

Town of Montverde Minor Subdivision Process

Submittal Requirements

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

Where property abuts an existing dedicated public right-of-way of at least fifty (50) feet in width, and no new substantial public improvements for water or sanitary sewer, transportation improvements are required; and where the proposed subdivision contains three (3) or fewer residential lots, the Town may waive conceptual or development plans and permit the final plans and final (record) plat to be presented to the Town Council for approval, approval with conditions, or disapproval. However, the following will be required:

1. A concurrency review
2. A conceptual drainage plan showing all existing and / or proposed swales and / or structures for drainage

Penalties for the illegal subdivision of property shall include, but are not limited to the following:

1. Prohibit issuance of building permits on illegally subdivided lots;
2. Seek an injunction requiring the illegal subdivision to be dissolved; or
3. Seek an injunction requiring the removal of any structures placed on the illegally subdivided lot(s).

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

- None required

Hearings

- P & Z Committee (4th Wednesday of each Month) – Recommendation to Council
- Town Council Meeting (2nd Tuesday of Month) – One Reading

Processing After Approval

- Applicant must record at Lake County Clerks Office and provide Town a copy of the recorded minor subdivision

Fees

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



MINOR SUBDIVISION APPLICATION

Tax Identification # _____

1. Name: _____

Mailing Address: _____

Telephone #: _____

2. Applicant's Name: _____

Mailing Address: _____

Telephone #: _____

3. Applicant is: Owner ___ Agent ___ Purchaser ___ Lessee ___ Optionee ___

4. Property Address/Location: _____

5. Name of Subdivision for Preliminary Platting _____

6. Area of Property: _____ Square feet _____ Acres

7. Utilities: Central Water ___ Central Sewer ___ Well ___ Septic Tank ___

8. Zoning of property: _____

9. Proposed number of lots/parcels:

10. Proposed use of the property: _____

11. Have any land use applications been filed within the last year in connection with this property? ___ Yes ___ No. If yes, briefly describe the nature of the request:

I certify that the statements in this application are true to the best of my knowledge.

Signature of Applicant

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 is the fee-simple owner of the property legally described on page one of this application.
- (2) That he desires approval for:

- (3) That he has appointed _____ to act as agent in his 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 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 affirms and certifies that he 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 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