



# Office of Planning and Zoning

## Application for Capacity Encumbrance Letter

### Internal Use Only:

Application Request Number: \_\_\_\_\_ Project Number: \_\_\_\_\_

For those developments that (1) are not subject to a Vested Rights Determination or (2) exceed De Minimis thresholds as outlined in the Lake County Land Development Regulations, Chapter 5.

### Encumbrance Letter Issuance Date:

Applications for capacity encumbrance letters received as part of a development order application have two (2) options for issuance of the encumbrance letter. Please check the appropriate box:

- Issuance upon final approval. Check here for issuance of the capacity encumbrance letter simultaneous with the final approval letter. Selecting this option will encumber capacity for 120 days from the project approval, if capacity is available. Selecting this option could mean that your project may not receive approval if capacity is allocated to another project between the time the capacity reviews are completed and the project receives final approval.
- Immediate issuance upon completion of the concurrency evaluations. Check here for issuance of a capacity encumbrance letter immediately upon completion of the concurrency reviews, even if the rest of the review process is not complete. Selecting this option could mean that your capacity encumbrance could expire prior to receiving final approval for your project, which would mean that a new encumbrance letter application and all fees would have to be resubmitted, processed, and approved to receive final approval and could affect the project's ability to receive final approval.

### Items to include in this packet:

#### Packet items:

- Site location on map (2 mile radius)
- Utility availability letter from water provider to show proof that you have obtained water capacity for this project
- Warranty deed for each parcel included on this application (<http://www.lakecountyclerk.org>)
- Property record card for each parcel included on this application (<http://www.lakecopropappr.com/>).
- School concurrency capacity report from Lake County School Board to show proof that there is school capacity for this project (residential subdivisions)

**Application Fee:** (non-refundable) made payable to "Lake County Board of County Commissioners"

- \$590.00 (without traffic study)
- \$1,055.00 (with traffic study)

### Zoning Information (to be completed by Zoning Division):

Current Lake County zoning designation: \_\_\_\_\_ Date: \_\_\_\_\_

Alternate Key No.: \_\_\_\_\_ F.L.U.M Designation: \_\_\_\_\_

Zoning Division Reviewer: \_\_\_\_\_

Application Request Number (Assigned by County): \_\_\_\_\_

Project Number (Assigned by County): \_\_\_\_\_

**Application and Owner Information:**

Application Date: \_\_\_\_\_

**Applicant:** \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Owner:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Property Information (please attach a locator map):**

Project Name: \_\_\_\_\_

Alternate Key No.: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Future Land Use Designation: \_\_\_\_\_

Existing use of the subject property: \_\_\_\_\_

This potential proposal is for development /construction of: \_\_\_\_\_

Units/Sq. ft: \_\_\_\_\_ (Type of Use)

Will this project be phased (if yes, please provide number of units/sq. ft for each phase)?  Yes  No

Phase I: No. of Units: \_\_\_\_\_ Sq. ft.: \_\_\_\_\_

Phase II: No. of Units: \_\_\_\_\_ Sq. ft.: \_\_\_\_\_

Phase III: No. of Units: \_\_\_\_\_ Sq. ft.: \_\_\_\_\_

Roads needed to access project: \_\_\_\_\_

Address of property (if available): \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

**Development Order Type:**

Planned Unit Development  Preliminary Residential Subdivision Plat

Nonresidential Subdivision  Site Plan

Other: \_\_\_\_\_

Application Request Number (Assigned by County): \_\_\_\_\_

Project Number (Assigned by County): \_\_\_\_\_

**Capacity Information:**

**Water/Wastewater:**

Authorization letter(s) from the area's controlling utility provider shall be submitted verifying the availability (or non-availability) of central sewer and/or water services.

Will a water utility be servicing the site?      Water:  Yes  No      Wastewater:  Yes  No

**Roads:**

Please note that Public Works may require submittal of a traffic study if roadways needed to service the project are found to be not concurrent.

**Solid Waste:**

Please note that Solid Waste may require a submittal of an engineer's estimate of total waste generated from the site if needed to determine concurrency requirements.

**Disclaimer Affidavit:**

My signature on this application as owner or designated representative acknowledges that I understand my building permit application will not be approved if the proposed use, square footage, and/or number of units are greater than that listed on my Capacity Encumbrance application.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**STATE OF FLORIDA  
COUNTY OF LAKE**

The foregoing instrument has been acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_ who is personally known to me or who has produced  
\_\_\_\_\_ as identification and who did  or did not  take an oath.

Signature of Acknowledger: \_\_\_\_\_

Name of Acknowledger, Typed or Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Commission Number: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

Stamp (seal)