

Site Plan Review Process

1. Applicant may choose to schedule a pre-submittal conference to discuss the site plan proposal before an application is filed.
2. Applicant submits the Site Plan application, including the Civil Engineering Plans, Landscaping Plans, Architectural Building elevations, Photometric Plans, etc., to the Town of Lady Lake Growth Management Department, and the appropriate site plan fee.
3. Growth Management Staff circulates the application materials to members of the Technical Review Committee, the Town Engineer, Fire Inspector, Building Official, and the Lake Sumter MPO (for review of the Traffic Study). The 1st round of review comments are due back to the applicant 15 business days from date of site plan submittal.
4. The need for any variances, landscaping waivers, or commercial design waivers are identified by Town Staff (Variance applications resulted from Site Plan review must be processed concurrently with the site plan).
5. If landscaping waivers are needed or variances for historic trees are required, the landscaping plans are presented to the Parks, Recreation, and Tree advisory committee for recommendation.
6. If the site plan requires Commercial Design Waivers or Landscaping Waivers, the site plan is presented to the Town Commission at a conceptual workshop (this meeting will follow the Parks, Recreation, and Tree advisory committee meeting when Landscaping Waivers or Historic Tree variances are being requested).
7. Upon conceptual approval of the Site Plan, or approval of the site plan with amendments at the Conceptual Workshop, the plan advances in the review process.
8. When all comments have been satisfied (which may require multiple resubmittals in some cases to address all comments), the site plan is scheduled for final consideration before the Town Commission.
9. The site plan is presented to the Town Commission for final consideration of approval or denial.
10. If approved, the Development Order for the project to commence site work will be issued within five (5) business days following approval by the Town Commission. Florida Statue 166.033. Paragraph 4 indicates that a municipality may not require as a condition of issuing a permit that an applicant obtain a permit or approval from any state or federal agency; however, as a condition to issuing this development order all other applicable state or federal permits must be obtained and copies submitted to the Town before commencement of the development.
11. The Development Order is executed by the Town Manager authorizing the Project to begin.

Notes:

The Parks, Recreation, and Tree Advisory Committee Meetings takes place the 2nd Wednesday of each month at 5:30 p.m.

The Special Conceptual Town Commission Workshop takes place the 3rd Monday of each month at 5:30/5:45 p.m.

Town Commission Meetings take place the 1st and 3rd Monday of each month at 6:00 p.m.