



# Office of Planning & Zoning Rezoning Submittal Guide

The following required information shall be submitted when applying for a rezoning application.

- \_\_\_ 1. Completed Development Application.
- \_\_\_ 2. Tax receipt or property record card.
- \_\_\_ 3. Latest recorded warranty deed showing the current title holders of the property. If the legal description shown on the Warranty Deed is not correct or does not close, you will 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 sketch of description.
- \_\_\_ 4. **Project Narrative.** Provide a narrative of the project including the existing and proposed operations and/or activities conducted on the property; statement describing any changed conditions that would justify the rezoning, and a statement describing why there is a need for the proposed rezoning. Please attach a separate sheet titled “Project Narrative” for incorporation into the staff report. The narrative must also specifically address the following standards:
  - a. Whether the rezoning is in conflict with any applicable provisions of the Land Development Code.
  - b. How the application is consistent with all elements of the Comprehensive Plan.
  - c. How the proposed rezoning is inconsistent with existing and proposed land uses.
  - d. A statement describing any changed conditions that would justify the rezoning.
  - e. Description of how the proposed rezoning would result in demands on public facilities, and whether, or to the extent to which, the proposed rezoning would exceed the capacity of such public facilities, including, but not limited to police, roads, sewage facilities, water supply, drainage, solid waste, parks and recreation, schools, and fire and emergency medical facilities.
  - f. Any impacts the rezoning application would affect the natural environment.
  - g. Whether, and the extent to which, the proposed rezoning would affect the property values in the area.
  - h. How the proposed rezoning would result in an orderly and logical development pattern.
  - i. How the proposed rezoning would be in conflict with the public interest, and in harmony with the purpose and intent of these regulations.
- \_\_\_ 5. **Conceptual Master Plan.** All planned districts (CP, MP, CFD, CUP and PUD) are required to have a conceptual master plan 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, and square footage of building, 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.

- \_\_\_\_\_ 6. **Utility Availability Letter.** A letter from the closest utility provider indicating whether or not utilities are available to the subject property. If utilities are available, the letter must indicate that the utility provider has capacity to provide potable water and central sewer services to the subject property.
- \_\_\_\_\_ 7. **Capacity Encumbrance Letter Application** (if applicable).
- \_\_\_\_\_ 8. Any other information deemed necessary to establish compliance with this and other ordinances.



# Office of Planning and Zoning

## Development Application

Please submit your application via email. If paying by check, please see mail address.

<b><u>Email</u></b> DevelopmentApplications@lakecountyfl.gov	<b><u>By Mail</u></b> Attention: Office of Planning & Zoning P.O. Box 7800 Tavares, FL 32778
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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).

### 1. Application Type (mark all that apply)

Community Development District	Lot Line Deviation	Mining Conditional Use Permit	Preliminary Plat
Comprehensive Plan Amendment	Major Site Plan	Mining Operating Permit	Rezoning
Conditional Use Permit	Major Site Plan Amendment	Minor Lot Split	Small Minor Site Plan (No Vertical development or 200 sq ft or less)
Family Density Exception	Master Park Plan	Minor Site Plan	Variance
Landscape Plan	Master Park Plan Amendment	Minor Site Plan Amendment	

### 2. Contact Information

Applicant: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Please designate a **primary contact** person for this project:

Same as Applicant:   
 Primary Contact: \_\_\_\_\_  
 Relationship to Project: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

### 3. Project Information

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

Alternate Key(s): \_\_\_\_\_

Address of Project: \_\_\_\_\_

General Location of Project: \_\_\_\_\_

Present use of property: \_\_\_\_\_

Proposed use of property: \_\_\_\_\_

Site Development Data:	<u>Existing</u>	<u>Proposed</u>
a. Zoning District:	_____	_____
b. Future Land Use Designation:	_____	_____
c. Floor Area Ratio:	_____	_____
d. Total Gross acreage:	_____	_____
e. Total Net acreage:	_____	_____
f. Number of lots:	_____	_____
g. Non-residential square footage:	_____	_____
h. Total number of Dwelling Units:	_____	_____
i. Projected Density:	_____	_____
j. Total acreage in open space:	_____	_____
k. Total acreage in floodplain:	_____	_____
l. Total acreage in wetlands:	_____	_____
m. Construction acreage:	_____	_____
n. Impervious Surface Area:	_____	_____

Prior to development, what portion of the property is considered wetlands and waterbodies: \_\_\_\_\_ acres

After proposed development, what portion of wetlands are proposed to be impacted: \_\_\_\_\_ acres

Prior to development, what portion of the property is considered floodplain: \_\_\_\_\_ acres

After proposed development, what portion of the development would be located within the floodplain:  
\_\_\_\_\_ acres

Describe the development request:

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Provide Justification for the request:

\*Please also fill out the additional corresponding Project Narrative if included in the application packet.

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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:

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#### 4. Concurrency

Public facilities and services needed to support development shall be available concurrent with the impacts of such development in accordance with Chapter V of the Lake County Code of Ordinances. These public facilities include parks and recreation, potable water, sanitary sewer, solid waste, stormwater 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.

Concurrency evaluation is required for family density exceptions and lot splits (into 5 or more lots), master park plans, Planned Unit Developments (PUDs), preliminary plats, and site plans. Any development application that may result in any increase on demand of public facilities must be accompanied by a Capacity Encumbrance Letter application with required documentation.

Upon determination of available capacity, the applicant will be provided a Capacity Encumbrance Letter (CEL) stating that available capacity exists to meet the demands of the development for 120 days from the date of issuance. A valid CEL is required to apply for a commercial building permit or Capacity Reservation Certificate to secure capacity for a period of four years.

**Please check one of the following:**

- A Capacity Encumbrance Letter application is attached.
- This proposed development will not result in any new or additional demand on public facilities.

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Applicant Signature

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Date

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 of the property legally described and attached to this application.
2. That he/she desires a Development Approval to accomplish the above desired request, as stated on Page One of this Application.
3. That he/she has appointed \_\_\_\_\_ to act as Applicant in their behalf to accomplish the above.
4. Permission is granted for staff to conduct a site visit for purposes of review of this site 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 Development Approval for the use of property 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.

\_\_\_\_\_  
(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)



# Office of Planning and Zoning

## Project Narrative Rezoning

In compliance with LDR Section 14.03.03, please answer the following questions:

1. Whether the rezoning is in conflict with any applicable provisions of the Code.

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2. Whether the proposed amendment is consistent with all elements of the Comprehensive Plan.

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3. Whether, and the extent to which, the proposed rezoning is inconsistent with existing and proposed land uses.

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4. Whether there have been changed conditions that justify a rezoning

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5. Whether, and the extent to which, the proposed rezoning would result in demands on public facilities, and whether, or to the extent to which, the proposed rezoning would exceed the capacity of such public facilities, including, but not limited to police, roads, sewage facilities, water supply, drainage, solid waste, parks and recreation, schools, and fire and emergency medical facilities.

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6. Whether, and the extent to which, the rezoning would result in significant impacts on the natural environment.

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7. Whether, and the extent to which, the proposed rezoning would affect the property values in the area.

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8. Whether, and the extent to which, the proposed rezoning would result in an orderly and logical development pattern.

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9. Whether the proposed rezoning would be in conflict with the public interest, and in harmony with the purpose and intent of these regulations.

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10. Any other matters that may be deemed appropriate by the Lake County Planning and Zoning Board or the Board of County Commissioners, in review and consideration of the proposed rezoning.

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