

**City of Eustis Development Services
Checklist for Submittals by Application Type**

I. General Requests

A. Alcoholic Beverage Review (Regular & Special Event) (Sec. 109-4.3)

1 Regular Sales

_____ Alcoholic Beverage Review Application - Completed & Signed

_____ Application Fee \$50

_____ State of Florida Department of Business & Professional Regulation Alcoholic Beverage Application - Completed & Signed

2 Special Event Sales

_____ State of Florida Department of Business & Professional Regulation Application for One-Two-Three Day Permit or Special Sales - Completed & Signed

**B. Business Tax Receipt – Code of Ordinances Section 86-221 thru 86-237
Incomplete Applications will NOT be accepted
(BTR Fee will be additional, as determined by business type)**

For All Applicants:

_____ Application Form – Completed and Signed with required Attachments

_____ Application Fee \$10

_____ Copy of Lake County Business Tax Receipt

_____ Copy of Fictitious Name Registration

_____ Copy of State License (if applicable)

Ex. Agency for Health Care Administration, Dept. Agriculture and Consumer Services, Dept. Business & Professional Regulation, Florida Health Department, etc.

For Mobile Food Vendors/Produce Stands Add:

_____ Letter of Permission from Property Owner

_____ Site Plan Layout Sketch showing location of buildings, access drives, parking and proposed location of Food Truck/Produce Stand

For Solicitor, Peddler, Canvasser Add:

_____ Home Solicitation Sale Permit through Lake County Clerk of Circuit Court

For House Movers Add:

_____ Copy of \$5,000 (minimum) Bond

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C. Community Residential Home (Group Home) Zoning Verification (Sec. 109-4.(b))

_____ Written Response Request Form - Completed & Signed

_____ List of Community Residential Homes in the area:

_____ <http://www.floridahealthfinder.com> Also list from ADP & DCF

_____ (Search to include Assisted Living Facilities, Adult Family Care Homes, Residential Treatment Facilities, Intermediate Care Facilities for Developmentally Disabled).

D. Historic Preservation - Administrative Certificate of Appropriateness (Sec. 46-228)

_____ Application for Certificate of Appropriateness (COA) - Completed & Signed

_____ If After the Fact (work has been completed) Application Fee \$100

_____ Additional information as applicable, i.e. architectural plans, site plan, photos, material samples, brochures, etc.

E. Lot Line Deviation (Sec. 102-11)

_____ Development Application - Completed & Signed

_____ Application Fee \$200

_____ Sketch & Legal Description of Proposed Lot Line Deviation/Adjustment showing the proposed lot reconfiguration, access, structures and ownership

_____ Provide an aerial photograph no older than four (4) years showing the boundaries of the proposed adjustment overlain.

_____ Provide current property record cards and warranty deeds for the affected parcels.

_____ Provide any other information required by the Director of Development Services or designee.

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F. Lot Split (Sec. 102-11.(f))

_____ Development Application - Completed & Signed

_____ Application Fee \$100

_____ Survey & Legal Description of Parent Parcel

_____ Survey & Legal Description of Each Newly Created Parcel

G. Political Sign Registration (Sec. 115-10.3.(a)(13))

_____ Political Sign Registration Application - Completed & Signed

_____ Security Deposit \$100

_____ (Political Sign Permit Affidavit to be completed after campaign in order for deposit to be returned).

H. Tree Removal Permit (Sec. 115-8.1.(b))

_____ Tree Removal Permit Application - Completed & Signed

_____ Tree Inventory Sketch – See Application for Sample Sketch

_____ Photos and/or documentation of conditions, i.e. poor tree health, hazard, etc.

I. Garage/Yard Sale Permit (Sec. 74-51)

_____ Yard/Garage Sale Permit Application - Completed & Signed

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J. Variance - Minor Administrative (Sec. 102-20.)

_____ Development Application - Completed & Signed
(Justification section must be completed or a separate letter of intent submitted).

_____ Application Fee \$100

_____ Site Plan (for setback variance) or Landscape Plan (for buffer variance). Variance request may not deviate more than 20% of the LDR requirement.

K. Written Response Request (Sec. 102-23)

_____ Request for Written Response Form - Completed & Signed

_____ Application Fee \$50

II. Administrative Review

A. Administrative Site Plan Review (Sec. 102-2.1)

_____ Development Application - Completed & Signed

_____ Application Fee \$200

_____ General Location Map

_____ Aerial Map showing 200-feet of surrounding area, access points, adjacent land use designations and design districts

_____ Boundary Survey (or scaled sketch) of property showing improvements, structures and setbacks

_____ Proposed Redevelopment Plans (**4 sets- 24" x 36" and electronic PDF**) identifying land uses and showing structures, off-street parking, impervious area, open space and other proposed improvements.

