



**PRELIMINARY PLAT  
APPLICATION**

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

1. Applicant's Name: \_\_\_\_\_  
Company's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. Property Owner's Name(s): \_\_\_\_\_  
Company's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

3. Engineer's Name: \_\_\_\_\_  
Company's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

4. Surveyor's Name: \_\_\_\_\_  
Company's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

5. Size of Property (Acres): \_\_\_\_\_
6. Total Units/Lots: \_\_\_\_\_
7. Zoning District: \_\_\_\_\_
8. Future Land Use: \_\_\_\_\_
9. Wetland Areas (Acres): Existing: \_\_\_\_\_ Removed: \_\_\_\_\_  
 Remaining: \_\_\_\_\_
10. Density (Developable Area): \_\_\_\_\_  
(See LDC Definition for "Density" for developable area).
11. If this project is associated with e PUD, provide a summary report outlining each PUD condition with explanation as to how each PUD condition has been addressed with this submitted.

**CERTIFICATION AND SIGNATURE**

I CERTIFY THAT, to the best of my knowledge and belief, all information supplied with this application is accurate and I have examined and am familiar with the Land Development Code of the City of Mount Dora and have complied with the requirements of said regulations. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

I further understand there are additional costs incurred by the City engineer, City attorney, or outside consultants and will provide payment(s) upon request by the City.

\_\_\_\_\_  
**Owner/Applicant Signature**

\_\_\_\_\_  
**Date**

## SUBMITTAL CHECKLIST

**Collate submittal requirements into two (2) individual packages (includes one original package). Also, provide electronic copies (PDF) of the application and all support documents listed below (copied to a CD). [Incomplete submittals will not be accepted]**

The following items are required when applying for Preliminary Plat:

- Application Fee of **\$2,500.00**
  - \*Resubmittal Fee: If substantial revisions are required as determined by the development review committee, all planning, zoning, and development applications shall be submitted within 60 days from the development review committee meeting at which the recommendations were made. After the 60 day time-frame a new application fee is required prior to any further city review.
  - Note:** Additional costs incurred by the City engineer, City attorney, or outside consultants shall be billed directly to the applicant.
- Completed Application.
- If applicant is other than the owner, include notarized letter from the owner(s) of record, authorizing the applicant to act in his behalf shall be required.
- Legal Description of the property.
- Location Map.
- Preliminary Plat signed and sealed. Plans drawn an appropriate scale, on 24” x 36” paper size.
- Exterior Home Elevations and subdivision design: A conceptual lotting plan, building elevations, exterior colored renderings, and floor plans meeting Section 6.14 of the *LDC*.
- Tree removal/replacement plan.
- Boundary survey attached (same paper size as the plan set). Provide one survey signed and sealed with the original packet.
- Title Certificate, per section 4.3.4 LDC
- Four (4) Drainage Calculations, Traffic Impact Analysis, Soils Report, and applicable engineering reports.
- Electronic version emailed (or CD) of the full application submittal (Preliminary Plat, survey, all reports, and other drawings) in PDF format.
- One (1) reduced copy 11” x 17” (suitable for scanning or photocopying) of the Preliminary Plat.

### **4.2.3 Review of Preliminary Plat**

1. Purpose: The purpose of the Preliminary Plat is to permit complete and accurate presentation of technical data and preliminary engineering drawings in such a manner as to allow complete review and evaluation of the proposed development and its impact upon both the site and the surrounding areas.
2. Initial Point and Deadline: All submittals must be made to the Development Review Coordinator by the first Monday of any given month.
3. Submittal and Fees: All submittals shall be as outlined in Section 4.3.3, plus any other additional submittals which were requested as a condition of the development plan approval; appropriate fees shall be paid at the time of the submittal.
4. Review Process: Each Preliminary Plat shall be subjected to a standard review process as outlined below.
  - a. The Development Review Coordinator receives all submittals, ensures that they are complete and distributes them to the appropriate Development Review Committee members.
  - b. The proposed Preliminary Plat is reviewed by the Development Review Committee. Recommendations are forwarded to the Planning and Zoning Commission.
  - c. Based on the information generated and the recommendations of the Development Review Committee, the Planning and Zoning Commission shall recommend either approval, disapproval or approval subject to stated conditions. Presentation of the plan must be made by the staff to the Planning and Zoning Commission at a mutually agreeable meeting unless additional information or submittals are required, in which case, the applicant shall have ninety (90) days from the date of action by the Development Review Committee to make all required submittals.
  - d. If the recommendation of the Development Review Committee is for denial, the subdivider shall have the option to submit, within sixty (60) days, a revised preliminary plat without fee for review by the Development Review Committee prior to the presentation to the Planning and Zoning Commission. Any revisions after the first revision will require an additional preliminary plat fee and will be subject to the same sixty (60) day deadline. An extension to any of these deadlines may be considered by the Development Review Coordinator if a written request is submitted by the subdivider prior to the expiration date.
  - e. The Preliminary Plat shall be submitted to the City Council for action at their next available meeting following the review of the Planning and Zoning Commission provided all advertising and submittal deadlines can be met. The plat must be provided in PDF electronic format.
  - f. Based on the information presented and the recommendations of the Planning and Zoning Commission, the City Council shall approve, disapprove or approve subject to stated conditions.

