



Office of Planning and Zoning

Conditional Use Permit Application and Submittal Guide

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

_____ DRS Meeting

_____ Written Comments Only

1. Project name: _____
2. Applicant: _____
Mailing address: _____
Email: _____
Telephone number: _____
Status: Owner _____ Agent _____ Purchaser _____
3. Owner: _____
Mailing address: _____
Email: _____
Telephone number: _____
4. Describe the proposed use of the property: _____

Describe the existing use of the property: _____

5. Location of property: _____

Property legal description: Section _____ Township _____ Range _____
Alternate Key #(s) _____
6. Area of property: _____ Sq. Ft. Acres: _____
7. Does property have central water & sewer? Yes _____ No _____
NOTE: Utility provider documentation required. Who is the utility provider in this area: _____
Does the property have an individual well and septic? Yes _____ No _____
8. List existing structure(s) located on site and use(s). _____

9. **Affordable Housing Projects:** Estimated value of structure(s) and land for each lot.
Structure(s): \$ _____ + Land \$ _____ = \$ _____. If the combined value is equal to or less than 80% of the median price of a home in the Orlando Metropolitan Statistical Area and/or at least 30% of the dwellings in each phase are affordable, the Project qualifies for expedited review.
10. Is this application being requested due to any Code Violation(s)? Specify the basis or reason(s) for this request. _____

- 11. Has any previous application been filed in connection with this property?
YES _____ NO _____. If yes, give the application or ordinance number and briefly describe the nature and outcome of the request. _____

- 12. Please provide a statement or documentation that indicates how the proposed conditional use permit will be compatible with the existing or planned character of the neighborhood. _____

- 13. If the project is to be developed in phases, give a brief description of how it will be phased or attach a legible descriptive document. _____

- 13. Please attach a copy of the warranty deed and the tax receipt or current property record card describing the property for which this Conditional Use Permit is being applied.

<p>TO BE COMPLETED BY STAFF:</p> <p>Date: _____ CUP- _____ New: _____ Amendment: _____</p> <p>Verbal Pre-submittal Project# _____ Project #: _____ AR #: _____</p> <p>Existing Zoning: _____ Future Land Use Designation: _____</p> <p>Commission District: _____ Section: _____ Township: _____ Range: _____</p> <p>Planning Area: _____ Utility Service Area: _____</p> <p>Notes: _____ _____ _____</p> <p>Staff Name: _____ Date: _____</p>

OWNER'S AFFIDAVIT

STATE OF FLORIDA

COUNTY OF LAKE

BEFORE ME, the undersigned authority personally appeared _____, who being by me first duly sworn on oath, deposes and says:

1. That he/she is the fee-simple owner or corporate officer of the ownership entity of the property legally described and attached to this application.
2. That he/she desires a Conditional Use Permit to accomplish the above desired request, as stated on Page One of this Application.
3. That he/she has appointed _____ to act as Agent in their behalf to accomplish the above.
4. Permission is granted for staff to conduct a site visit for purposes of review of this conditional use plan or development plan.

(Owner's Signature)

State of Florida

County of Lake

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____.

Personally Known OR Produced Identification

Type of Identification Produced _____

Notary Signature
(SEAL)

NOTE:

All Applications shall be signed by the Owner(s) of the Property, or some person duly authorized by the Owner to sign. The authority authorizing such person other than the Owner to sign MUST be attached.

APPLICANT'S AFFIDAVIT

STATE OF FLORIDA

COUNTY OF LAKE

BEFORE ME, the undersigned authority personally appeared _____, who being first duly sworn on oath, deposes and says:

1. That he/she Affirms and Certifies that he/she understands and will comply with all Ordinances, Regulations, and Provisions of Lake County, and that all statements and diagrams submitted herewith and attached hereto, are true and accurate to the best of their knowledge and belief, and further, that this application and attachments shall become part of the Official Records of Lake County, Florida, and are **Not Returnable**.
2. That he/she desires a Conditional Use Permit for the use as proposed for the property legally described on this Application.
3. That the submittal requirements for this Application, which are attached hereto, have been completed and attached hereto as part of this Application.
4. That the sign cards that are posted by the Economic Growth Department, on or after the first-working day of the following month, after submittal of this Application, will remain posted until the Public Hearing of the Planning and Zoning Commission and the Board of County Commissioners. After final determination by the Board of County Commissioners, the sign cards shall be removed and destroyed.

(Applicant's Signature)

State of Florida

County of Lake

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____.

