratio below 0.5.**

**For development sites that do not meet the “De Minimus” criteria but generate less than 25 net new vehicular trips based upon weekday A.M. peak-hour, weekday P.M. peak-hour and or weekend peak-hour trips; a Request of Exemption Letter must be submitted. The minimum data required for this letter is described in Lake Sumter MPO Traffic Impact Study Methodology Guidelines. A traffic impact study will be required as outlined in the MPO Manual for all other development sites.**

**Please contact the Lake County Public Works Department at 352-483-9040 with any questions regarding requirements.**

### **HYDROGEOLOGIC**

- 1.  Jurisdictional Wetland
  - Mean High Water Line
  - Ordinary High Water Line
  - Base Flood Elevation
- 2. Hydrological boundaries, including all areas flowing to the proposed project.
- 3. Topographical information with elevations to verify the location of all ridges, streams, at one (1) foot contour levels.
- 4. Stormwater management features to be shown a minimum of 1,000 feet downstream of proposed development unless ultimate outfall system is a lesser distance.
- 5. High water data or critical floor elevations on existing structures upstream of, within, and downstream of the project.
- 6. Notes indicating sources of high water data and critical flood elevations.
- 7. Notes pertaining to existing standing water, areas of heavy seepage, springs, wetlands, streams, and hydrologically sensitive areas.
- 8. Subdivision layouts with horizontal and vertical controls.

**ADDITIONAL DATA**

Additional standards apply to the Wekiva River Protection Area and the Green Swamp Area of Critical State Concern pursuant to Chapters VII of the Land Development Regulations, as amended and the Lake County Comprehensive Plan as amended.

**POLICY**

A development application, this checklist, the site plan fee checklist, a check payable to the Lake County Board of County Commissioners, 13 sets of signed and sealed plans **(FOLDED)**, tax receipt, four (4) aerials, tree removal application (if applicable), concurrency application and supporting materials must be submitted to the Lake County Department of Growth Management, Planning and Community Design Division.

Upon receipt of the application and all submittal requirements (complete package), the Processing Program Specialist will distribute the plans and documentation to the Development Review Staff. An incomplete submittal package will not be processed. The application shall be scheduled for a Development Review Staff Meeting review approximately thirty (30) days from the application date. The Development Review Staff meets every Thursday at 9:00 a.m.

Changes to the original plan require a \$100.00 re-submittal plan review fee and may require additional information required by the Development Review Staff.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

<b>OFFICIAL USE ONLY</b>	
Date Received	_____
DRS Date	_____
Approved Date	_____