

PROJECT STEPS FOR DEVELOPMENT APPLICATION SUBMISSIONS

A pre-application conference must be scheduled with a City Planner before submission of a project applications. Please call (352) 735-7112 to schedule your appointment.

ANNEXATIONS

1. The existing city limits should be referenced to determine if the parcel is contiguous to the city.
2. The future land use map of the comprehensive plan should be referenced to determine if the parcel is within the city's planning area; annexations outside the planning area may also be considered.
3. Upon annexation the City assigns a similar (commensurate) Future Land Use and Zoning District. Any proposed changes to these designations will require separate Future Land Use and Zoning applications.
4. City staff should be consulted to determine service capabilities, permitted land uses and the role of the county and other cities.
5. Contact the Public Works and Utilities Department (352-735-7151) for verification of the City's central water and sewer availability.

Petition for annexation must include all items outlined within the Annexation Application and submitted by the deadline date.

COMPREHENSIVE PLAN AMENDMENT

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

1. Applications will be scheduled for the next Development Review Committee meeting. The development Review Committee will review the application and make recommendations to the Planning and Zoning Commission (Local Planning Agency).
2. Upon approval by the Planning and Zoning Commission, recommendations are made to the City Council for approval or denial.
3. Final approvals or denials are made by City Council

All required information outlined in the Comp Plan Amendment Application must be submitted by the deadline date.

CONDITIONAL USE PERMIT

Review of a Conditional Use Application requests are based on the following criteria:

1. The request is not detrimental to the character of the area or inconsistent with trends of development in the area;
2. The request does not have an unduly adverse effect on existing traffic patterns, movements and intensity
3. Is consistent with the comprehensive plan; and
4. Will not adversely affect the public interest

Applications will be reviewed by the Development Review Committee and referred to the Planning and Zoning Commission for final approval.

REZONING REQUEST INFORMATION

Requests will need approval from the Development Review Committee, Planning and Zoning Commission and final approval through the City Council. The Planning and Zoning Commission shall make recommendations, based on the following criteria to the City Council.

1. The need or justification for the change
2. The effect of the change, if any, on the particular property and on surrounding properties
3. The amount of undeveloped land having the same classifications as that requested in the general area and throughout the city
4. The relationship of the proposed amendment to the purposes of the City of Mount Dora Comprehensive Plan, with appropriate consideration as to whether the proposed change will further the purposes of this code and the plan
5. The availability and provision of adequate services and facilities
6. The impact on the natural environment
7. Other criteria as may be applicable based on the application request

All required information outlined in the Rezoning Application must be submitted by the deadline date.

SITE PLAN APPLICATIONS

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.

Following approval of the site plan by the Development Review Committee and Planning Commission, the applicant shall have six months to obtain a permit for construction on the site.

Anyone wishing to develop a site must complete an application for Site Plan Review.

All required information outlined in the Site Plan Application must be submitted by the deadline date.

SUBDIVISION PLAT APPLICATIONS (PRELIMINARY & FINAL)

There is a three-step process for the approval of a minor subdivision or replat. This process is intended to permit full and adequate review by the city in order to ensure and protect the public interest. This three-step process shall be:

1. Development Plan
2. Preliminary Plat
3. Final Plat

The application submittals will be reviewed by the Development Review Committee. Recommendations are forwarded to the Planning and Zoning Commission.

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. The City Council will have final approval, disapprove, or approve subject to stated conditions based on Planning and Zoning Commission recommendations.

All required information outlined in the PLAT Application must be submitted by the deadline date.

VARIANCE APPLICATIONS

A variance allows property owners to request minor alterations to development standards in the zoning ordinance, which would include standards such as; height, area and size of structures or size of yards and open spaces. A variance will not allow for a use which is prohibited within a certain zoning district.

1. Application submittals shall be reviewed by the Development Review Committee with recommendations forwarded to the Planning and Zoning Commission.
2. The Planning and Zoning Commission shall hear and decide request for variances from the terms of the zoning regulations where the Commission must find:
 - a. That special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same zoning district
 - b. Special conditions, a literal enforcement of the provision will result in unnecessary and undue hardship upon, and personal to, the applicant therefore, and not That the special conditions and circumstances do not result from the actions of the applicant
 - c. The granting of the variance requested will not confer on the applicant any special privilege that is denied by the chapter to other lands, buildings or structures in the same zoning district
 - d. That literal interpretation of the provision would deprive the applicants of rights commonly enjoyed by other properties in the same zoning district
 - e. That the variance granted is the minimum variance that will make possible the reasonable use of the land
 - f. That the granting of the variance will be in harmony with the general intent and purpose of this code and comprehensive plan
 - g. Will not be injurious to the neighborhood or otherwise detrimental to the public welfare
 - h. The granting of the variance will not be detrimental to the property or improvements in the area in which the property is located.
 - i. The Commission may not consider financial or economic hardship when reviewing variances.

All required information outlined in the Variance Application must be submitted by the deadline date.