



# 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 \$556.00 (cash, check, or credit card); checks are made payable to Lake County Board of County Commissioners. A 1% service charge will apply if paying by credit card.

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 requested

Written comments only

1. Project Name: \_\_\_\_\_ Alternate Key#: \_\_\_\_\_

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

If residential subdivision, is it age restricted? \_\_\_\_\_

3. Description of project & type of use: \_\_\_\_\_

4. Location of property: \_\_\_\_\_

5. 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: \_\_\_\_\_

6. Water and Sewer provided by: \_\_\_\_\_

7. Are there any existing septic tanks or wells on this 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

Helpful Hints:

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.

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

\_\_\_\_\_