



Office of Planning and Zoning

Pre-submittal Application

Please submit the following information:

- A completed pre-submittal application.
- Copies of the tax receipt or property record card and the latest recorded warranty deed, which shows the current fee-simple title holders of the property. 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 subject property, certified by a professional land surveyor. The legal description should appear on the face of the survey or description.
- A conceptual drawing (drawn to scale) showing as much detail as possible; please include all existing and proposed development.
- Application fee of \$659.00 (cash, check, or credit card); checks are made payable to Lake County Board of County Commissioners. A 2% service charge will apply if paying by credit card.

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

_____ Written Comment _____ DRS Meeting

1. Project Name: _____

2. Alternate Key Number(s): _____

3. Proposed Use: _____ Commercial/Retail _____ Industrial _____ Office _____ Mixed Use
 _____ Residential _____ Institutional Community Facility

If residential subdivision, is it age restricted? _____

4. If a residential subdivision is proposed, please indicate number of lots, and whether age restrictions will apply. _____

5. Description of project & type of use: _____

6. Location of proposed development: _____

7. Has any previous application(s) been filed in connection with this property? _____ Yes _____ No
If yes, please describe the request and include the case number: _____

8. Water and Sewer provided by: _____

Do any septic tanks or wells exist site? _____

8. Will you be adding a well on this site? _____

9. Will there be any hazardous materials stored on site, which may include fuel tanks, mineral/acid tanks, caustic materials, etc.? _____ Yes _____ No. If yes, please give detailed information, including the size of the tank(s), aboveground or underground, distance between tanks and other structures, etc. _____

10. Site Development Data: Acreage of property: _____

Commercial: Building square footage: _____ Construction acreage: _____

Residential: Number of proposed lots: _____

Applicant Name: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Email: _____

Applicant Signature

Date

Suggested information to submit or place on the conceptual plan:

1. A survey of the property
2. The conceptual plan should show all existing and proposed structures, easements, driveways, location of septic tank and drain field, parking, signs, landscaping, irrigation, and proposed storm water management plan.
3. If requesting a DRS meeting, please indicate whether legal representation will be present, and provide a list of all attendees, including phone numbers and email addresses.

TO BE COMPLETED BY STAFF

Pre-submittal Project# _____ AR# _____

Existing zoning: _____ Future Land Use Category: _____

Section: _____ Township: _____ Range: _____ Commissioner District: _____

Planning Area: _____ Utility Area: _____

Fee Codes: DRS-PS \$250.00, HDPF \$125.00, FDF \$181.00 and PSSGDR \$103.00

Staff Name: _____ Date: _____

Comments: _____