

### Town of Montverde Minor Site Plan Process

#### Definition of Minor Site Plan

Minor site plan review shall be required for additions to existing structures if the additions are under 2,000 square feet and less than fifty percent (50%) of the total square footage of the existing structures, for changes in use without addition to existing structures but require other site improvements, and for conditional uses on currently developed land so long as the conditional use does not require additions to the structure in excess of fifty percent (50%) of the total square footage of the existing structure. A change in use that does not necessitate other sites improvements does not require a change.

#### Submittal Requirements

**Five (5) initial copies of the following (additional copies will be required after the final review completed):**

Requirement	Minor Site Plan	Major Site Plan
<b>General Information</b>		
Name of Project	X	X
Statement of intended use of site	X	X
Legal description of the property and size of parcel in acres or square feet	X	X
Name, address and phone number of owner or owners of record	X	X
Name, address and phone number of owner's agent	X	X
Name, address, phone number, signature, and registration of person(s) preparing the plan	X	X
Date, north arrow and scale, number of sheets; the scale (not smaller than one inch to fifty feet (1" = 50')) shall be designated and, where appropriate, the same scale shall be used on all sheets.	X	X
Vicinity map, showing relationship of proposed development to the surrounding streets and thoroughfares, shall be at a scale of not less than one inch equals two thousand feet (1" = 2,000').		X
Linear dimensions of the site.	X	X
Existing topography with a maximum of one (1) foot contour intervals for the proposed		X
Finished grade elevation		X
All existing and proposed building restriction lines (i.e., highway setback lines, easement, covenants, rights-of-ways, and building setback lines).	X	X
Commitments, such as contributions to off set public facilities impacts.		X
Zoning on all adjacent land	X	X
All rights-of-way and curb cuts within 150 feet of the proposed site		X

on both sides of the road.		
<b>Buildings and Structures</b>		X
Intended use	X	X
Number of stories	X	X
Height of building	X	X
Number of dwelling units and density for multifamily site plans	X	X
Projected number of employees (if applicable)	X	X
If restaurant, show number of seats and occupancy load	X	X
Square footage for proposed development:	X	X
• Gross square footage	X	X
• Non storage area	X	X
• Square footage of each story	X	X
• Gross Square footage of sales area	X	X
Photograph or sketch of proposed sign with dimensions and material type	X	X
Façade and elevation plans as follows:		X
• Exterior elevations with material designations		X
• Outline specifications of façade and roof treatments		X
<b>Streets, Sidewalks, Driveways, Parking Areas and Loading Spaces:</b>		
Engineered plans and specifications for streets, sidewalks and driveways		X
All parking spaces designated	X	X
Number of parking spaces	X	X
Number and location of handicapped spaces	X	X
Number and designation of loading spaces		X
Number of square feet of paved parking and driveway materials of driveways	X	X
Cross-section of proposed street improvements		X
Fire lanes		X
Location of proposed driveway(s) and median cut(s)	X	X
Internal traffic circulation plan, including directional arrows and signs to direct traffic flow		X
Location of traffic-control signs and signalization devices		X
Designated location of sidewalks	X	X

Coordination of walkways, driveways, etc., with facilities in adjacent developments	X	X
All proposed street and alleys		X
<b>Traffic Impact Analysis data:</b>		
The developer shall prepare, or have prepared, by a qualified traffic engineer, a traffic impact analysis, unless determined by the Town that the proposed development will not have a traffic impact which justifies such an analysis.		X
Data: The analysis of traffic impacts will provide the following findings, and appropriate methodologies utilized in determining the findings:		X
• Total projected average weekday trip ends for the site in question		X
• Design capacity of the accessed and impacted roads		X
• Average projected peak-hour (including time of day) trip projections for the site in question.		X
• Analysis of projected onsite and offsite traffic patterns, such as turning movements		X
• Projected percentage of truck traffic		X
• Recommended improvements made necessary by development		X
• Other related information as required by the Town or Town's consultants		X
• Impact to existing levels of service on accessed and impacted roads		X
• The applicant shall be responsible for all costs associated with review of the Traffic Impact Analysis by the Town's consultants		X

**Processing**

- All applications are received by the Town Clerk and forwarded to the consulting planner for initial review for code compliance and completeness.
- At the time of review the Town may request additional information to analyze impacts.
- The Clerk must forward the consultant comments to the applicant.
- The Clerk shall inform the applicant of meeting dates.

