



DEVELOPMENT APPLICATION

You may submit your application in person, by mail or by FAX.

<u>In person</u>	<u>By Mail</u>	<u>By FAX</u>
City of Tavares Planning and Zoning Dept. 201 E. Main Street Tavares, FL 32778	City of Tavares Planning and Zoning Dept. P.O. Box 1068 Tavares, FL 32778	FAX: (352) 742-6087

This application is designed to accommodate the primary information needs for all development requests. Please provide all information to the best of your ability. If you believe a question does not apply to your application type, mark the question with "N.A." (not applicable). If you have any questions relating to this application, please call Planning and Zoning at (352) 742-6404.

1. Application Type

☐ Annexation
☐ Rezoning
☐ Special Use
☐ Comprehensive Plan Amendment

☐ Preliminary Subdivision Plan/Plat *
☐ Final Plat
☐ Minor Subdivision
☐ Lot Split
☐ Subdivision Construction Plan

☐ Site Plan
☐ Minor Site Plan
☐ Variance
☐ Vacate

* Include the supplemental PSP
 Application for projected residential
 building permits prior to recording of the
 Final Plat (F.S. 177.073).

2. Contact Information

Applicant: _____
 Address: _____

 Phone: _____
 FAX: _____
 Email: _____

Owner: _____
 Address: _____

 Phone: _____
 FAX: _____
 Email: _____

Please designate a primary contact person for this project:

Primary Contact: _____
 Relationship to Project: _____
 Address: _____

 Phone: _____
 FAX: _____
 Email: _____

3. Project Information

Alt. Key(s): _____

Address of Project: _____

General Location of
Project: _____

Area of property: Square Feet _____ Acres _____

Present use of property: _____

Proposed use of
property: _____

Existing Gross Floor Area of buildings/structures: _____ (sq.ft.)

Proposed Gross Floor Area of buildings/structures: _____ (sq.ft.)

Existing Impervious Surface Area of property: _____ (sq.ft.)

Proposed Impervious Surface Area of property: _____ (sq.ft.)

Current Zoning of the property: _____

Proposed zoning of the property: _____

Current Future Land Use designation of the property: _____

Proposed Future Land Use designation of the property: _____

Prior to development, what portion of the property is considered wetlands: _____ acres

After proposed development, what portion of the property is considered floodplain: _____ acres

Use the ITE Trip Generation Manual to provide the following information:

Current PM Peak Hour trips: _____

New PM Peak Hour trips: _____

Describe the development request:

Provide justification for the request:

Has any other application been filed within the last year in connection with this property?

☐ Yes ☐ No

If yes, briefly describe the nature of the request: _____

4. Concurrency

Public facilities and services needed to support development shall be available concurrent with the impacts of such development. Concurrency monitored public facilities are: potable water, wastewater solid waste, recreation/open space, storm water management, and transportation. Concurrency shall be determined by comparing the available capacity of a facility or service to the demand created by the proposed project.

Applications for a final development order (site plan, minor site plan, final plat, minor subdivision, and lot split) are required to submit a concurrency application as part of the development application. A concurrency application is available in the Planning, Zoning and Development Department.

Upon review of the concurrency application and determination of available capacity, the applicant will be provided a Determination of Concurrency (DOC) stating that available capacity exists to meet the demands of the development. The DOC does not provide for the reservation of capacity. Reservation of capacity of a concurrency monitored public facility shall only occur when either the associated impact fee is paid or, for potable water or wastewater capacity, when a Florida Department of Environmental Protection utility connection permit has been issued and provided to the City. Capacity shall only be reserved for the period that the permit is effective.

All other applications may elect to defer concurrency review until such time as a final development order is requested.

Please check one of the following:

☐ A concurrency application is attached.

or

☐ I elect to defer concurrency determination until such time as a final development order is requested as witnessed by my signature below.

DECLARATION TO DEFER CONCURRENCY REVIEW

I hereby declare and affirm that I elect to defer the concurrency review that is required by Chapter 163, Florida Statutes, per the City of Tavares Comprehensive Plan and Land Development Regulations for the above listed property.