_____ Proposed Landscape Plan.

_____ Method of providing water, wastewater and solid waste disposal

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B. Final Engineering & Construction Plans (Sec. 102-9)

_____ Development Application - Completed & Signed

_____ Application Fee \$750

_____ Copies of required permits as applicable to the site from State agencies, including FDEP (water/wastewater), FDOT, SJRWMD (ERP)

_____ Proposed covenants, conditions, restrictions, proof of legal operational entity for stormwater management system, if applicable.

_____ Subsoil Report (including soil borings, AASHTO soil classifications, gradation, determination of wet season water table, permeability rates, porosity values, etc.

_____ Tree Removal Permit (if applicable)

_____ Final Engineering Construction Plans - Signed & Sealed
(4 sets- 24" x 36" and electronic PDF)

1 _____ Cover Sheet (Location Map, Contact Information, Parcel ID/Alternate Key Number, Title Block, Scale, North Arrow, Date, and Revision Date Block)

2 Site or Subdivision Plan (consistent with preliminary approved plan)

_____ Buildings, driveways, easements, fire lanes, setbacks, streets, sidewalks

_____ Location and access for refuse service, including pad, screening, fencing, landscaping

_____ Sign locations

_____ Cross-sections for offsite improvements (50-foot intervals)

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3 Elevations, Grading & Stormwater Management

_____ Minimum floor elevations for buildings in 100-year flood plain

_____ Grading plans including perimeter grading

_____ Erosion control/sediment plan

_____ Stormwater calculations (signed and sealed)

_____ Topographical information w/elevations (1-ft contour intervals)

_____ Plan and profile w/grade and sizes

_____ Pre and post development basins

4 Landscape Plan – Signed & Sealed

_____ Buffers, fencing, landscaping, screens, and walls

_____ Irrigation plan

5 Utility Plan

_____ Plan and profile of proposed water and wastewater distribution systems with grade and sizes

_____ Projected flows of water and wastewater and pumping facilities

_____ Locations of onsite and nearby existing and proposed fire hydrants

_____ Easements, setbacks and rights-of-ways, if applicable.

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6. Other:

_____ Final building elevations showing compliance with design standards

_____ Lighting plan meeting LDR Sec. 115-3

_____ Monuments (per Chapter 177, Florida Statutes) for subdivisions

_____ Additional data, maps, plans, or statements as required by the
Director of Development Services

C. Minor Modification to Approved Site Plan (Sec. 102-15)

_____ Development Application - Completed & Signed

_____ Application Fee \$200

_____ Revised Plan Sheets (signed and sealed) applicable to the modification requested
meeting the requirements of Site Plan/Preliminary Plat plan checklist. (See IV.C.)

D. Minor Replat (Sec. 102-11)

_____ Development Application - Completed & Signed

_____ Application Fee \$875 + \$5/lot

_____ Three (3) copies of proposed minor replat, including legal descriptions,
acreage/square footage of original and proposed lots prepared by a registered
professional land surveyor

_____ Statement regarding water and sewer service availability

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III. Public Hearing Applications

A. Appeals (Sec. 102-29)

_____ Development Application - Completed & Signed

_____ Application Fee \$350

_____ Documentation and/or plans related to the original application for which the applicant is requesting the appeal to City Commission.

B. Annexation (Florida Statutes)

_____ Annexation/Comp Plan/Design District Application - Completed & Signed

_____ Meets and bounds legal description of the parcel to be annexed

_____ Application Fee \$675 for single residential lot, \$1,000 for all others

C. Community Meeting (Sec. 102-6)

(Note: This is not a public hearing before City Commission, but a neighborhood meeting to be held prior to formal development application to the City).

_____ Development Application- Completed & Signed

_____ Application Fee \$150

_____ See Section 102-6 for items to be reviewed at the community meeting.

D. Comprehensive Plan Amendment (Sec. 102-16)

_____ Comprehensive Plan Amendment Application- (Use Annexation/Comp Plan/Design District Application) Completed & Signed

_____ Application Fee \$600 for small scale (less than 10 acres) \$1,450 for large scale

_____ A statement describing the need for the proposed amendment, describing whether and how the amendment is consistent with the comprehensive plan, is compatible with the surrounding land uses, affects public facilities/levels of services, affects the natural environment, will result in an orderly and logical development pattern.

_____ **For Properties in Wekiva Study Area** – Additional data and analysis per FLU 5.1.3 and FLU A-1. See application for more information.

