



# **CITY OF EUSTIS, FL**

## **Development Approval Process Flowcharts**

A.K.A. The Flowchart Book

**CITY OF EUSTIS, FL**  
**DEVELOPMENT SERVICES DEPT.**

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**2023-2024**

**CITY OF EUSTIS**  
**CITY OFFICIALS**

**NOTES**

**MAYOR**  
**MICHAEL HOLLAND**

**VICE MAYOR**  
**EMILY LEE**

**COMMISSIONER**  
**GARY ASHCRAFT**

**COMMISSIONER**  
**WILLIE HAWKINS**

**COMMISSIONER**  
**NAN COBB**

**CITY MANAGER**  
**TOM CARRINO**



# NOTES

## City of Eustis, FL Development Approval Process Flowcharts

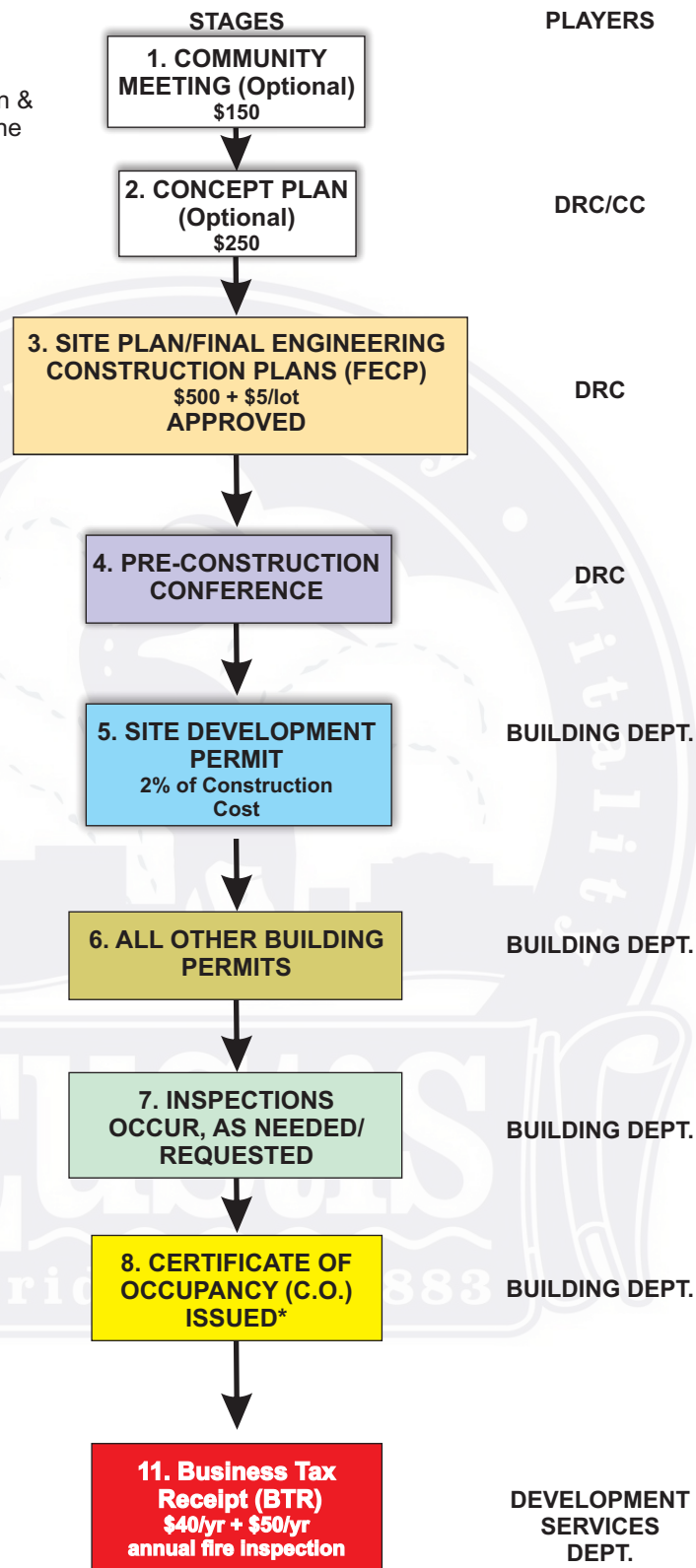
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# COMMERCIAL DEVELOPMENT STEPS FOR APPROVAL WITHOUT WAIVERS

If no waivers are requested, the Site Plan & FECP approval may be combined into one Development Plan step.