**Advertising/Notices/Postings**

- None required

**Hearings**

- P & Z Committee (4<sup>th</sup> Wednesday of each Month) – Recommendation to Council
- Town Council Meeting (2<sup>nd</sup> Tuesday of Month) – One Reading
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**Processing After Approval**

- Site inspection to ensure Site Plan improvements were completed per approved plans prior to Certificate of Occupancy

**Fees**

- The applicant will pay in full for cost incurred through consultant review, attorney's fees advertising and notification.



**APPLICATION FOR MINOR SITE PLAN REVIEW**

1. Applicant's Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Applicant is:    Owner \_\_\_ Developer \_\_\_ Lessee \_\_\_ Agent \_\_\_ Optionee \_\_\_

2. Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

3. Contractor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

License Number: \_\_\_\_\_

4. Architect's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Registration Number: \_\_\_\_\_

5. Landscape Architect: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Registration Number: \_\_\_\_\_

6. Project Name: \_\_\_\_\_

Physical Location/Address: \_\_\_\_\_

7. The property is located in the vicinity of the following streets:

\_\_\_\_\_

\_\_\_\_\_

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8. Area of property \_\_\_\_\_ Square Feet \_\_\_\_\_ Acres
9. The exact legal description of the property as shown on the Tax Receipt or the Warranty Deed, or attach a separate sheet to the application form:

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10. The property is currently zoned: \_\_\_\_\_

11. Briefly describe the proposed project: \_\_\_\_\_

If for storage, what type of material will be stored? \_\_\_\_\_

12. Have any development reviews and/or approvals been granted to this property?  
Yes \_\_\_\_ No \_\_\_\_ If yes, list the type, date and result:

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13. Has any Variance been granted concerning this property? Yes \_\_\_\_ No \_\_\_\_  
If yes, list the Case Number and briefly describe the nature of the Variance.

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14. The plans shall be drawn on 24" x 36" sheets as a minimum, at the largest scale feasible. The plans or any portion thereof involving engineering, shall be certified by a professional engineer or landscape architect as required by SJRWMD. The following information must be included on the site plan:

**General Information**

- \_\_\_\_ a. Name of project.
- \_\_\_\_ b. Statement of intended use of site.
- \_\_\_\_ c. Legal description of the property and size of parcel in acres or square feet.
- \_\_\_\_ d. Name address and phone number of owner or owners of record.
- \_\_\_\_ e. Name, address and phone number of owner's agent.
- \_\_\_\_ f. Name, address, phone number, signature and registration of

person(s) preparing the plan.

- \_\_\_\_\_ g. Date, north arrow and scale number of sheets; the scale (not smaller than one inch to fifty feet (1"=50) shall be designated and where appropriate, the same scale shall be used on all sheets.
- \_\_\_\_\_ h. Vicinity map showing relationship of proposed development to the surrounding streets and thoroughfares, shall be at a scale of not less than one inch equals two thousand feet (1" 2,000').
- \_\_\_\_\_ i. Linear dimensions of the site.
- \_\_\_\_\_ j. Existing topography with a maximum of one (1) foot contour intervals for the proposed site.
- \_\_\_\_\_ k. Finished grading elevations.
- \_\_\_\_\_ l. All existing and proposed building restriction lines (i.e., highway setback lines, easement, covenants, rights-of-ways, and building setback lines).
- \_\_\_\_\_ m. Commitments, such as contributions to off set public facilities impacts.
- \_\_\_\_\_ n. Zoning on all adjacent land.
- \_\_\_\_\_ o. All rights-of-way and curb cuts within 150 feet of the proposed site on both sides of the road.

***Building and Structure***

- \_\_\_\_\_ a. Intended use.
- \_\_\_\_\_ b. Number of stories.
- \_\_\_\_\_ c. Height of building(s).
- \_\_\_\_\_ d. Number of dwelling units and density for multifamily site plans.
- \_\_\_\_\_ e. Projected number of employees, if applicable.
- \_\_\_\_\_ f. If restaurant, show number of seats and occupancy load.
- \_\_\_\_\_ g. Square footage for proposed development, i.e., gross square footage, nonstorage area, square footage of each story, gross square footage of sales area, etc.
- \_\_\_\_\_ h. Photograph or sketch of proposed sign with dimensions and material type.

