



CITY OF EUSTIS DEVELOPMENT SERVICES

APPLICANT CHECKLIST - FOR SUBMITTALS BY APPLICATION TYPE

I. Development Services Review

A. Alcoholic Beverage Review (Regular & Special Event) (Sec. 110-5.3)

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 and Approved by the State of Florida.

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

For All Applicants:

- ☐ Application Form – Completed and Signed with required Attachments
- ☐ Application Fee \$10 (BTR Fee will be additional, as determined by business type)
- ☐ 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

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. 102-28(g))

- ☐ Development Application - Completed & Signed
- ☐ Application Fee \$200



CITY OF EUSTIS DEVELOPMENT SERVICES

APPLICANT CHECKLIST - FOR SUBMITTALS BY APPLICATION TYPE

E. Lot Line Deviation (Sec. 102-28(g)) [Continued]

- ☐ Sketch & Legal Description of Parent and Proposed Lots showing the proposed lot reconfiguration, access, structures and ownership, and existing and proposed easements prepared by a registered land surveyor.
- ☐ Provide an aerial photograph no older than four (4) years showing the boundaries of the proposed adjustment overlain.
- ☐ Provide current property record cards of and warranty deeds for the affected parcels.
- ☐ Provide any other information required by the Director of Development Services or designee.
- ☐ If approved, the applicant shall record the Lot Deviation/Adjustment in the Public Records of Lake County at their expense.

F. Lot Split (Sec. 102-28)

- ☐ Development Application - Completed & Signed
- ☐ Application Fee \$100
- ☐ Survey & Legal Description of Parent Parcel by a Registered Land Surveyor
- ☐ Survey & Legal Description of Each Newly Created Parcel prepared by Registered Land Surveyor
- ☐ If approved, the applicant shall record the Lot Deviation/Adjustment in the Public Records of Lake County at their expense.

G. Tree Removal Permit (Sec. 115-10.1)

- ☐ 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.

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

- ☐ Yard/Garage Sale Permit Application - Completed & Signed

I. Variance - Minor Administrative (Sec. 102-31.2.)

- ☐ 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.

J. Written Response Request (Sec. 102-10)

- ☐ Request for Written Response Form - Completed & Signed
- ☐ Application Fee \$50

II. Administrative Review

A. Administrative Site Plan Review (Sec. 102-19)

- ☐ 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.



CITY OF EUSTIS DEVELOPMENT SERVICES

APPLICANT CHECKLIST - FOR SUBMITTALS BY APPLICATION TYPE

B. Final Engineering & Construction Plan (Sec. 102-22)

- ☐ Proposed Landscape Plan.
- ☐ Method of providing water, wastewater and solid waste disposal
- ☐ 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/Alt. Key Number, Title Block, Scale, North Arrow, Date, and Revision Date Block)
 - ☐ 2. Site or Subdivision Plan (consistent with preliminary approved plan)
 - ☐ - Final Building Elevations:
 - ☐ 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)
 - ☐ 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.
 - ☐ 6. Other:
 - ☐ Final building elevations showing compliance with design standards
 - ☐ Photometric plan meeting LDR Sec. 115-4.5
 - ☐ Monuments (per Chapter 177, Florida Statutes) for subdivisions of 11 April 19, 2017
 - ☐ Additional data, maps, plans, or statements, as required by the Director of Development Services

C. Development Plan (Sec. 102.20)

- ☐ Development Application - Completed & Signed
- ☐ Application Fee \$1,100
- ☐ Submitted Plan needs NO waivers



CITY OF EUSTIS DEVELOPMENT SERVICES

APPLICANT CHECKLIST - FOR SUBMITTALS BY APPLICATION TYPE

- ☐ All non-conceptual submittal items required under Sec. 102-21, Site Plans and Preliminary Plats; and
- ☐ All submittal items required by Sec. 102-22, Final Engineering and Construction Plans

D. Minor Modification to Approved Site Plan (Sec. 102-24)

- ☐ 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.)

E. Minor Replat (Sec. 102-28)

- ☐ 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

III. Public Hearing Applications

A. Appeals to Staff Decision (Sec. 102-8)

- ☐ 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, Voluntary (Sec. 102-14 and Chap. 171 F5)

- ☐ Annexation/Comp Plan/Design District Application - Completed & Signed
- ☐ Metes 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. 102-11(b))

(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 Sec on 102-11(b) 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 50 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 Proper es in Wekiva Study Area – Additional data and analysis per FLU 5.1.3 and FLU A-1. See application for more information.

E. Concept Plan (Sec. 102-18)

- ☐ Development Application - Completed & Signed
- ☐ Application Fee \$250



CITY OF EUSTIS DEVELOPMENT SERVICES

APPLICANT CHECKLIST - FOR SUBMITTALS BY APPLICATION TYPE

- ☐ 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. 102-30) 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

H. Extension of Time Limitations (Sec. 102-25)

- ☐ 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

J. Subdivision Construction Bond Release

(Requires City Commission approval (consent agenda item) after City Engineer 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: 20% 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.
- ☐ 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



CITY OF EUSTIS DEVELOPMENT SERVICES

APPLICANT CHECKLIST - FOR SUBMITTALS BY APPLICATION TYPE

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.

K. Subdivision Maintenance Bond Release

- ☐ 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. 82-156-159)

- ☐ 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

M. Variance – Major (Sec. 102-31.1)

- ☐ 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. 102-26)

- ☐ 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. 102-29) or PUD Amendment

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



CITY OF EUSTIS DEVELOPMENT SERVICES

APPLICANT CHECKLIST - FOR SUBMITTALS BY APPLICATION TYPE

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. 102-21) or Major Modification (Sec. 102.24)

- ☐ 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. Site or Subdivision Plan (consistent with preliminary approved plan)
 - ☐ Cover Sheet (Location Map, Contact Information, Parcel ID/Alternate Key Number, Title Block, Scale, North Arrow, Date, and Revision Date Block, Requested waivers with justification)
 - ☐ 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
 - 2. 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



CITY OF EUSTIS DEVELOPMENT SERVICES

APPLICANT CHECKLIST - FOR SUBMITTALS BY APPLICATION TYPE

☐ Preliminary drainage calculations

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

- ☐ Buffers, fencing, landscaping, screens and walls
- ☐ Irrigation plan
- ☐ Lighting type and location

4. Other:

- ☐ Building elevations showing compliance with design standards (not required for preliminary subdivision plan)
- ☐ Demonstration of compliance with Section 115-4
- ☐ Additional data, maps, plans, or statements as required by the Director of Development Services