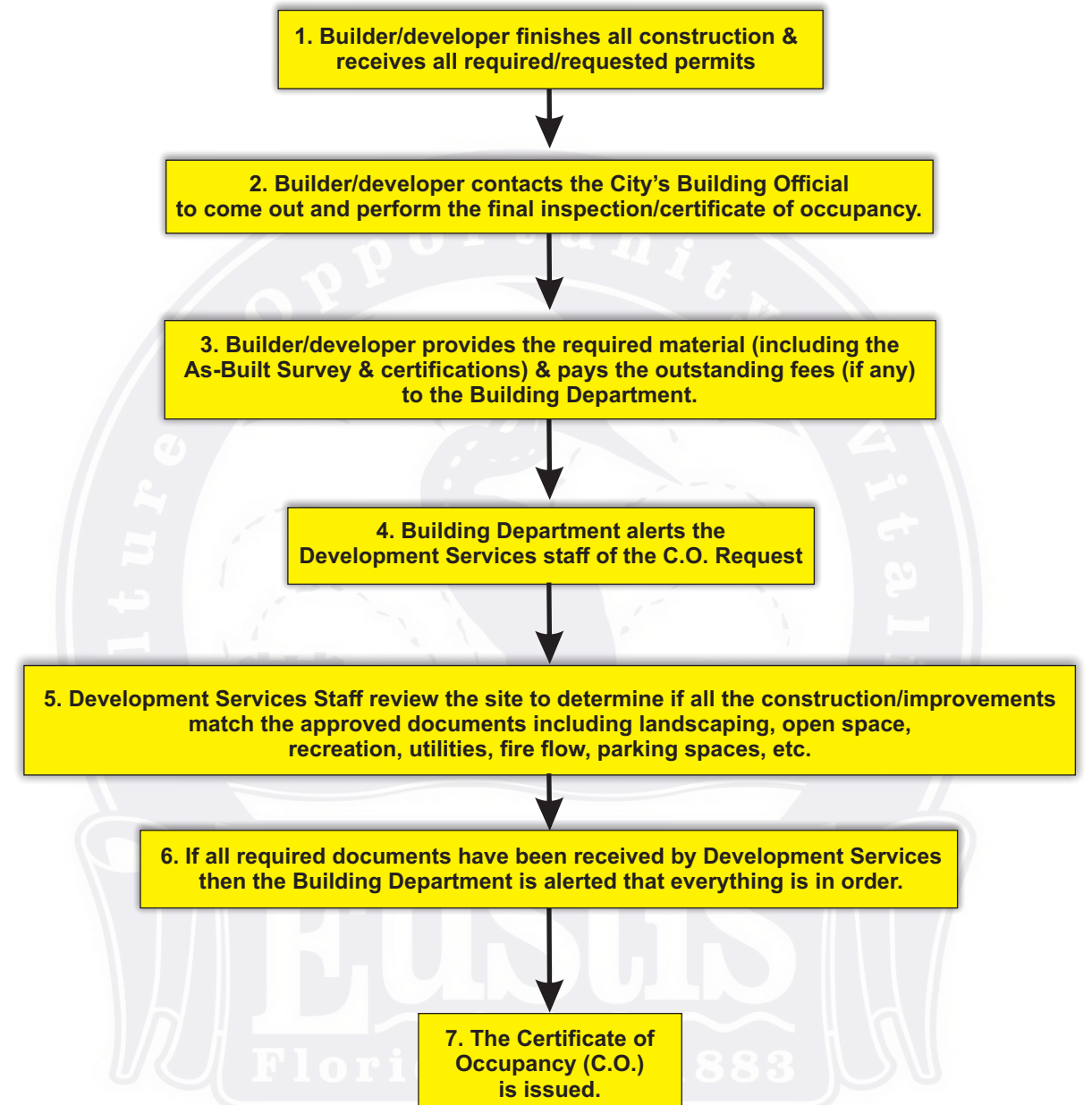
CC: City Commission  
DRC: Development Review Committee

## WITHOUT WAIVERS

If a project fully meets the City's Land Development Regulations, the applicant doesn't have any waivers or variances to be reviewed by the City Commission.