- \_\_\_ i. Façade and elevation plans as follows: Exterior elevations with material designations, outline specifications of façade and roof treatments

***Street, Sidewalks, Driveways, Parking Areas and Loading Spaces***

- \_\_\_ a. Engineering plans and specifications for streets, sidewalks and driveways
- \_\_\_ b. All parking spaces delineated.
- \_\_\_ c. Number of parking spaces.
- \_\_\_ d. Number and location of handicapped spaces.
- \_\_\_ e. Number and designation of loading spaces
- \_\_\_ f. Number of square feet of paved parking and driveway materials of driveways.
- \_\_\_ g. Cross-section of proposed street improvements.
- \_\_\_ h. Fire lanes
- \_\_\_ i. Location of proposed driveway(s) and median cut(s).
- \_\_\_ j. Internal traffic control circulation plan, including directional arrows and signs to direct traffic flow
- \_\_\_ k. Location of traffic-control signs and signalization devices
- \_\_\_ l. Designated location of sidewalks
- \_\_\_ m. Coordination of walkways, driveways, etc., with facilities in adjacent developments
- \_\_\_ n. All proposed street and alleys

***Proposed Water, Sewer and Solid Waste Facilities***

- \_\_\_ a. Size, material, specifications and location of water mains, valves, services and fire hydrants.
- \_\_\_ b. Size, material, specifications and location of sanitary sewer lines and laterals with submittal of a profile, if necessary.
- \_\_\_ c. Size and location of septic tank and drainfield, if applicable.
- \_\_\_ d. Grease separation system, if applicable: Size, location and materials.



- \_\_\_\_\_ e. Location(s) and access provisions for refuse service, including pad, screening, fencing and landscaping, if applicable.

***Landscaping***

- \_\_\_\_\_ a. Landscaping plan and provisions for maintenance including size, type and location of all landscaping, screens, walls, fences and buffers per the requirements in the Landscaping and Tree Protection chapter. If water efficient landscaping is used, the information required in that chapter should be included.
- \_\_\_\_\_ b. Irrigation system plan.

***Environmental Protection***

- \_\_\_\_\_ a. Natural features such as waterbodies, wetlands, native vegetative communities, etc., as required in the Environmental Regulations chapter.
- \_\_\_\_\_ b. Conservation easements per the requirements.
- \_\_\_\_\_ c. Provisions for the adequate control of erosion and sediment, including the location and description of the methods to be utilized during and after all phases of clearing, grading and construction.

***ADDITIONAL INFORMATION TO BE PROVIDED***

- \_\_\_\_\_ a. A certificate of concurrency or evidence of application for a certificate.
- \_\_\_\_\_ b. An application for a clearing and tree permit meeting all criteria specified in the Developmental Procedures and Regulations chapter and the Landscaping and Tree Protection chapter.
- \_\_\_\_\_ c. Drainage calculations as required in the Stormwater Management chapter.
- \_\_\_\_\_ d. Fire flow calculations, if applicable.
- \_\_\_\_\_ e. Lift station calculations, where required.
- \_\_\_\_\_ f. Copy of HRS permit, where required.
- \_\_\_\_\_ g. A construction cost estimate prepared by the engineer of record, which shall delineate any proposed improvements to be maintained by the Town.
- \_\_\_\_\_ h. Environmental assessment per the requirements, if applicable.

\_\_\_\_\_ i. Any additional data, maps, plans or statements, as may be required, which is commensurate with the intent and purpose of the Code.

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Signature of Applicant

PLEASE SUBMIT APPLICATION TO THE TOWN CLERK ACCOMPANIED BY FIFTEEN (10) COPIES OF THE SITE PLAN (SIGNED AND SEALED IF REQUIRED), APPROPRIATE REVIEW FEES, PROOF OF OWNERSHIP AND ALL APPLICABLE INFORMATION AND DOCUMENTATION AS REQUIRED BY TOWN OF MONTVERDE.

**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 on page  
one of this application.

(2) That he/she desires approval for:

\_\_\_\_\_

(3) That he/she has appointed \_\_\_\_\_ to act as  
agent in his/her behalf to accomplish the above. The Owner is required to  
complete the APPLICANT'S AFFIDAVIT of this application if no agent is  
appointed to act in his/her stead.

\_\_\_\_\_  
Affiant (Owner's Signature)

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or who has  
produced \_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_  
Notary Public

**NOTE**

**All applications shall be signed by the owner of the property, or some person duly  
authorized by the owner to sign. This authority authorizing a 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 by me 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 the Town of Montverde, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his/her knowledge and belief, and further, that this application and attachments shall become part of the Official Records of the Town of Montverde, Florida, and are not returnable.
- (2) That he desires approval for:  
  
\_\_\_\_\_
- (3) That the submittal requirements for the application have been completed and attached hereto as part of this application.

\_\_\_\_\_  
Affiant (Applicant's Signature)

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_,  
20\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced  
\_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_  
Notary Public