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E. Concept Plan (Sec. 102-5, 102-8)

- _____ Development Application - Completed & Signed
- _____ Application Fee \$250
- _____ General Location Map
- _____ Aerial Map showing 200-feet of surrounding area, access points, adjacent land use designations and design districts
- _____ Boundary Survey (or scaled sketch) of property showing improvements
- _____ Conceptual site plan including number and type of dwelling units and/or commercial sq.ft, total acreage, net acreage, open space required/provided, net density, required buffers, requested waivers, vehicular and pedestrian connections

F. Conditional Use (Sec. 102-13) or CUP Modification

- _____ Development Application - Completed & Signed
- _____ Application Fee \$800 (Modification \$600)
- _____ Sketch or survey showing structures, parking, setbacks, landscape buffers, abutting right-of-ways
- _____ Map showing adjacent land uses within 500 feet of the subject property

G. Design District Amendment (Sec. 102-17)

- _____ Design District Application – (Use Annexation/Comp Plan/Design District Application) Completed & Signed
- _____ Application Fee \$500 (Not applicable if in conjunction with Annexation)
- _____ A statement describing the need for the proposed amendment, describing whether and how the amendment is consistent with the comprehensive plan, is compatible with the surrounding land uses, affects public facilities/levels of services, affects the natural environment, will result in an orderly and logical development pattern.
- _____ Conceptual plan for all planned districts

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H. Extension of Time Limitations (Sec. 102-14)

_____ Written request for extension of time, including statement that development order complies with land development regulations in effect at the time the request is considered and explanation of how the development is continuing in good faith.

I. Outside Utility/Annexation Agreement (Ord. 08-09)

_____ Development Application - Completed & Signed

_____ Application Fee \$250 residential lot; \$350 all others

*Fees for Future Annexation/Comp Plan Amend also must be Paid at time of Outside Utility Request

Subdivision Construction Bond Release

(Requires City Commission approval (consent agenda item) after City Engineer

J. recommends acceptance; item to include acceptance of maintenance bond).

_____ Applicant may request a preliminary walk-thru inspection prior to submitting a formal final inspection request. If the City Engineer provides a formal punch list of items to be completed, a response to each item shall accompany the formal Final Inspection request.

_____ Applicant submits letter request and attachments to Development Services for Final Inspection and Bond Release. Required submittals are as follows:

_____ Final Inspection Fee of \$10/per lot
(If re-inspection is required an additional fee of \$10/per lot will apply)

_____ Maintenance Bond: 15% of construction costs; minimum 2 year maintenance period beginning with city acceptance of constructed improvements

_____ If development includes facilities not dedicated to the city, documentation of ownership and maintenance responsibility (i.e. condominium or homeowner's association documents).

_____ 3 Sets As-Builts/Record Drawings, PDF Digital Copy and AutoCad Utility Drawings

_____ Engineer's signed and sealed Certificate of Completion

_____ Any and all permit close-out certifications including but not limited to FDEP Water, FDEP Sewer, SJRWMD, etc.

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_____ Signed and Sealed test report package prepared by registered Geotechnical/Construction Inspection Engineer

_____ When City Engineer finds improvements are satisfactory, he will submit a recommendation for final acceptance to Development Services. If not, he will submit a list of deficiencies, which will be provided to the application for correction with direction to submit a re-inspection request to Development Services upon correction.

_____ If all documents and findings are satisfactory, Development Services will issue a letter of Final Acceptance to the Applicant, outlining the requirements during the maintenance period and process for releasing the maintenance bond

_____ Development Services staff to keep record of maintenance bond period and initiate Maintenance Bond Inspection a minimum of 2 months prior to bond expiration.

Subdivision Maintenance Bond Release

(Requires City Commission approval (consent agenda item) after City Engineer

K. recommends acceptance)

_____ Approximately 2 to 3 months prior to Maintenance Bond expiration, Development Services will notify applicant of maintenance period of expiration and coordinate final inspections with the City Engineer

_____ If deficiencies are noted, Development Services will provide notice to the applicant/developer to correct

_____ Applicant/developer will notify Development Services of completion of corrections and request re-inspection

_____ If no deficiencies, or upon verified completion of correction of deficiencies, Development Services will issue a letter that the maintenance period is complete and release the bond

L. Vacation (Easement/Plat/Right-of-Way) (Sec. 82-156-160)

_____ Development Application - Completed & Signed

_____ Application Fee \$500 Street, \$400 Easement, \$400 Plat

_____ Permission from 2/3 of owners abutting area to be vacated

_____ Legal description and sketch of easement/plat/right-of-way to be vacated

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M. Variance – Major (Sec. 102-19)