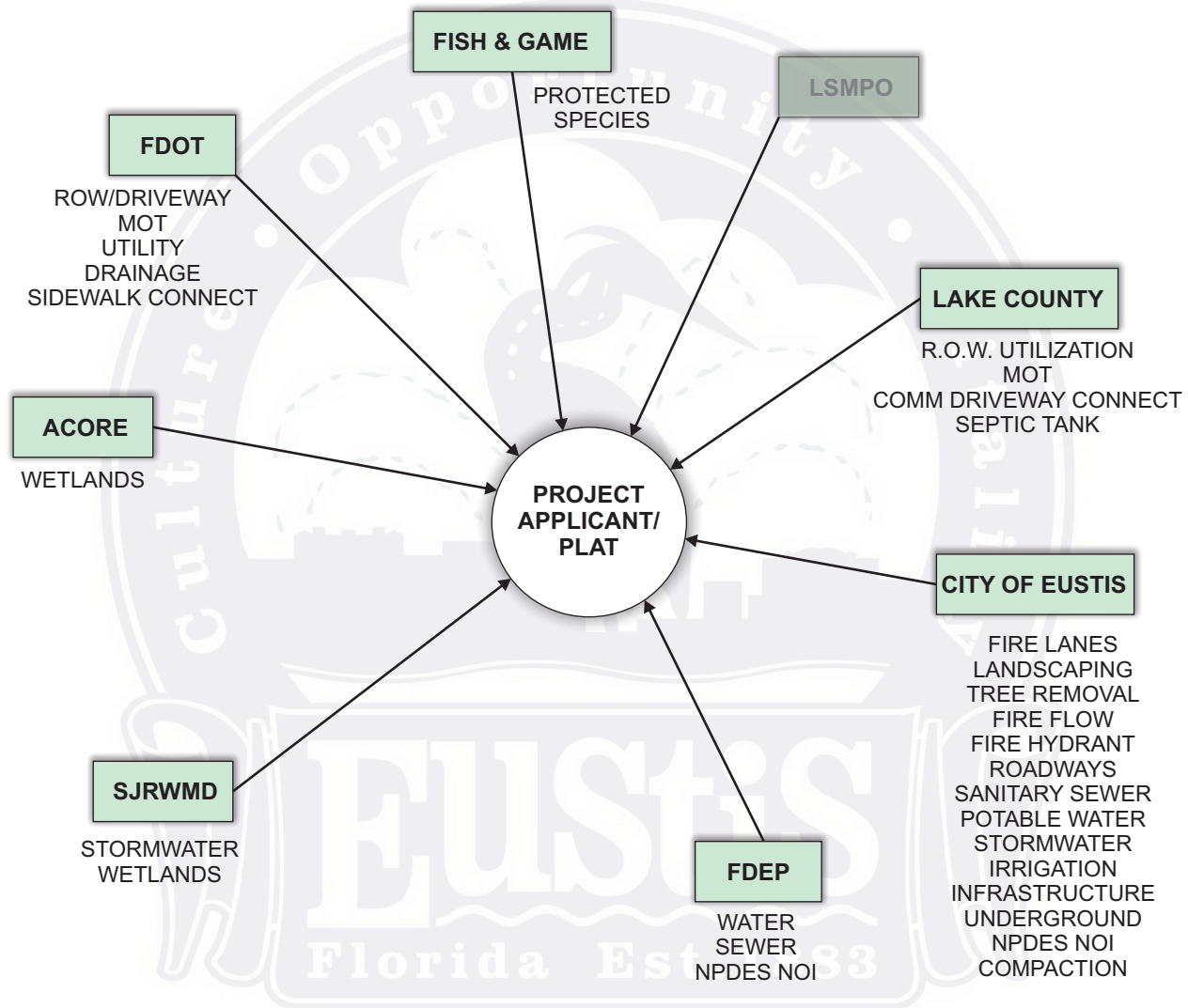
# CERTIFICATE OF OCCUPANCY - FLOWCHART



STOP HERE ►  
NO FURTHER ACTION NEEDED



## INSPECTIONS OCCUR, AS NEEDED/REQUESTED

COMMERCIAL DEVELOPMENT  
STEPS FOR APPROVAL  
WITH WAIVERS

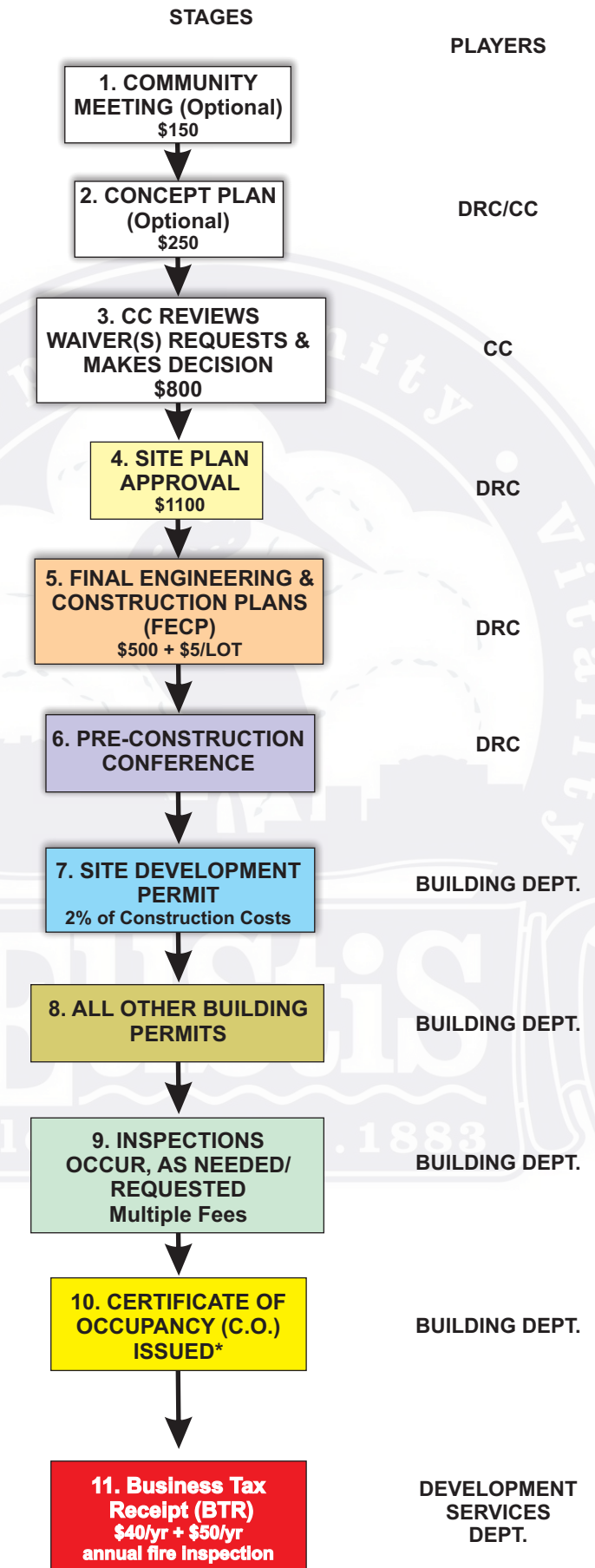
**NEXT STEP ►**  
CERTIFICATE OF OCCUPANCY REQUESTED

If waivers will be requested, then the City Commission approval is required, which is only one meeting/reading.

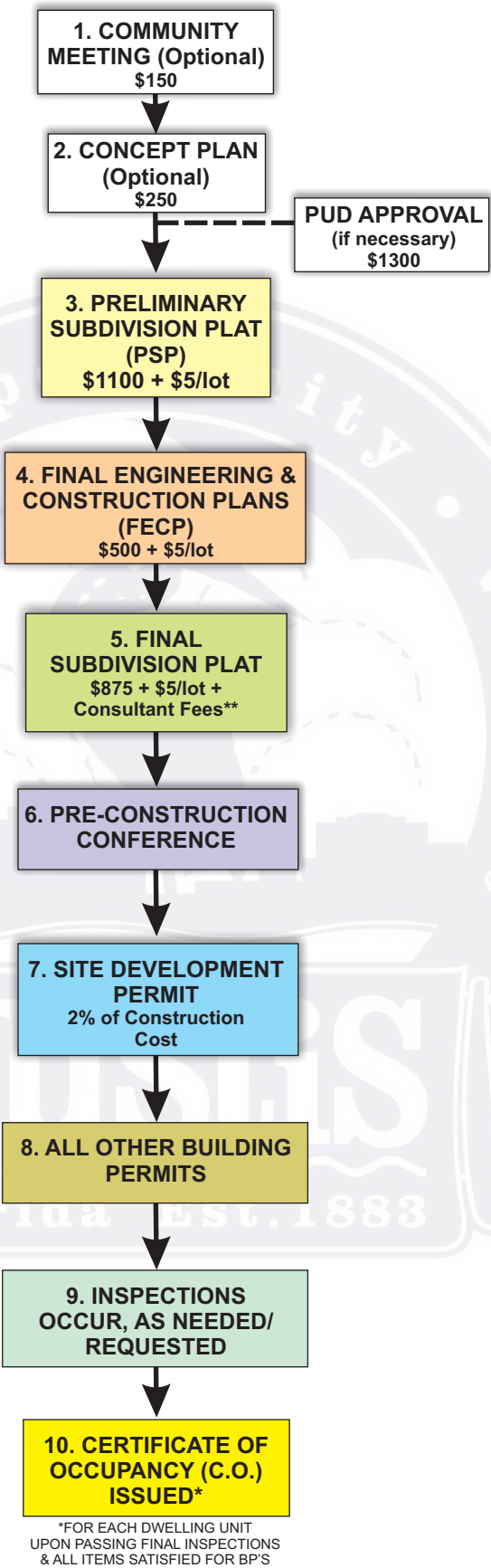
CC: City Commission  
DRC: Development Review Committee