Personally Known OR Produced Identification

Type of Identification Produced _____

Notary Signature

(SEAL)

PROCEDURES

1. Upon receipt of a sufficient application, the Department of Economic Growth shall advertise the request for a public hearing in accordance with the following:
 - a. PUBLICATION - At least ten (10) days in advance of the public hearing before the Planning and Zoning Board (PZB), a notice shall be published in a newspaper of general circulation in the County. Said notice shall state the date, time and place of public hearing and nature of the matter to be considered at said hearing, for both the PZB and the Board of County Commissioners.
 - b. MAIL - The **Office of Planning and Zoning** shall mail notices to adjacent property owners of all real property contiguous to and within 500 feet of the Applicant's property. Mailing of said notice shall be considered notice.
 - c. POSTING OF NOTICE - After an application has been filed, the **Office of Planning and Zoning** shall cause a sign or signs to be posted on the property concerned. The sign or signs shall be located in the most conspicuous place to the passing public. In addition, signs shall be posted on the public access roads and County Road(s) closest to the property concerned.
2. After submittal of the complete application and determination of sufficiency, the PZB shall hold a public hearing to consider the request, and shall recommend approval or denial to the Board of County Commissioners. You will be notified (by letter) of the hearing date and time.
3. The Board of County Commissioners shall hold a public hearing during the same month to consider the recommendations of the PZB, at which time a final decision will be made. You will be notified (by letter) of the hearing date and time.

APPLICATION FILING FEES

Conditional Use Permits: (select one from A thru C)

A. CUP for All Others (<i>CUPC</i>)	\$750.00 _____
	\$ 7.50 per acre (cap of \$1,000) _____
B. Conditional Use Permit Amendment (<i>CUPM</i>)	\$400.00 _____

Fire Review

Fire Review Fee (<i>FDF</i>) (Optional)	\$181.00 _____
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Health Department

Zoning/CUP Map Amendment (HDZMA)	\$75.00 _____
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Office of Public Support

Review Fee (PSSCUP)	\$51.00 _____
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All applications listed above are required to pay the Legal Advertising Fee and Notification Fee. You will receive a bill for this fee.

Notification Fee (*NFEE**) Total Properties _____ x .35 cents = \$ _____
\$.35 cents will be charged for all real property contiguous to and within 500 feet of the perimeter of the Applicant's property. Staff will calculate this fee.

Capacity Encumbrance Letter Review (select one from A – B)

A. Capacity Encumbrance Letter - No Alternate Data – not submitting traffic study	
Public Works – Stormwater: \$ 30.00 (CELPWS)	
Public Works – Transportation: \$450.00 (CELPWT)	
Growth Mgmt Administration – Parks, SW: \$110.00 (CELADM)	\$590.00 _____
B. Capacity Encumbrance Letter - Alternate Data – submitting traffic study	
Public Works – Stormwater: \$ 30.00 (CELPWSD)	
Public Works – Transportation: \$915.00 (CELPWTD)	
Growth Mgmt Administration – Parks, SW: \$110.00 (CELADM)	\$1055.00 _____
<u>Waiver – Central Water and/or Sewer Service</u> – (<i>WAV</i>)	\$250.00 _____

This fee will apply if the applicant is requesting a waiver.

Subtotal:	\$ _____
A 2% service charge will apply if paying by credit card (of the total amount due) (CCARD)	\$ _____
TOTAL:	\$ _____
<u>Public Hearing Applicant Initiated Postponement</u> [<i>ZFB</i>]	\$100.00 _____

Please note: Conditional Use Permit Applications may be subject to staff review prior to development. Please contact the staff upon approval of the Conditional Use Permit by the Board of County Commissioners.

If the CUP is approved, you will be responsible for all fees associated with recording the ordinance into the public records of Lake County. A staff member will contact you when the ordinance is complete and the total fees for recording the document have been determined.

Please make checks payable to the Lake County Board of County Commissioners.

SUBMITTAL GUIDE

The following required information shall be submitted when applying for a Conditional Use Permit.

- ___ 1. General Application Form.
A completed application shall be signed by all owners, or their agent, and notarized. Signatures by agents will be accepted only with notarized proof of authorization by the owners.

- ___ 2. Copy of the Tax Receipt or Property Record Card and the latest recorded Warranty Deed showing who the current fee-simple title holders of the property are. 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 property proposed for rezoning, certified by a professional land surveyor. The legal description should appear on the face of the survey or description.

- ___ 3. A Boundary Survey or Sketch of Description is required of the property proposed for rezoning, certified by a professional land surveyor. The legal description should appear on the face of the survey or description.

- ___ 4. 11" x 17" plot plan, drawn to an appropriate scale, showing the following information.
 - ___ a. Project name.
 - ___ b. North arrow, date and scale.
 - ___ c. Name, address and telephone number of the owner and applicant.
 - ___ d. Property lines and contiguous street(s).
 - ___ e. Location and dimensions of all existing and proposed structures, indicating their intended use and setback distances from all property lines and roadways.
 - ___ f. Existing and proposed means of vehicular ingress and egress to the property.
 - ___ g. Location of off-street parking and loading areas, showing the number of spaces, and the dimensions of access aisles and driveways.
 - ___ h. Location of all buffers, screens, walls and fences, indicating their height and type of materials used.

- ___ 5. Utility availability and or no availability letter for central water and or sewer

- ___ 6. Application for Capacity Encumbrance Letter (optional)

- ___ 7. Any other information deemed necessary to establish compliance with this and other ordinances.

- ___ 8. Application Fees