

Development Application Guideline

Pre-Application Conference

Anyone wishing to apply for a Development Application is encouraged to confer with City of Mount Dora staff to determine the most current procedures, submittals, standards, deadlines, and fees. A pre-application conference may be scheduled by calling (352) 735-7112.

Development Review Committee (DRC): The DRC shall be responsible for the initial review of the applicants request for compliance with the provisions of the Land Development Code. Members of the DRC shall review and make recommendations to the Planning and Zoning Commission (PZC).



Development Review Committee (DRC) Meetings are held the last Wednesday of each month at 2:00 pm.

Applicants, owners or representatives are asked to attend the DRC meetings to discuss the pertinent issues involving the request.

Planning & Zoning: reviews new and renovation projects as well as rezoning, conditional uses, variances, site plans, and subdivision applications. Plans are reviewed for completeness and compliance with the Land Development Code and Comprehensive Plan.

Planning and Zoning Commission (PZC) Meetings are held the third Wednesday of each month at 10 am.



APPLICATION FEES

<u>ANNEXATION (SINGLE FAMILY)</u>	<u>\$500</u>
<u>ANNEXATION (ALL OTHERS)</u>	<u>\$2,000</u>
<u>CONDITIONAL USE PERMIT</u>	<u>\$1,000</u>
<u>FUTURE LAND USE MAP AMENDMENTS – LARGE SCALE</u>	<u>\$4,000</u>
<u>FUTURE LAND USE MAP AMENDMENTS – SMALL SCALE</u>	<u>\$2,500</u>
<u>MINOR PLAT, PLAT REVISION, OR REPLAT</u>	<u>\$1,500</u>
<u>MINOR SUBDIVISION</u>	<u>\$1,500</u>
<u>PLAT – FINAL AND CONSTRUCTION PLANS</u>	<u>\$3,500</u>
<u>PLAT – PRELIMINARY AND DEVELOPMENT PLAN</u>	<u>\$2,500</u>
<u>PUD – AMENDEMENT</u>	<u>\$3,000</u>
<u>PUD – FINAL</u>	<u>\$3,500</u>
<u>PUD - PRELIMINARY</u>	<u>\$2,500</u>
<u>REZONING</u>	<u>\$3,000</u>
<u>SITE PLAN (MULTI FAMILY, COMMERCIAL)</u>	<u>\$2,500</u>
<u>SITE PLAN – MINOR SITE PLAN</u>	<u>\$1,500</u>
<u>VACATE (ROAD, ALLEY, EASEMENT OR PLAT)</u>	<u>\$1,000</u>
<u>VARIANCE (NON-RESIDENTIAL)</u>	<u>\$1,000</u>
<u>VARIANCE (SINGLE FAMILY DWELLING)</u>	<u>\$250</u>

What is Rezoning?

Zoning regulates allowable land uses on a property. Rezoning is a change in the zoning district designation for a property - it may be required if a landowner wishes to utilize the property for uses that are not permitted in the current zoning district.

Any landowner, or authorized representative thereof, of a parcel of land desiring to change the zoning designation of that land may submit an application requesting consideration by the City for the proposed rezoning.

What is a Conditional Use Permit (CUP)?

Zoning districts contain land uses that are permitted and conditional. A conditional use is a use allowed in a zoning district only after specific requirements have been met and the Planning and Zoning Commission has attached conditions of approval.

CUP Examples*

- Churches
- Day Cares
- Group Homes
- Schools
- Parking area in residential (R-2)
- Gas and Service Stations
- Automotive sales
- Bus Passenger Terminals
- Funeral Home



What is a Subdivision or Replat?

A subdivision is the division of a parcel of land, creating two or more lots or parcels for the purpose, whether immediate or future, of sale, rent, or of building development, and any plan that includes the creation of one or more streets, public easements or other rights-of-way, whether public or private, for access to or from any such lot or parcel.

