

M E M O R A N D U M

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To: Property Owners and Development Consultants
From: R. Wayne Bennett, Planning Director
Date: July 13, 2007
Subject: Change of Procedure – Clermont/Lake County Joint Planning Area

We are announcing a change of procedure with regard to the DRS application and processing requirements for the Clermont Joint Planning Area (JPA). Effective with the filing deadline for DRS Cycle 16 (August 3, 2007), applications for development within the Clermont/Lake County JPA must be accompanied by a fully executed copy of a Utility Services Application to the City of Clermont. This required submittal will take the place of our current requirement for a letter of availability from the City.

In addition, we will be requiring applicants for projects with the JPA to provide a copy of the fully executed Utility Service Agreement with the City of Clermont prior to final approval of a site plan, minor plat, or construction plans for a final subdivision plat.

The purpose of these procedures is to ensure effective coordination of the development review and approval process for proposals within the JPA. If you have any questions about these procedures please do not hesitate to contact this office and speak with myself or either of the Chief Planners. Thank you for your cooperation.