I understand and acknowledge that the above listed property will be subject to concurrency review before any final development order can be issued. I also understand that the subject property may fail to pass concurrency review at a later time, in which case the subject property cannot be developed until there is sufficient capacity available for required public facilities to maintain the level of service standards that are adopted in the City of Tavares Comprehensive Plan.

I further understand and acknowledge that the City of Tavares' issuance of a preliminary development order without a formal concurrency review creates no vested rights or other rights to develop the subject property.

Applicant Signature

Date

5. Certification of Application

Owner's Affidavit

I certify that I am the owner of the property legally defined herein; that all the foregoing information is true and accurate; and that I desire approval by the City of Tavares for this development request.

Owner's Signature

Date

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, (year), by (print name of person making statement).

(Seal)

Notary Public

☐ *Personally Known* _____ OR

☐ *Produced Identification*

Type of Identification Produced: _____

Authorization of Applicant

I, the owner of the property described herein, duly authorize _____ to act as applicant on my behalf for the development approval sought by this application.

Applicant Affidavit

I certify that I am the owner's duly authorized agent to act on his/her behalf as the applicant for development approval as sought by this application; that all the foregoing information is true and accurate; and that the owner desires approval by the City of Tavares for this development request.

Applicant's Signature

Date

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, (year), by (print name of person making statement).

(Seal)

Notary Public

☐ *Personally Known* _____ OR

☐ *Produced Identification*

Type of Identification Produced: _____

Table 4-A Submittal Requirements														
Application Type		Annexation	Rezoning	Special Use	Comprehensive Plan Amendment	Preliminary Subdivision Plan	Subdivision Construction Plan	Final Plat	Minor Subdivision	Lot Split	Site Plan	Minor Site Plan	Variance	Vacate
Information Required *see Table notes (#) on attached page	No. of Copies Required per Application Type													
Development Application	1	•	•	•	•	•	•	•	•	•	•	•	•	•
Proof of Ownership (1)	1	•	•	•	•	•	•	•	•	•	•	•	•	•
Legal description of property	1	•	•	•	•	•	•	•	•	•	•	•	•	•
Title Opinion	2							•	•					
Boundary Survey (2)	3	•	•	•	•	•	•	•	•	•	•	•	•	•
Existing Feature Survey (2)	3		◦	◦	◦	•	•		•	•	•	•	◦	◦
Concurrency Application	1					◦	•	•	•		•	◦		
Affidavit of Deferral for Concurrency	1					◦	◦	◦	◦	◦				
Conceptual Development Plan (3)	15		◦ required for PD Zoning	•										◦
Master Development Plan (4)	15		◦	◦		◦	◦				◦			
Preliminary Development Plan (8)	15					•							◦	
Site Construction Plan (9)	15						•				•		◦	
Minor Site Construction Plan (10)	15											•	◦	
Final Plat (11) (* plus original vellum)	15*							•	•					
Stormwater Report	3						•		◦		•			
Soils Report	3						•		◦		•			
Flood Plain Map	3			◦		•	•		◦		•	◦		
Wetlands Survey	3		•	•	•	•	•		◦	◦	•	◦		
Environmental Assessment (12)	3		•	◦	•	•	•		◦		•			
Tree Survey (13)	15					•	•		◦		•	◦		
Traffic Study (14)	3		•	◦	•	•	•		◦		•			
School Impact Analysis (15)	3		•	◦	•	•	•		•		•			
Fees	Fees are required at the time of application in accordance with the fee schedule contained in Chapter 24.													

Table 4-A Submittal Requirements Continued														
Application Type		Annexation	Rezoning	Special Use	Comprehensive Plan Amendment	Preliminary Subdivision Plan	Subdivision Construction Plan	Final Plat	Minor Subdivision	Lot Split	Site Plan	Minor Site Plan	Variance	Vacate
Required Prior to Final Approval (5)														
SJRWMD Stormwater Permit	1						°				°	°		
FDEP Sewer Permit	1						°				°	°		
FDEP Water Permit	1						°				°	°		
FDOT ROW Utilization Permit	1						°				°	°		
Lake County ROW Utilization Permit	1						°				°	°		
City of Tavares ROW Utilization Permit	1						°				°	°		
Performance Bond (6)	1						°	°						
Maintenance Bond (7)	1							°			°	°		

Table 4-A Submittal Requirements Notes:

Please attach the required information and or documentation to your application prior to submittal. Failure to attach the required information will constitute an incomplete application and shall not be accepted or processed for consideration of approval. Note the number of copies that must be submitted.

