

SITE PLAN REQUIREMENTS

Growth Management Department

The development of a parcel of land for any residential (other than single-family and duplex) or any commercial use requires that a site plan be submitted for review. A summary of the review process for site plans follows:

1. **Pre-Application Conference** – The applicant should request a meeting with Growth Management staff in order to discuss potential issues regarding the development proposal and to verify the steps necessary for application and review.
2. A site development plan for any new commercial development must adhere to the Town's Commercial Design Standards – Chapter 20 of the Land Development Regulations (LDRs). An applicant shall attend a pre-application meeting with the Town's Commercial Design Consultant upon submission of the completed application and appropriate fees and prior to the submitting plans for the site plan application.
3. The completed application for site plan approval shall be submitted to the Growth Management Department no later than **thirty (30)** days in advance of a regularly scheduled Technical Review Committee (TRC) meeting in order to be considered at that meeting. The staff may request the assistance of the Town engineering consultant and the Town attorney if needed. The TRC meetings are posted, public meetings. This application must be accompanied by **eight (8)** full-size sets of the proposed plan and **four (4)** 11 x 17, which shall meet the site plan requirements of Chapter 7, Land Development Regulations, and the applicable fees.
4. After the application and application fee is received, the application will be submitted to the Town's consultant LDI (Land Design Innovations, Inc.) for compliance with the Town of Lady Lake Commercial Design Standards. Any meeting between the applicant and LDI prior to the application fee being paid to the Town of Lady Lake will be at the applicant's sole expense and the applicant is responsible for paying any and all costs or fees charged by LDI for meeting with the applicant prior to the Town receiving the application fee. Only after the application fee has been received by the Town of Lady Lake and after LDI has received and completely reviewed, and commented on the application does Town of Lady Lake staff begin to review the application.
5. More than six months may pass before the Town of Lady Lake Commission considers the site plan for approval or denial.
6. In the event an application is rejected for incompleteness two times and the application must be resubmitted the applicant shall be charged for additional review costs incurred by the Town. The additional review costs shall be assessed in the form of a resubmittal fee in the amount of \$2,500.00. The Town of Lady Lake will take no further action on a rejected application until the resubmittal fee is received.

7. The applicant will be informed of the date and time of the TRC meeting for which the application is scheduled.
8. A development plan shall be designated as a major development if it meets on or more of the following criteria:
 - a) Development of seven (7) or more dwellings units is proposed
 - b) Development of two thousand (2,000) or more square feet of non-residential floor space is proposed
 - c) The addition of more than forty percent (40%) new impervious area to that which is already existing on the site is proposed
 - d) The plan meets the requirement for Conceptual Plan submittal for rezoning to either PFD, PUD or CP district
 - e) The plan is part of a larger development proposal or poses special development issues that, in the opinion of the Town Manager, require the additional review of a major development
 - f) There have been two (2) or more minor site plan applications or administrative actions for a single project area /site over any one (1) year period and the Town Manager chooses to require that a subsequent request be reviewed pursuant to the criteria of a major development.
9. A development plan shall be designated as a minor development if it fails to meet the criteria for a major development.
10. Single-family and duplex dwelling units or minor appurtenances thereto, such as residential swimming pools, fences, yard, etc. are exempt from site plan review. Chapter 7, Section 3, a, b, c, pp. 7-1 and 7-2.

DEVELOPMENT REVIEW PROCESS FOR SITE PLANS

- A. All applications shall be reviewed by the TRC and comments shall be discussed at the next meeting. Formal comments of the TRC shall be transmitted in writing to the applicant within **fourteen (14)** days. These are generally provided in the form of minutes of the TRC meeting.