- _____ Development Application - Completed & Signed
- _____ Application Fee \$525 (after the fact \$750)
- _____ Explanation of substantial hardship
- _____ Site plan, sketch plan or survey, drawn to scale and showing all structures.
- _____ Additional drawings, photos or sketches as necessary to depict the variance request

IV. Public Hearing Applications (w/DRC)

A. Final Plat (Sec. 102-10)

- _____ Development Application - Completed & Signed
- _____ Application Fee \$875 + \$5/lot Plus Consultant Fees
- _____ Construction cost estimate or executed construction contract
- _____ Security in the amount of 110% of construction costs in the form of cashier's check, certified check, developer/lender/city agreement, interest bearing certificate of deposit, irrevocable letter of credit, or surety bond
- _____ Ownership and maintenance association documents for streets and stormwater management systems, if applicable.
- _____ Final Plat meeting requirements of F.S. Chapter 177
(5 sets- 24" x 36" and electronic PDF)

B. Planned Unit Development (PUD Overlay) (Sec. 102-12) or PUD Amendment

- _____ Development Application - Completed & Signed
- _____ Application Fee \$1,300 (Amendment \$900)
- _____ Environmental/Wildlife Habitat Study
- _____ Preliminary School Concurrency Assessment

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_____ Soils Survey

Statement of Development Characteristics including general character and purpose of development, land use by acreage and density/intensity; proposed building type, housing type, building height; statement of perceived impact on surrounding area; statement regarding management responsibility of common areas/facilities; recreation and landscape concepts

_____ Transportation Management plan including projected average daily trips, direction of traffic and projected levels of service for arterial roads servicing the site.

_____ Aerial Map showing 500-feet of surrounding area, access points, adjacent land use designations and design districts

_____ Boundary/Topographic Survey of property showing improvements, structures and setbacks

Master Plan (**4 sets- 24" x 36" and electronic PDF**) including:

_____ Location Map, Contact Information, Parcel ID/Alternate Key Number, Title Block, Scale, North Arrow, Date, and Revision Date Block

_____ Land uses, open space, conservation/preservation area; acreage of each land use, proposed number of residential units and density; proposed non-residential uses including square footage and intensity

_____ Phasing Plan including location, sequence and timing

_____ Utilities plan including location/source of potable water/sanitary sewer

_____ General surface water management plan

C. Site Plan & Preliminary Plat (Sec. 102-8) or Major Modification

_____ Development Application - Completed & Signed

_____ Site Plan Application Fee \$1,100; Prelim. Subdivision \$1,000+ \$5/lot
(Modification \$600)

_____ **For Properties in Wekiva Study Area** – Additional data and analysis per FLU 5.1.3.
See development application for more information.

_____ Environmental/Wildlife Habitat Study

_____ Preliminary School Concurrency Assessment (residential only)

_____ Soils Survey

_____ Tree Survey

_____ Traffic Analysis per LSMPO guidelines

_____ Aerial Map showing 500-feet of surrounding area, access points, adjacent land use
designations and design districts

_____ Boundary/Topographic Survey of property

_____ Site Plan/Preliminary Plat (**4 sets- 24" x 36" and electronic PDF**) Signed & Sealed

1. _____ Cover Sheet (Location Map, Contact Information, Parcel ID/Alternate Key
Number, Title Block, Scale, North Arrow, Date, and Revision Date Block)

2. Site or Subdivision Plan (consistent with preliminary approved plan)

_____ Buildings, driveways, easements, fire lanes, setbacks, streets, sidewalks, off-
street parking, park areas, open space

_____ Chart of calculations including gross acreage, net acreage, density, intensity
(non-residential sq. ft.), open space, impervious area and percentage

_____ Block configuration w/perimeter calculations (if applicable)

_____ Table/list of proposed building types and lot types

_____ Location and access for refuse service

_____ Tree removal plan

_____ Sign locations

3. Utility Plan & Stormwater Plan

_____ Proposed method/source of water/wastewater; location and size of service lines; location of wells and septic tanks if applicable

_____ Required capacity for water and wastewater

_____ Locations of onsite and nearby existing and proposed fire hydrants

_____ Stormwater management locations and type

_____ Preliminary drainage calculations

4. Conceptual Landscape Plan & Lighting Plan (Signed & Sealed)

_____ Buffers, fencing, landscaping, screens and walls

_____ Irrigation plan

5. Other:

_____ Building elevations showing compliance with design standards (not required for preliminary subdivision plan)

_____ Demonstration of compliance with Section 115-3(g)

_____ Additional data, maps, plans, or statements as required by the Director of Development Services