

Town of Montverde Preliminary Development Plan Process

Submittal Requirements

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

The preliminary development plan shall be drawn at a scale of not less than one hundred (100) feet to one (1) inch

1. Title Block
2. Legend – Title, scale, north arrow, approximate acreage to be subdivided, current zoning, total number of lots, minimum lot size, name, address and telephone number of the applicant or his representative(s).
3. Legal description of the tract to be subdivided
4. 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 equals two thousand feet (1" = 2000')
5. Existing streets – The name, location and right-of-way width of all existing streets which abut the proposed subdivision, and existing easements on the property and location of all existing driveways and median openings within one hundred (100) feet.
6. Proposed streets – The width of proposed street right-of-ways.
7. Lots – Preliminary lot layout with approximate dimensions shown
8. Soils:
 - a. Soil classification map drawn on the face of the plan for comparison with proposed development activities shall be provided and shall indicate soil classifications on the plat as identified by the United States Department of Agriculture Soil Conservation Service in the "Lake County Area Soil Survey". An applicant may challenge this designation by securing competent expert evaluation, at the applicant's own expense, demonstrating that the identified soils are not classified correctly. If said determination is concurred in by the Town's consulting engineer, the soils shall be correctly identified for the purpose of this code.
 - b. Soil analysis by a qualified soil engineer shall be furnished, upon request of the Town's consulting engineer, for submittal with the preliminary plat.
9. Topography – Contours at one (1) foot intervals for the tract being subdivided and extending twenty-five (25) feet beyond property line including water surface elevations and date recorded.
10. Other natural features – Including lakes, marshes or swamps, watercourses and other pertinent features as shown on a recent aerial photo. Location of all trees on site which are a minimum of six (6) inches in diameter measured three (3) feet above ground. Trees with a diameter of twenty-four (24) inches or greater shall be identified by type, height, diameter and canopy spread.
11. Limits of flood plain – Indicate flood elevation, drawn on the face of the plan, for 100-year flood as established by the United States Geological Survey Map series entitled, "Map of Flood Prone Areas", the Department of Housing and Urban Development "Flood and Floodway Boundary Maps" or the Federal Emergency Management Agency, Federal Insurance Administration (FEMA/FIA). An applicant may challenge this designation by securing competent expert evaluation, at the applicant's own expense, demonstrating that the property does not fall within the designated flood delineation. If the expert determines that the property in question is not within a flood-prone area, and this determination is concurred by the Town's engineering consultant, the purpose of this Section shall be fulfilled.
12. Utilities – Proposed source of water, sewer, electric and gas

13. Drainage concept plan – Indicate general flow directions and retention areas.
14. Boundaries of the tract shown by a heavy line
15. Zoning of adjacent properties
16. Names of abutting subdivisions, if any, and the recordation date and plat book and page number
17. Other existing improvements including buildings on the tract
18. Proposed and existing easements
19. A Concurrency Application
20. A completed application
21. Proof of ownership
22. Owners Affidavit and if applicable Applicant Affidavit
23. Signed and Sealed Survey

Processing

- All applications are received by the Town Clerk and forwarded to the Planning Consultant, Town Attorney, Town Engineer and Town Surveyor for review of 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.
- Preliminary Development Plan is the first part of a three step process , which includes Final Development and Final (Record) Plat

Advertising/Notices

- None required

Hearings

- P & Z Committee (3rd Wednesday of each Month) – Recommendation to Council
- Town Council Meeting (2nd Tuesday of Month) – One Reading

Processing After Approval

- Applicant must submit Final Development Plan and Final (Record) Plat

Fees

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



PRELIMINARY DEVELOPMENT PLAN 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