B. Resubmittals:

Minor development projects may resubmit plans in response to TRC comments at any time within **sixty (60)** days of the TRC meeting. The plans shall be reviewed by appropriate TRC members, based on original findings. Based on the outcome of this second review, the Town Manager shall take one of the following actions:

- a. If previous comments were not addressed or the plan modifications result in additional Code discrepancies, such comments shall be transmitted to the applicant. Resubmittals shall be made within **thirty (30)** days after the transmittal of comments.
 - b. If all comments are satisfactorily addressed, a development order shall be issued by the Town Manager or designee within **five (5)** working days after unconditional approval or verification that the conditions have been met and applicable sewer and water impact fees have been paid. The applicant may then apply for a building permit.
- C. Major Development projects must resubmit revised plans no later than **sixty (60)** days after the original TRC meeting review. The plans shall be reviewed by the appropriate TRC members with findings reported to the Town Commission for their consideration.

The Town Commission shall consider the development plans at a regularly scheduled meeting. The applicant or his authorized agent shall be present at the time of consideration. Upon consideration of the comments of the TRC and the public, the Commission shall take one of the following actions:

1. Table the consideration of the project until their next regularly scheduled meeting to allow for the resolution of outstanding issues. If the applicant or his authorized agent is present, no project shall be tabled more than once. If they are not, it may be tabled as many times as the Commission wishes.
2. Deny the proposed Site Development Plan.
3. Approve the proposed Site Development Plan.
4. Approve the proposed Site Development Plan with conditions.

The Town Manager or designee shall issue a development order within **five (5)** working days of unconditional approval or verification that conditions have been met and applicable sewer and water impact fees have been paid. The applicant may then apply for a building permit.

The above requirements are intended to provide a general overview of the site planning process. Site planning requirements for parking, landscaping, and the other technical components are specified in Lady Lake Ordinance 94-08, Land Development Regulations, adopted August 15, 1994 and are available at Town Hall for your information.

For further information please contact the Growth Management Department at (352) 751-1582.

TOWN OF LADY LAKE
APPLICATION FOR SITE PLAN REVIEW

1. Applicant's Name: _____

Telephone/Email: _____

Applicant is: Owner ___ Developer ___ Lessee ___ Agent ___ Optionee ___

2. Owner's Name: _____

Address: _____

Telephone/Email: _____

3. Engineer's Name: _____

Address: _____

Telephone/Email: _____

Reg. Number: _____

4. Architect's Name: _____

Address: _____

Telephone/Email: _____

Registration Number: _____

5. Landscape Architect: _____

Address: _____

Telephone/Email: _____

Registration Number: _____

6. Project Name: _____

Physical Location/Address: _____

11. The property is located in the vicinity of the following streets:

TOWN OF LADY LAKE
APPLICATION FOR SITE PLAN REVIEW

Page 2

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. General statement of intended use of site.
- ___ c. Legal description of the property and size of parcel in acres or square feet.
- ___ d. Name and address of owner.

TOWN OF LADY LAKE
APPLICATION FOR SITE PLAN REVIEW

Page 3

- ___ e. Name, address and phone number of owner's agent.
- ___ f. Name, address, signature and registration of the professionals preparing the plans.
- ___ g. Date, north arrow and scale 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 no smaller than one inch equals five thousand two hundred eighty feet (1" = 5,280' or 1" = Mile).
- ___ 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. Zoning of the site and of all adjacent parcels.
- ___ m. All existing and proposed building restriction lines (i.e., highway setback lines, easements, covenants, rights-of-way and building setback lines).
- ___ n. Percent of open space of site.
- ___ o. Location of proposed signs.

Building and Structure

- ___ a. Existing and proposed structures.
- ___ b. Intended use.
- ___ c. Number of stories.
- ___ d. Height of building(s).
- ___ e. Number of dwelling units and density.
- ___ f. Projected number of employees, if applicable.
- ___ g. If restaurant, show number of seats and occupancy load.

TOWN OF LADY LAKE
APPLICATION FOR SITE PLAN REVIEW

Page 4

- _____ h. Square footage for proposed development, i.e., gross square footage, nonstorage area, square footage of each story, gross square footage of sales area, etc.
- _____ i. Photograph or sketch of proposed sign with dimensions and material type.