5. Time Limit on Approval: A final subdivision plat or plats shall be submitted within six (6) months after the preliminary plat approval for all areas included in the preliminary plat or the preliminary plat approval shall lapse. The Planning and Zoning Commission may consider an extension of the six (6) month limit upon written request by the applicant prior to the expiration date showing cause for such an extension. Only one, six (6) month extension shall be allowed.

#### 4.3.3 Required Submittals for Preliminary Plat

Required submittals for the Preliminary Plat shall consist of a plat, engineering drawings and other auxiliary submittals as herein stated.

1. Plat Requirements: A preliminary plat, drawn at scale not less than one inch to equal one hundred feet (1" = 100') prepared by a registered surveyor or engineer showing graphically or by notes:
  - a. *Title Block*: The title or name of the proposed subdivision, the name and address of the owner of the tract proposed for development, the name and address of the engineer and the surveyor engaged to prepare and design the preliminary plat.
  - b. *Legend*: Date, scale of plat, north arrow, current zoning, total number of lots and minimum lot size.
  - c. *Legal Description*: A full and detailed legal description of the tract to be platted and its approximate acreage.
  - d. *Vicinity Map*: Showing relationship between area proposed for development and surrounding streets and public facilities shall be at a scale of not less than one inch to equal two-thousand feet (1" = 2000')
  - e. *Streets*: The location, name and right-of-way and pavement width both on and immediately contiguous to the subdivision tract shall be shown.
  - f. *Public Open Space and Easements*: Existing park lands, lakes, waterways with the tract to be subdivided shall be shown. Existing public easements shall be shown on the plat. The purpose for such easements shall be indicated.
  - g. *Dedications and Reservations*: All parcels of land proposed to be dedicated or reserved for public use, such as roads, easements, parks, sidewalks, bicycles or pedestrian trails shall be indicated on the plat.
  - h. *Lot lines, areas and numbers*: The proposed lot line, lot area, appropriate dimensions and lot numbers shall be shown. Lots shall be numbered in each block or other manner as approved by the City.
  - i. *Topography*: Contour intervals of one foot (1') except where determined be unreasonable by the City Engineer.
  - j. Proposed building setback lines
  - k. *Phasing*: Planned phasing, if any, should be shown. Each phase should be designed to stand on its own if subsequent phases are not developed.
2. Other Submittals:
  - a. *Arbor information*: The location of all trees greater than six inches (6") in diameter measured approximately four feet (4') above the ground in rights-of-ways and easements shall be indicated.

- b. *Covenants*: A draft copy of any proposed protective covenants or deed restrictions shall be submitted.
  - c. A professionally conducted survey of native vegetative communities shall be required for all proposed development sites of 30 acres or more where native habitat exists. This survey shall be conducted by an ecologist, biologist, or similar professional and shall include an inventory of wildlife, as well as state and federally listed endangered and threatened animals and plant species, and species of special concern. Site surveys shall address the following:
    - 1) The size and distribution of native habitat;
    - 2) Wildlife and listed species populations within the proposed development site;
    - 3) The feasibility and viability of on-site protection and management;
    - 4) Whether the proposed development site includes a wildlife corridor and the feasibility of maintaining the wildlife corridor;
    - 5) The appropriateness of mitigating the impacts of development by the relocation of the listed species to an acceptable off-site location, in the event that on-site protection is shown to be ineffective.
    - 6) Any development project of 30 or more acres shall be required to preserve native and upland habitat in accordance with the guidelines of the United States Fish and Wildlife Service and the Florida Freshwater Game and Fish Commission, as applicable.
3. **Engineering Drawings**: Engineering plans and specifications for the following improvements, both on-site and off-site shall be submitted to the Development Review Coordinator at the same time as the final plat.
- a. **Water Systems**: Size, material and location of water main, plus valves and fire hydrants.
  - b. **Sewer Systems**: Size, material and location of lines with submittal of profile where required.
  - c. Stormwater drainage facilities.
  - d. Bulkheads
  - e. Streets,
  - f. Sidewalks, bicycle paths and pedestrian paths.
  - g. Excavation and fill.
  - h. Landscaping and irrigation.
4. **Required Permits**: Permits from all regulatory and applicable governmental agencies, including but not limited to the following:
- a. Department of Environmental Regulations
  - b. St. Johns River Water Management District
  - c. Army Corps of Engineers
  - d. Lake County Pollution Control
  - e. Florida Department of Transportation
  - f. Department of Natural Resources