**WITH WAIVERS**

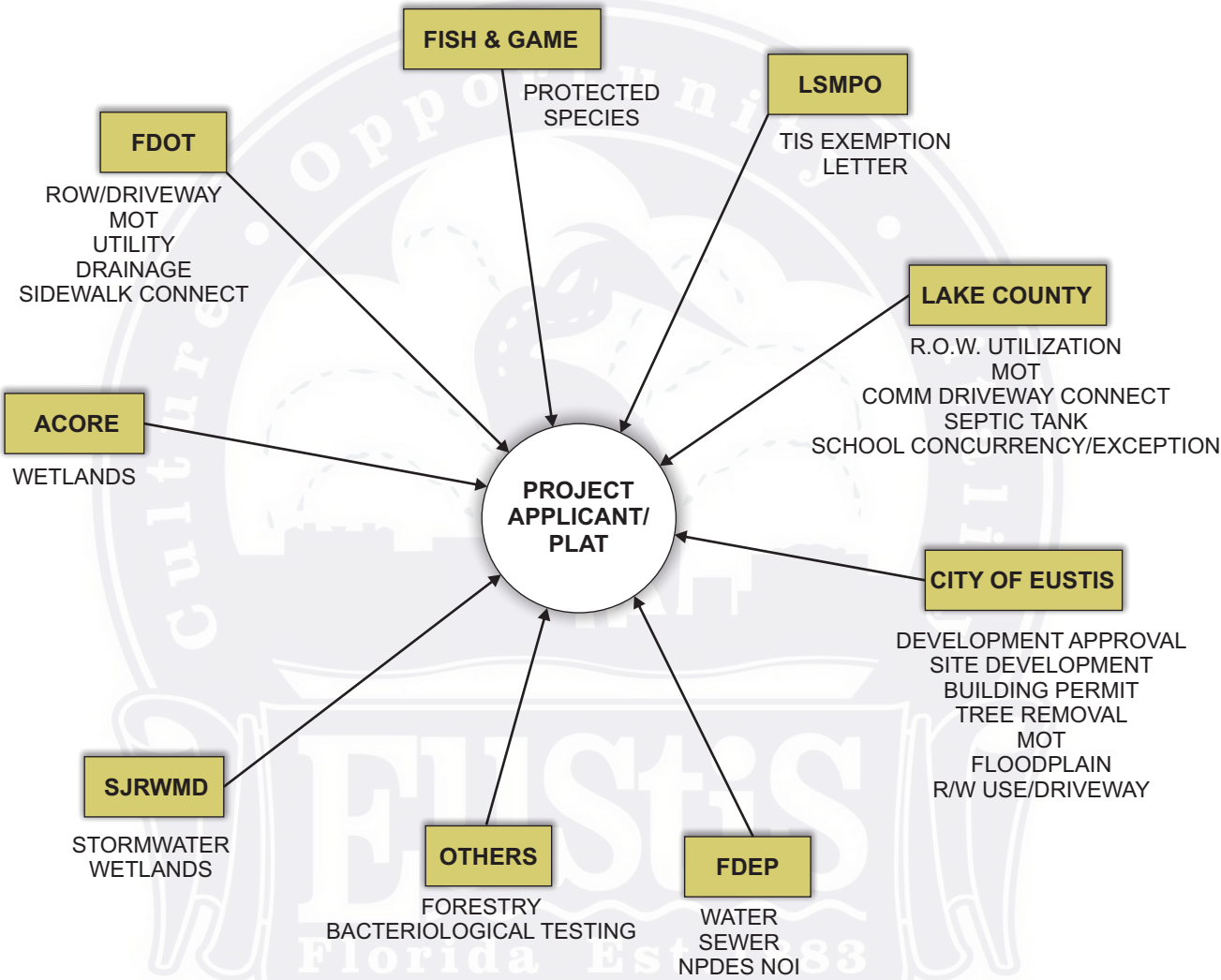
When a project does not entirely meet the City's Land Development Regulations, the applicant may request a waiver/waivers from the City Commission as part of the approval process. The City Commission does not have to grant any waivers but has the discretion if it deems the request has merit.



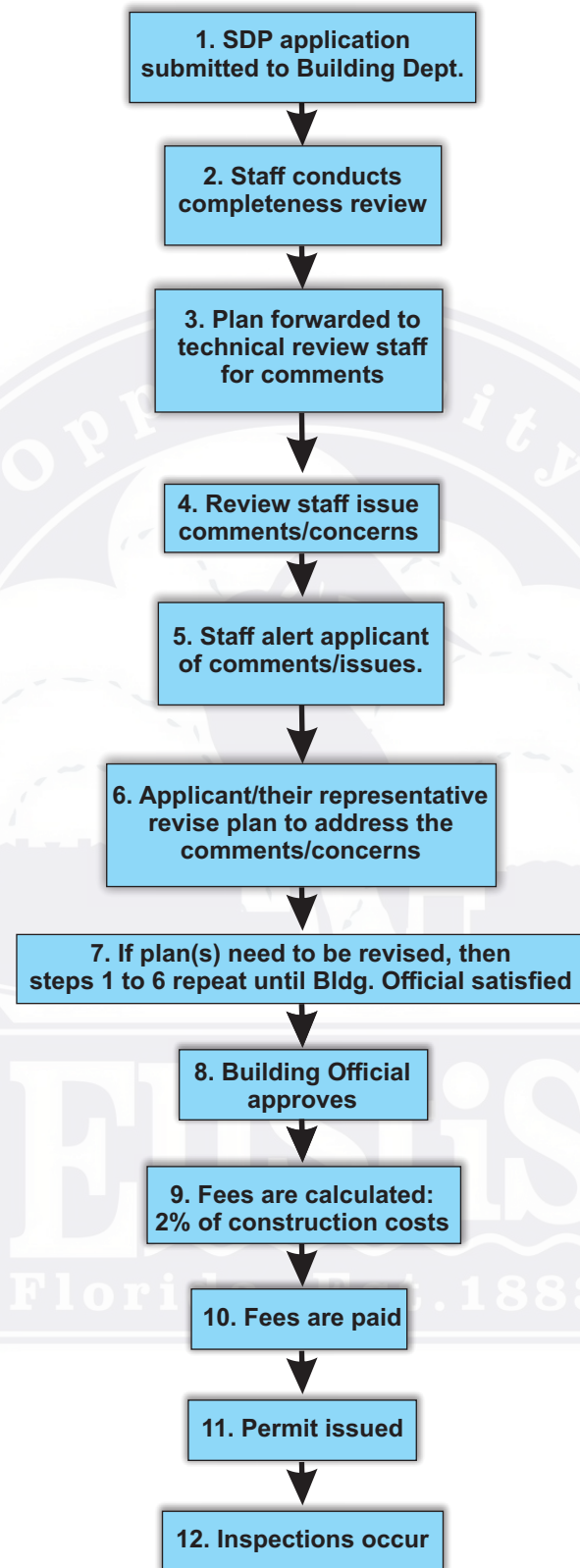
(PRELIMINARY & FINAL)  
SUBDIVISION APPROVAL STAGES