Street, Sidewalks, Driveways, Parking Areas and Loading Spaces

- _____ a. Engineering plans and specifications for streets, alleys, sidewalks and driveways to include soil borings, if necessary.
- _____ b. All parking spaces delineated.
- _____ c. Number of parking spaces.
- _____ d. Number and location of handicapped spaces.
- _____ e. Number of square feet of paved parking and driveway area.
- _____ f. Surface materials and cross-section of proposed paved areas.
- _____ g. Fire lanes per the Standard Fire Prevention Code adopted in the Building and Fire Codes chapter.
- _____ h. Description/location of proposed driveway(s) and median cut(s).
- _____ i. Internal traffic control circulation plan, including directional arrows and signs to direct traffic flow, as necessary.
- _____ j. Location of traffic-control signs and signalization devices, if required.
- _____ k. Number and location of required loading spaces.
- _____ i. Number and location of required bicycle spaces.

Drainage and Stormwater

- _____ a. Soil classifications, cross-sections and details of proposed retention/detention ponds, swales, berms, etc., as required by SJRWMD.
- _____ b. Size, material and location of stormwater structures and pipes.

TOWN OF LADY LAKE
APPLICATION FOR SITE PLAN REVIEW

Page 5

- _____ c. Indicate flood elevation for 100-year flood and any other information required in Environmental Regulations chapter.

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.

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. Summary report of all concurrency data needed as noted in Chapter 4 of the Lady Lake Land Development Regulations.

TOWN OF LADY LAKE
APPLICATION FOR SITE PLAN REVIEW

Page 6

- _____ b. Drainage calculations as required in the Stormwater Management chapter.
- _____ c. Fire flow calculations, if applicable.
- _____ d. Lift station calculations, where required.
- _____ e. Copy of HRS permit, where required.
- _____ f. A construction cost estimate prepared by the engineer of record, which shall delineate any proposed improvements to be maintained by the Town.
- _____ g. Environmental assessment per the requirements, if applicable.
- _____ h. 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

PLEASE SUBMIT APPLICATION TO THE GROWTH DEVELOPMENT DEPARTMENT ACCOMPANIED BY EIGHT (8) COPIES OF THE SITE PLAN AND FOUR (4) 11 X 17 (SIGNED AND SEALED IF REQUIRED), APPROPRIATE REVIEW FEES, PROOF OF OWNERSHIP AND ALL APPLICABLE INFORMATION AND DOCUMENTATION AS REQUIRED BY LADY LAKE ORDINANCE 94-08, LAND DEVELOPMENT REGULATIONS, ADOPTED AUGUST 15, 1994.

Office Use:	
Date Application Received: _____	Received by: _____
Fees Paid:	
Site Development Plan - Minor	_____
Site Development Plan - Major up to 100,000 sq. ft	_____
Site Development Plan - Major 100,001 sq. ft. and up	_____

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 Lady Lake, 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 Lady Lake, 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

SITE PLAN CHECKLIST

Property Owner: _____

Legal Description: _____

APPLICATION/ACCOMPANYING DOCUMENTS

DATE

____ Received by Growth Management Department _____

- ____ Application
- ____ Site Plan
- ____ Proof of Ownership
- ____ Owner/Agent Affidavits
- ____ _____
- ____ _____

____ Submitted to the Town Clerk's Office _____

____ Fees Paid in the Amount of \$ _____

SCHEDULED MEETING DATES

____ Technical Review Committee _____

____ Planning and Zoning Board (if applicable) _____

____ Town Commission (if applicable) _____

EASEMENT DOCUMENT (if applicable)

____ Prepared/Signed _____

____ Mailed to Clerk of the Court for Recording _____

____ Recorded Copy Received _____

DEEDS (NEW)

____ Recorded Copies Received _____

ACTIONS TAKEN

Technical Review Committee:

____ Approved _____

____ Approved with Conditions _____

____ Disapproved _____

Planning and Zoning Board:

____ Approved _____

____ Approved with Conditions _____

____ Disapproved _____

SITE PLAN CHECKLIST

Page 2

Commission:

- Approved
- Approved with Conditions
- Disapproved

DEVELOPMENT ORDER MAILED

COMMENTS: