Zoning staff accepts applications, runs legal descriptions, obtains copies of ordinances, aerials, variances, etc., checks for sufficiency, scans, collects fees, creates project/application screen in CDPlus, and sends letter of sufficiency to Developer.

Cities with JPAs:
- Environmental Health
- Planning & Community Design
- Fire-Building Services
- Public Works Department
- Public Safety Department
- Parks & Recreation
- Environmental Services
- County Attorney's Office

Lake County Schools (if applicable)

Metropolitan Planning Org.

Comments from DRS technical review staff entered into CDPlus comment screens.

Case Manager creates letter with comments and DPS Staff sends letter/comments from DRS technical review staff to the Developer.

Developer receives approvals from state agencies (submitted to Zoning Division).

Zoning Permit issued and signed, site plan scanned into Data One.

Building Plans not approved

Developer submits Site Plan and application to State Agencies (St. Johns River Water Management District, FFWCC, FDOT, DEP, FEMA, etc.) and obtains approvals.

Correction to plan submitted

Developer/Applicant schedules and has pre-construction meeting with County staff.

Environmental Health Department inspects septic tank and well.

Public Works Department - Construction Inspectors - Inspections

Certificate of Occupancy is issued for structure.

Minor Site Plan approved and signed

Developer submits Site Plan and application to Building Division.

Contractor submits plans and application to Building Services Division.

Contractor submits corrected plans.

Environmental Health Department reviews building plans.

Building Services Division - Inspections

Plans Examiner reviews building plans.

Environmental Health Department - Septic Tank & Well Permits Issued

BCC – BOARD OF COUNTY COMMISSIONERS

CASE MANAGER – SENIOR PLANNER IN CHARGE OF PROJECT

DEP – DEPARTMENT OF ENVIRONMENTAL PROTECTION

DPS – DEVELOPMENT PROCESSING SECTION

DRS – DEVELOPMENT REVIEW STAFF

FDOT – FLORIDA DEPARTMENT OF TRANSPORTATION

FEMA – FEDERAL EMERGENCY MANAGEMENT AGENCY

FFWCC – FLORIDA FISH WILDLIFE CONSERVATION COMMISSION

JPA – JOINT PLANNING AGREEMENT

BCC DEPARTMENTS REVIEWS

BCC DEPARTMENTS INSPECTIONS

STATE, CITY, SCHOOL, ETC. AGENCIES REVIEWS

STATE, CITY, SCHOOL, ETC. AGENCIES INSPECTIONS

DEVELOPER/CONTRACTOR/APPLICANT RESPONSIBILITIES

PROCESS APPROVED

NEED ADDITIONAL INFORMATION

Site Plan not approved

Environmental Health Department requires additional information.

Department of Community Affairs (if applicable)

New Site Plans and Major Site Plan Amendments

Development Processing Section (DPS) enters data in CDPlus and emails reviewers the project name and link to the scanned document and the plans.

Comments from DRS technical review staff entered into CDPlus comment screens.

Developer re-submits plans with corrections or additional information.

Zoning Staff processes application and sends to other divisions/departments for their review, if needed.

Minor Site Plan approved and signed

Corrections to plan needed to Minor Site Plan

Minor Site Plan approved and signed

Building Plans not approved

Developer submits Site Plan and application to Building Division.

Contractor submits plans and application to Building Services Division.

Contractor builds structure.

Contractor receives final inspections from all Departments/Divisions.

Contractor obtains building permit from cashier (Building Services).