ALL OTHER PERMITS & APPROVALS



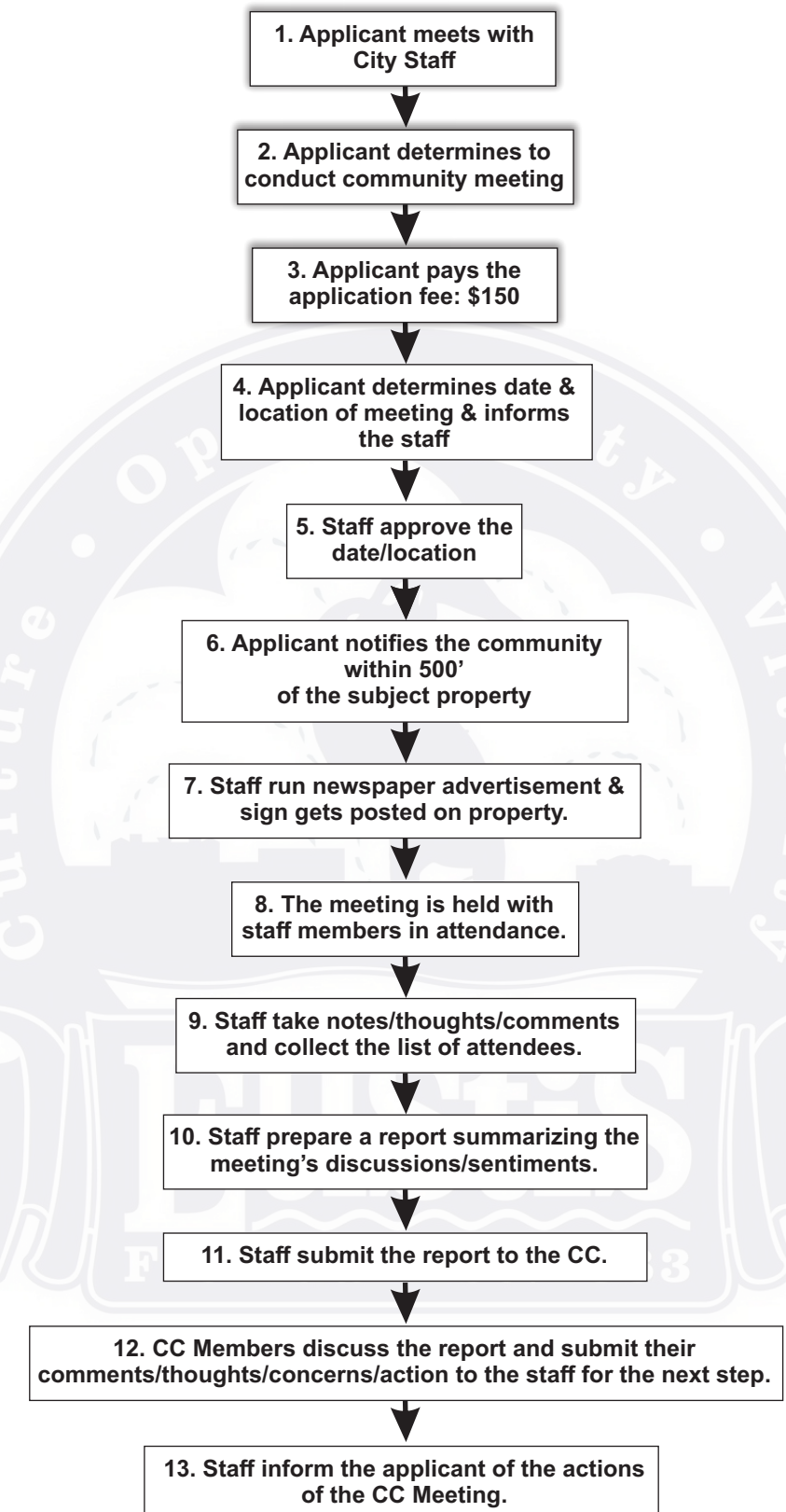
## SITE DEVELOPMENT PERMIT (SDP) - FLOWCHART



Bldg.: Building  
SDP: Site Development Permit  
Staff: Building Dept. Staff

IF APPROVED, NEXT STEP ►  
ALL OTHER PERMITS RECEIVED

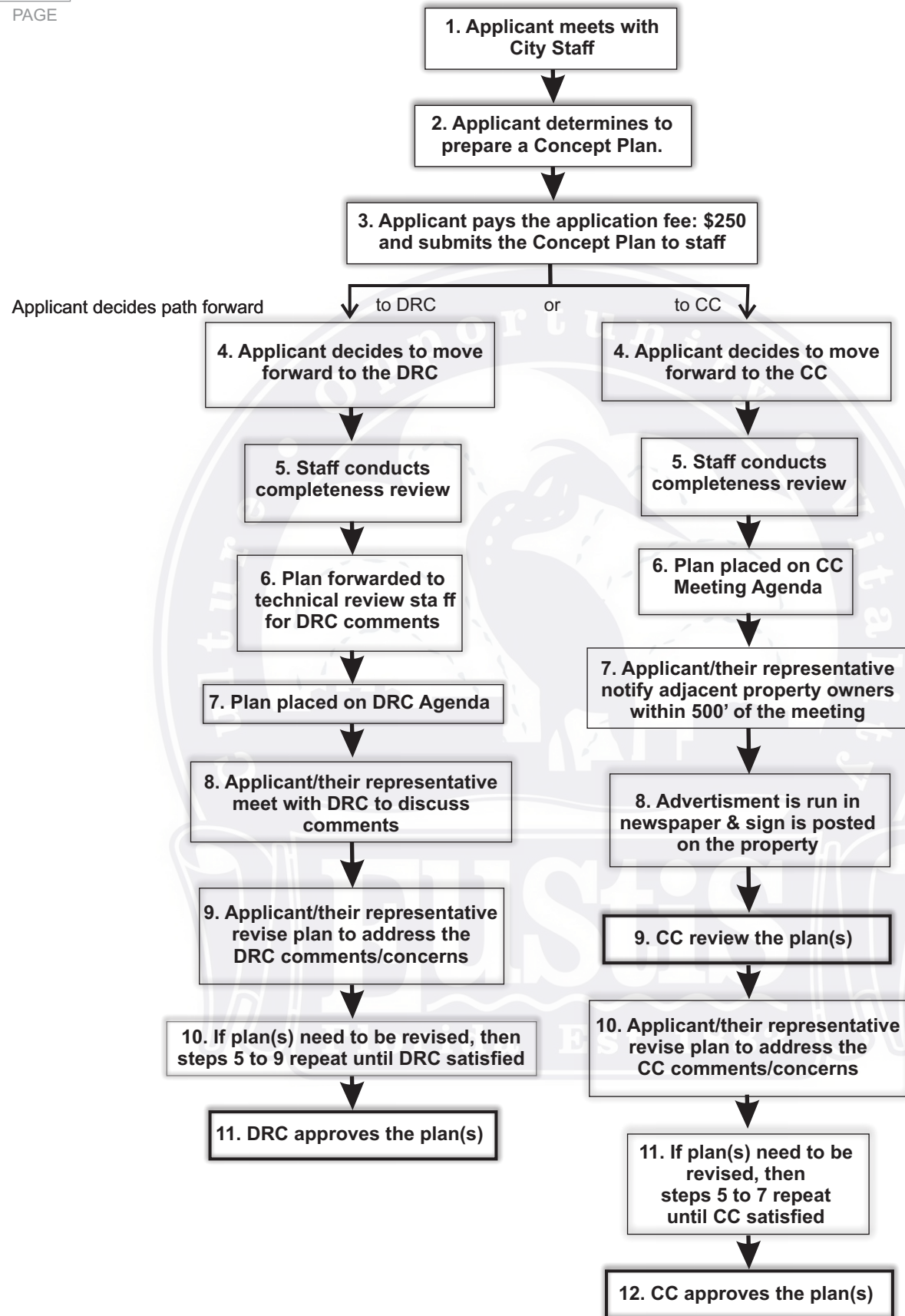
## COMMUNITY MEETING (OPTIONAL) - FLOWCHART



NEXT STEP ►  
FINAL ENG. & CONSTRUCTION PLANS



## CONCEPT PLAN (OPTIONAL) - FLOWCHART



**NEXT STEP ►**  
FINAL ENG. & CONSTRUCTION PLANS

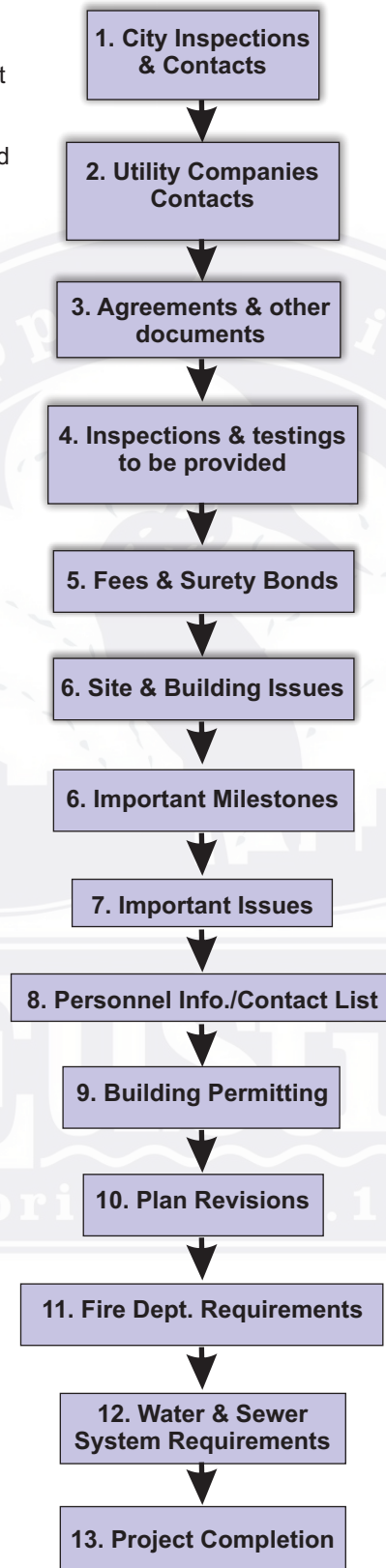


## PRE-CONSTRUCTION CONFERENCE - FLOWCHART

### ITEMS DISCUSSED

Pre-Construction Meeting must take place before submittal of Site Development Permit or other Building Permits.

Pre-Construction Meeting may be scheduled anytime after FECF approval.

