

Town of Montverde Site Plan Process

Submittal Requirements

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

Minor and Major Site Plans:

Requirement	Minor Site Plan	Major Site Plan
General Information		
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 on both sides of the road.		X
Buildings and Structures		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

Streets, Sidewalks, Driveways, Parking Areas and Loading Spaces:		
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
Traffic Impact Analysis data:		
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

General Development and Proposed Improvements

A) *General Information*

B) *Drainage:*

Engineering plans and specifications for collection and treatment of storm drainage, including a description of the preservation of any natural features, such as lakes and streams or other natural features.

C) *Dredge and Fill*

If any dredging or filling operation is intended in development of the area, application shall be made to the agencies responsible for dredge and fill permits. No such work will be done prior to issuance of such permit.

D) *Soils:*

- 1) Indicate soil classifications on the site plan 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 that determination is concurred with the Town, the soils shall be correctly identified for the purpose of this chapter.

2) Soil analysis by a qualified soil engineer must be furnished upon request. Of the Town.

E) *Erosion Control:*

Provision for the adequate control and sediment, indicating the location and description of the methods to be utilized during and after all phases of clearing, grading, and construction.

F) *Limits of Floodplain:*

Indicate flood elevation for 100-year flood elevation on the site plan as established by the United States Geological Survey Map series entitled, "Map of Flood Prone Areas," or the Department of Housing and Urban Development "Flood Boundary and Floodway Maps." An applicant may challenge this designation by securing competent expert evaluation, at the applicant's own expense, to demonstrate that his property does not fall within the designated flood delineation. If said expert determines that the property in question is not within a flood prone area, and said determination is acceptable to the Public Services Director and Town's consultants, said property shall be designated as non-flood-prone for the purpose of this Code.

G) *Proposed Water and Sewer Facilities:*

- 1) Water: Size, material and location of water mains, plus valves and fire hydrants, fire flow calculations plus engineering plans and specifications within three hundred (300) feet of the site.
- 2) Sanitary Sewer System: Size, material, and location of lines plus engineering plans and specifications, with submittal of profile where required.
- 3) Electric and Gas.

H) *Solid Waste:*

Location(s) and access provisions for refuse service, including pad screening, fencing, and landscaping.

- I) *Landscaping, Arbor, Recreation, and Open Space:*
 - 1) Landscaping plan, irrigation system plan and provision for maintenance, including size, type, and location of all landscaping, screens, walls, fences, and buffers.
 - 2) Application for arbor permit, if applicable.
 - 3) Recreation and open space areas, if applicable.
- 5.1.1 Existing Improvements (onsite, adjacent to site and across or opposite any public rights-of-way):
- A) Locations and sizes of driveways and median cuts within three hundred feet (300') of the site
 - B) Sidewalks, streets, alleys and easements (note widths and type).
 - C) Drainage systems to include natural and structural (size and materials, invert elevation).
 - D) Size and location of nearest water mains, valves and fire hydrants
 - E) Sanitary sewer systems (size, invert elevations, etc., to be included).
 - F) Gas, electrical and telephone lines, where available.
 - G) Tree survey indicating the location of all trees onsite which are a minimum of four (4) inches in diameter measured at approximately DBH. Smaller trees to be retained may also be shown by the applicant to assist in determining replacement requirements. Groups of trees in close proximity may be designated as "Clumps" of trees with the estimated number and type of trees noted. Trees with a diameter of 24 inches and greater shall be identified by type, height, diameter and canopy spread. Trees to be removed, relocated or replaced must be named (common and botanical name) on the plan. The requirement of a tree survey may be deemed optional if a site is heavily forested. The Mayor will determine the necessity after consultation with Town staff (including planning and engineering consultants).
- A concurrency application

Processing

- All applications are received by the Town Clerk and forwarded to the Planning Consultant, Town Attorney and Town Engineer 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.

Advertising/Notices/Postings

- 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

- 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 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:

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:

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.

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.

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- _____ 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.

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- ___ 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

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Traffic Impact Analysis data:

- _____ a. 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

- _____ b. Data: The analysis of traffic impacts will provide the following findings, and appropriate methodologies utilized in determining the findings:
 - 1. Total projected average weekday trip ends for the site in questions
 - 2. Design capacity of the accessed and impacted roads
 - 3. Average projected peak-hour (including time of day) trip projections for the site in question
 - 4. Analysis of projected onsite and offsite traffic patterns, such as turning movements
 - 5. Projected percentage of truck traffic
 - 6. Recommended improvements made necessary by development
 - 7. Other related information as required by the Town or Town's consultants
 - 8. Impact to existing levels of service on accessed and impacted roads
 - 9. The applicant shall be responsible for all costs associated with review of the Traffic Impact Analysis by the Town's consultants

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.

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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.

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

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/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