- Indicates required information.

° Indicates that this information may be required depending on individual circumstances. A pre-application conference is advised in order that the Community Development Director and/or other appropriate staff may determine which items are required so as to properly evaluate the development proposal. Please contact the Planning department for confirmation of requirement.

(1) A current Property Appraiser's record of the property legally described in the application may be submitted for proof of ownership.

(2) Surveys must be certified a surveyor registered in the State of Florida. If an Existing Feature Survey is required, and it includes a boundary survey, a separate boundary survey is not required. A boundary survey shall show the legal boundaries of the subject property. An Existing Features Survey shall show all man-made structures, improvements, utilities and easements on the property.

(3) A Conceptual Development Plan is required for Special Use rezonings and for Planned Development rezoning. The Conceptual Development Plan will depict the general layout of the development, including densities and intensities, access, parking, open space, buffers. Architectural depiction of any structures may also be required.

(4) A Master Development Plan is required for any development that is intended to develop in phases. The Master Development Plan shall include the overall site layout, stormwater system,

utility system, street and sidewalk system, and a schedule of phases and the improvements therein.

(5) Certain ancillary permits may be required prior to final approval of the development proposal and issuance of the associated development permit. Permits other than those listed in Table 4-A may also be required. The Community Development Director will inform the applicant of any required ancillary permits prior to final approval.

(6) Where improvements are to be constructed for the development of a subdivision, a performance bond shall be required prior to the issuance of a subdivision construction permit subject to the provisions of Chapter 1, section 16-7.

(7) Where improvements are to be dedicated to the public, prior to the acceptance by the City of said improvements, a maintenance bond shall be required subject to the provisions of Chapter 16, section 16-9 and/or Chapter 4, section 4-34.

(8) Development Plan information requirements are provided in attachment A to Table 4-A.

(9) Site Construction Plan information requirements are provided in attachment C to Table 4-A.

(10) Minor Site Construction Plan information requirements are provided in attachment C to Table 4-A.

(11) Final Plat information requirements are provided in attachment B to Table 4-A.

(12) An Environmental Assessment shall be performed by a qualified environmental professional, such as a degreed biologist with experience in environmental assessments. The Assessment shall be dated at the time of completion and shall be submitted within 6 months of said date. The Assessment shall include the following information:

- Land use map using FLUCCS Code
- Soils map
- Floodplain map
- Protected species survey utilizing methodology consistent with that required by the Florida Fish and Wildlife Conservation Commission and the US Fish & Wildlife Commission.
- Archaeological site map

(13) A Tree Survey shall identify all trees 6 inches diameter breast height or greater. The trees shall be located on the survey and labeled as to size and species (common name) on the survey by the location of the tree. If a tree survey is required for a preliminary subdivision plan, subdivision construction plans, or site plan, the survey shall be overlaid on the development plan. All trees proposed for removal shall be indicated on the plan. The tree survey shall be dated at the time of completion and shall be submitted within 1 year of said date. The tree survey shall be signed by a registered surveyor.

(14) A Traffic Study shall follow the guidelines presented in the FDOT Growth Management Review Manual and the FDOT Site Impact Handbook and shall be signed by an engineer registered in the State of Florida. The study shall be dated at the time of completion and shall be submitted within 1 year of said date.

(15) A School Impact Analysis shall be required for any Comprehensive Plan Amendment, Rezoning, Special Use, or Preliminary Plat that is associated with a residential use. The applicant shall contact the Lake County School Board to provide the analysis. The Analysis shall accurately reflect the proposed density of the development application. The analysis shall be signed and dated by a representative of the School Board and shall be submitted within 6 months of said date.