The purpose of a subdivision plat is to ensure the following:

- Establish standards of subdivision design that will encourage the development of sound and stable areas within the city limits.
- Installation of prescribed improvements by the land developer that should not become a cost to the taxpayers of already existing areas.
- Adequate and efficient supply of utilities, streets and services to new land developments.
- Prevention of traffic hazards and congestion.
- Safety from fire, panic and other dangers.
- Protection from flood hazards.
- Protection of natural and scenic resources of city.

What is a Site Plan Review?

A site plan review is required for projects involving land development without structures, such as parking lots; projects involving new construction, the alteration or conversion of any existing structure into an office, commercial, industrial or multi-family; public buildings and facilities; and private utility buildings.

What is Annexation?

Annexation is an extension of the City of Mount Dora boundaries into adjacent unincorporated Lake County areas, and the corresponding extension of city services to the areas encompassed by the new boundaries.

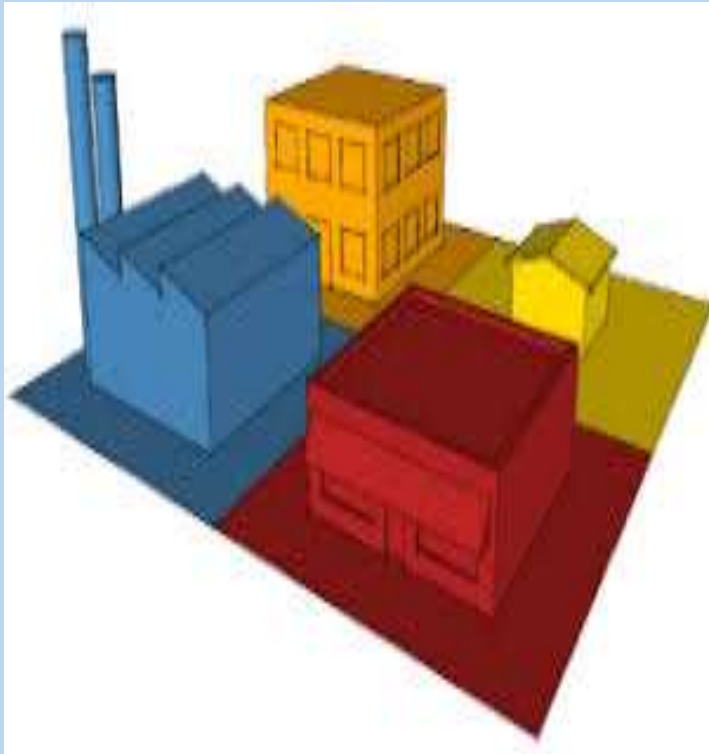


What is a Comprehensive Plan?

The Comprehensive Plan is intended for use as a guide in the long-range planning of the City of Mount Dora and regulation of development proposals.

All development must be consistent with the Comprehensive Plan to be approved. Amendments to the Comprehensive Plan are how the City may modify its long-range plans for land use, development or growth policies in response to changing needs or circumstances. If proposed development is not consistent with the Comprehensive Plan, an application must be filed to amend the Comprehensive Plan.

The City of Mount Dora may amend the Comprehensive Plan no more than two times per year. Submittal of applications to amend the Comprehensive Plan must be received on or before July 1st and January 1st of any given year.



What is a Variance?

A variance is a relaxation of the terms of the zoning ordinance where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the actions of the applicant. A variance is authorized only for height, area and size of structure or size of yards and open spaces. Establishment or expansion of a use otherwise prohibited shall not be allowed by variance, nor shall a variance be granted because of the presence of nonconformities in the zoning district or classification or adjoining zoning districts or classifications.

City Departments:

City Manager's Office (352) 735-7126 Police (352) 735-7130

Code Enforcement (352) 735-7177

Fire (352) 735-7140

Finance (352) 735-7120

Public Works and Utilities (352) 735-7151 Parks and

Recreation (352) 735-7183 Library (352) 735-7180



510 N. Baker Street • Mount Dora, FL
32757 352.735.7112

Cityofmoundora.com