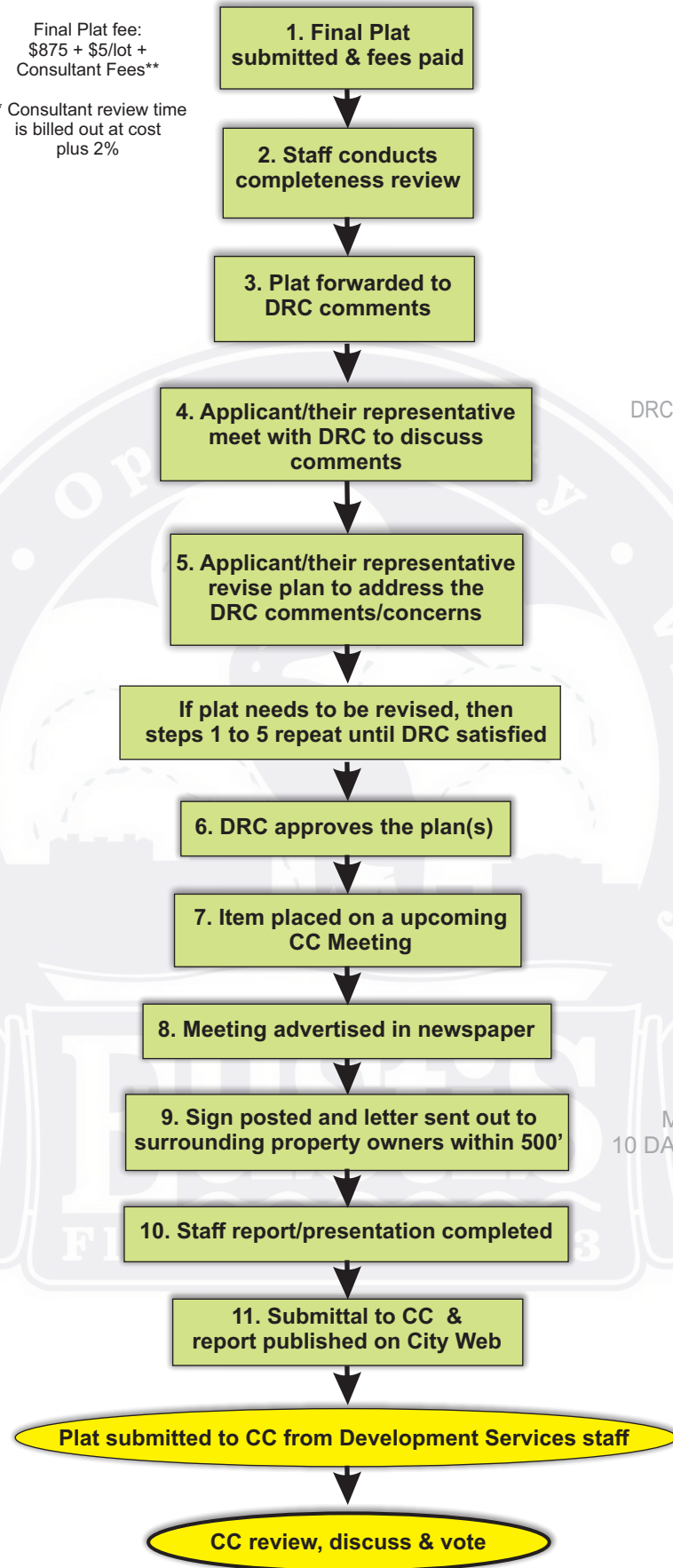


**NEXT STEP ►**  
SITE DEVELOPMENT PERMIT

# FINAL SUBDIVISION PLAT APPROVAL - FLOWCHART

Final Plat fee:  
\$875 + \$5/lot +  
Consultant Fees\*\*

\*\* Consultant review time  
is billed out at cost  
plus 2%



TIMELINE

DAY 1

DAY 5

DAY 15 TO 20  
FOR REVIEW

DRC MEETS EACH TUESDAY  
AT 9:00 A.M.

MUST BE AT LEAST  
10 DAYS PRIOR TO CC MTG.

FRIDAY BEFORE  
CC MTG.

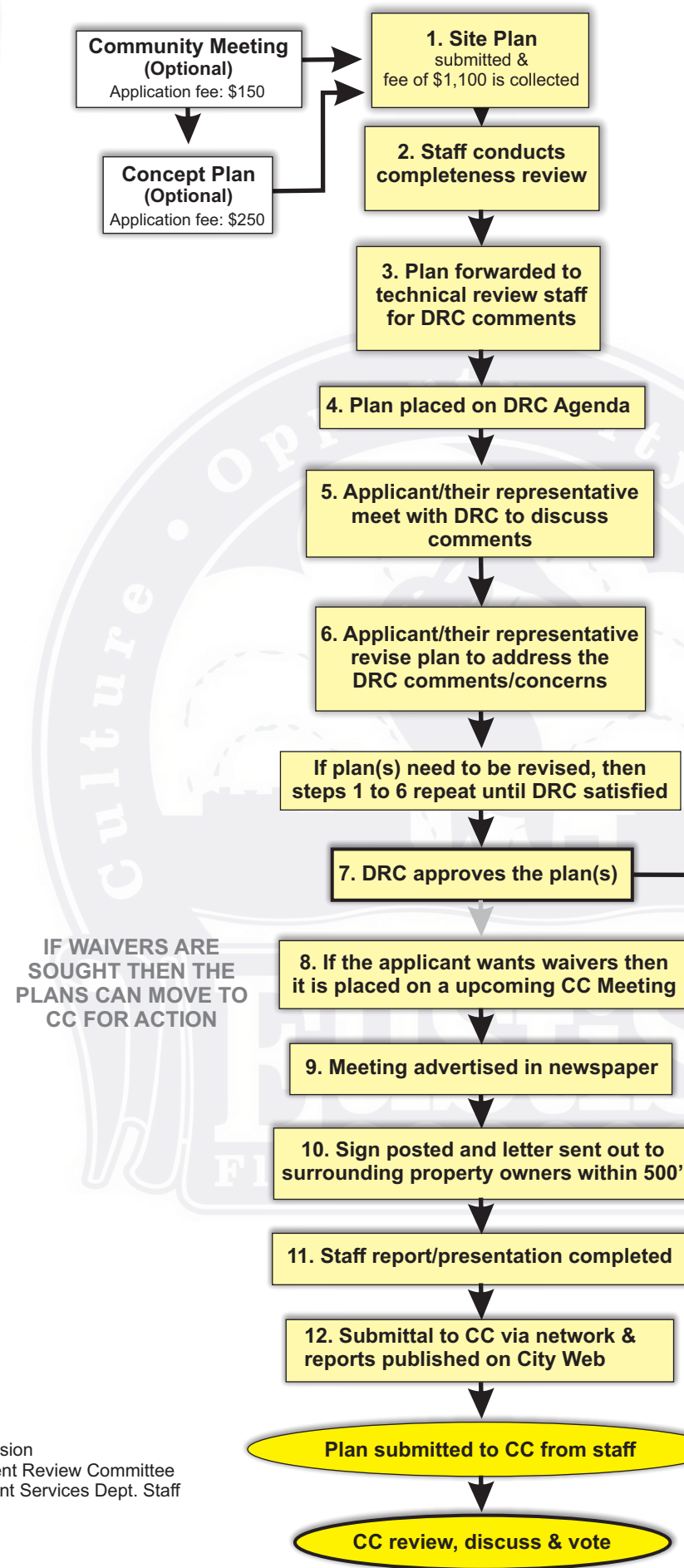
CC MEET 1ST & 3RD  
THURSDAY

IF APPROVED, NEXT STEP ►  
PRE-CONSTRUCTION CONFERENCE

CC: City Commission  
DRC: Development Review Committee  
Staff: Development Services Dept. Staff



# SITE PLAN APPROVAL - FLOWCHART



TIMELINE

DAY 1

DAY 5

DAY 15 TO 20  
FOR REVIEW

DRC MEETS EACH TUESDAY  
AT 9:00 A.M.

MUST BE AT LEAST  
10 DAYS PRIOR TO CC MTG.

FRIDAY BEFORE  
CC MTG.

