



Department of Growth Management Site Plan Submittal Guide

The following required information shall be submitted when applying for site plan approval. Additional information may be required depending on the project.

- ___ 1. Completed Development Application form
- ___ 2. Tax receipt or property record card
- ___ 3. Latest recorded warranty deed showing the current title holders of the property
- ___ 4. 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.
- ___ 5. **Major Site Plan Submittal:** Four (4) prints of the site plan with supporting documentation. Five (5) if in the Joint Planning Area. If you are submitting online, please submit one set.
- ___ 6. **Minor Site Plan Submittal:** Four (4) prints of the site plan with supporting documentation. If submitting online, please submit one set.
- ___ 7. Application for Capacity Encumbrance Letter or vesting from concurrency, application for Capacity Reservation Certificate or a valid Capacity Reservation Certificate, or de minimus determination or an exemption determination.
- ___ 8. Environmental assessment. (if applicable)
- ___ 9. State agency permits. (if applicable)
- ___ 10. Tree removal permit. (if applicable)
- ___ 11. Utility availability letter.
- ___ 12. Aerial photograph.
- ___ 13. Application fees.

A. PLAN FORMAT

- ___ 1. 1"/100' scale
- ___ 2. 24" x 36" plan sheets, 3/4" margin, 2" at binding
- ___ 3. Sheet number and total number of sheets

B. PLAN REQUIREMENTS

- ___ 1. General vicinity map drawn to scale showing position of proposed site in the Section(s), Township and Range.
- ___ 2. Principal roads, city limits and other pertinent information.
- ___ 3. Complete legal description of the property.
- ___ 4. Name, address and telephone number of the owner(s) of the property.

- ___ 5. Name, address, and telephone number of engineer or landscape architect preparing the plan. The designated contact person must be referenced on the plans.
- ___ 6. Title block, north arrow, scale and date.
- ___ 7. Area of property, shown in square feet and acres.
- ___ 8. Provide building construction information to reflect type as listed: frame, joist masonry, non-combustible, modified fire resistive and fire resistive.
- ___ 9. Location of existing property and right-of-way/easement lines for private and public property.
- ___ 10. Location of existing streets, railroads, buildings, transmission lines, sewers and bridges.
- ___ 11. Location of existing culverts, drain pipes and water and sewer lines within 300 and 1000 feet (curb line distance).
- ___ 11. Location of existing stormwater management systems.
- ___ 12. Existing and proposed septic tank systems or sewer lines.
- ___ 13. Potable water source; existing and proposed wells and water lines.
- ___ 14. Indicate location of nearest alternative water supply (lake, pond, spring, development with approved water supply system. Alternative supply must be approved by fire prevention).
- ___ 15. Location of existing hydrants.
- ___ 16. Any land rendered unusable for site purposes by deed restrictions or other legally enforceable limitations.
- ___ 17. Landscape plan and legend (trees over 6" DBH).
- ___ 18. Tree Removal and Mitigation.
 - ___ A tree inventory consisting of an aerial photograph or drawing (at a scale of one inch equals two hundred feet (1" = 200) or a greater legible scale showing:
 - ___ Property boundaries (survey)
 - ___ For all protected trees found on the attached approved tree list as specified in (B) below.
 - a. Location, caliper DBH and common name of individual trees or tree groupings
 - b. Location, caliper DBH of historic, specimen or heritage trees
 - ___ General schedule of when the trees will be removed and when replacement trees will be planted
 - ___ Mitigation plan indicating location, size and species of trees used as replacements.
- ___ 19. U.S.D.A. Soil conservation service soil types.
- ___ 20. Contour lines at five (5) foot intervals
- ___ 21. FLUCS vegetative cover overlain on the concept plan, and precept survey for designated species when native habitat is being altered or cleared or when project is 100 acres or greater.
- ___ 22. Water courses, water bodies, flood plains, wetlands and other important natural features. (jurisdictional wetland line, ordinary high water line or mean high water line and 100-year flood line.)
- ___ 23. Base flood elevation
- ___ 24. Designated species survey.
- ___ 25. Existing zoning of the parcel.
- ___ 26. Depiction of abutting property within five-hundred (500) feet showing:
 - ___ Existing zoning
 - ___ Land uses

- ____ Principal structures (construction type within 100 feet)
- ____ Major landscape features
- ____ Intensities of non-residential use
- ____ Traffic circulation systems
- ____ Existing and proposed driveways
- ____ Water and sewer facilities
- ____ Wells and septic tank systems
- ____ 27. Intensity or density of the site (ISR/- DU/AC)
- ____ 28. General parking and circulation plan broken down by standard, compact and handicapped.
- ____ 29. Points of ingress and egress from the site with relation to existing or planned public or private road rights of way; pedestrian ways, bicycle paths and access points to public transportation facilities.
- ____ 30. Proposed stormwater management systems and proposed linkage, if any, with existing or planned public water management systems.
- ____ 31. Location and availability of capacity for potable water and wastewater facilities to serve site and identification of who will serve the site. (Potable water systems within 300 feet and wastewater treatment systems or central lines within 1000 feet).
- ____ 32. Description of any required improvements or extensions to off-site facilities.
- ____ 33. Proposed open space areas on the site and types of activities proposed to be permitted on them.
- ____ 34. Location of existing public or private easements.
- ____ 35. Lands or land use rights to be dedicated or transferred to the public or a private entity and the purposes for which the lands will be held and used.
- ____ 36. Location of the site in relation to any established urban service areas and utilities.
- ____ 37. A description of how the plan mitigates or avoids potential conflicts between land uses.

C. ADDITIONAL DATA

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 vehicles/capacity (V/C) 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 Metropolitan Planning Organization (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 requirement

Additional standards applying to the Wekiva River Protection Area or Green Swamp Area of Critical State Concern shall be required for development proposals pursuant to Chapters VII and VIII of the Land Development Regulations, as amended. Any requested development order must comply with the Lake County Land Development Regulations, as amended, and the Lake County Comprehensive Plan, as amended. If this project has vesting status or is subject of a special master settlements please include documentation of such.