CC MEET 1ST & 3RD  
THURSDAY

NEXT STEP ►  
FINAL ENG. & CONSTRUCTION PLANS

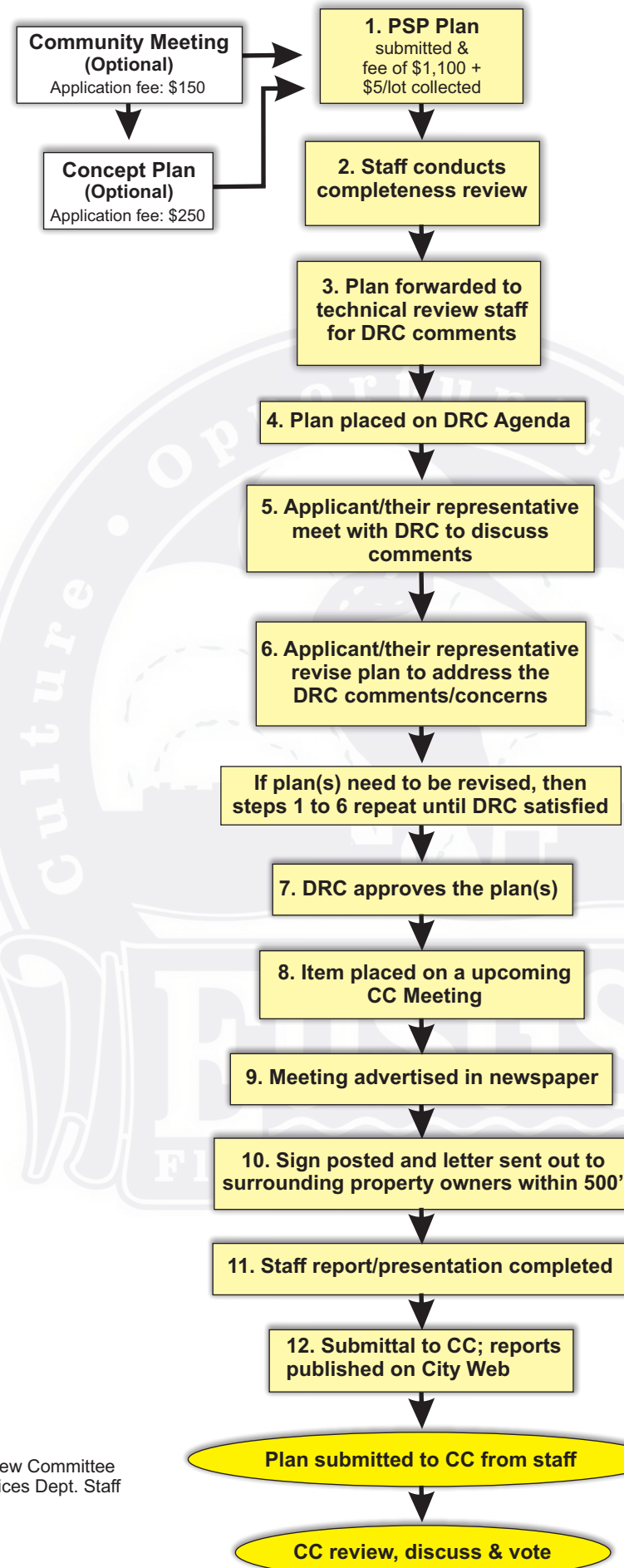
IF WAIVERS ARE  
SOUGHT THEN THE  
PLANS CAN MOVE TO  
CC FOR ACTION

IF NO WAIVERS ARE  
SOUGHT THE  
PLANS CAN MOVE TO  
FECF STAGE

CC: City Commission  
DRC: Development Review Committee  
Staff: Development Services Dept. Staff



## PRELIMINARY SUBDIVISION PLAT APPROVAL - FLOWCHART



TIMELINE

DAY 1

DAY 5

DAY 15 TO 20  
FOR REVIEW

DRC MEETS EACH TUESDAY  
AT 9:00 A.M.

MUST BE AT LEAST  
10 DAYS PRIOR TO CC MTG.

FRIDAY BEFORE  
CC MTG.

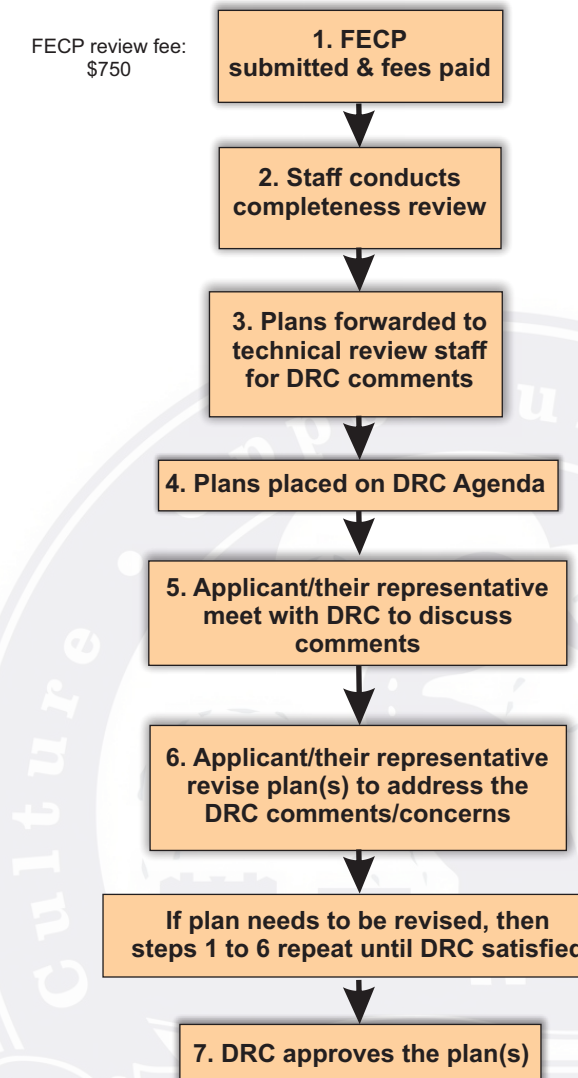
CC MEET 1ST & 3RD  
THURSDAY

**NEXT STEP ►**  
FECP APPROVED

CC: City Commission  
DRC: Development Review Committee  
Staff: Development Services Dept. Staff



## FINAL ENGINEERING & CONSTRUCTION PLANS (FECP) APPROVAL - FLOWCHART



TIMELINE

DAY 1

DAY 5

DAY 15 TO 20  
FOR REVIEW

DRC MEETS EACH TUESDAY  
AT 9:00 A.M.

CC: City Commission  
DRC: Development Review Committee  
Staff: Development Services Dept. Staff

**NEXT STEP ►**  
FINAL PLAT APPROVED