



**GROVELAND, FLORIDA
DEPARTMENT OF COMMUNITY DEVELOPMENT**

**CONCURRENCY APPLICATION
(INSTRUCTIONS ATTACHED)**

Application Received / /

1. Name: _____
 Owner: _____ Agent: _____ Other: _____
 Mailing Address: _____
 Telephone: () _____

2. Land Use: _____

3. Description of Project: _____

4. Alternate Key Number: _____
 (From Tax Bill or Property Record Card)

5. Parcel Number: _____
 (From Tax Bill or Property Record Card)

6. TYPE OF DEVELOPMENT:

_____ Site Plan _____ Development of Regional Impact
 _____ Subdivision Plat _____ Minor Subdivision
 _____ Other: _____

7. Proposed Specific Use: _____

8. Project Address: _____

9. PROJECT SIZE AND PHASES

a. Phase Number	1	2	3	4
b. 1 st C.O. in Phase (Mo./Yr.)	_____	_____	_____	_____
c. Last C.O. in Phase (Mo./Yr.)	_____	_____	_____	_____
d. Total Acreage	_____	_____	_____	_____
e. Dwelling Units (#/type)	_____	_____	_____	_____

f. Other Land Use Square Feet: (see attached list for category/unit)

1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____

- 3. _____
- 4. _____
- 5. _____
- 6. _____

10. Signature: _____ Date: _____

STATE OF FLORIDA

COUNTY OF LAKE

The foregoing instrument has been acknowledged before me this _____ day of _____, 20__ by _____ who is personally known to me or who has produced _____ as identification and who did ___ or did not ___ take an oath.

Signature of Acknowledger _____
 Name of Acknowledger, Typed or Printed _____
 Title _____
 Commission Number _____ My Commission Expires _____

Stamp (seal)

Fire Department _____ Date _____

Police Department _____ Date _____

Public Works _____ Date _____

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CONCURRENCY APPLICATION

INSTRUCTIONS

Step One: Filing the Application

1. Enter the applicant's name, indicate if owner, agent or other, and provide a mailing address and telephone number.
2. The Land Use Category corresponds to the property from the Future Land Use Map.
3. Briefly describe the nature of the project.
- 4/5. Provide the Alternate Key and Parcel Numbers for the parcel(s). These numbers are found on the Property Record Card as issued by the Lake County Property Appraiser's Office. Please provide a copy of the Property Record Card with the application.
6. Indicate the type of Development Order being requested.
7. Enter the specific use(s) you plan for the developed property.
8. Provide the address of the subject parcel.
9. Use the remainder of the form to describe your intended uses, densities, intensities, and timing of the proposed development.
 - a. Column headings correspond to each phase number
 - b. Enter the month and year in which you estimate the request for the first Certificate of Occupancy. This estimate will let the City know when you need the public facilities.
 - c. Enter the month and year in which you estimate the last Certificate of Occupancy requested for each phase.
 - d. Enter the total acreage for each phase.
 - e. Enter the number of dwelling units being developed during each phase (if a residential development).
 - f. Enter the other types of uses being developed during each phase. Please refer to and use the following list of categories in completing Section F.

<u>Use Category</u>	<u>Unit of Measurement</u>
Dwelling Unit – specify type	Number
Hotel / Motel	Number of Rooms
Campground	Number of Campsites
Retail / Commercial	Square footage
Service Stations	Number of gasoline pumps stations (maximum number of vehicles that could fuel at the same time)
Restaurants	Square footage

Financial / Banking	Square footage (also specify number of drive-through windows)
Parks	Acreage
Recreation / Amusement	Number of parking spaces
Golf courses	Number of parking spaces
Health and Fitness	Number of parking spaces
Bowling Centers	Number of parking spaces
Movie Theater	Number of screens
General Office	Square footage
Medical Office	Square footage
Schools – specify type	Number of students
Industrial / Manufacturing	Square footage
Warehouses / Storage	Square footage
Churches / Religious Organizations	Square footage
Day Care	Square footage
Hospital / Nursing Homes	Number of Beds
ACLF	Each separate living quarter

10. Sign and date the application
11. The application must be notarized.

Please complete this application in its entirety; an incomplete application will delay analysis and approval of your development order.

Step Two: Analysis

Once a complete application is filed with the Department of Community Development, the application is processed and routed to the reviewing departments. After the analysis is complete, the applicant will receive from the Department of Community Development a statement of whether or not there are sufficient public facilities for the development.

If facilities are available, this statement will indicate the fees required from the applicant to reserve capacity of these facilities.

The applicant will have ninety (90) days from the date on the statement to pay the reservation of capacity fees. After these ninety days have elapsed, the concurrency test must be applied for again.

Reservation of capacity must be paid prior to the issue of any final development order.

Site Plans:	Prior to the approval of the site plan
Subdivisions:	Prior to the approval of the final plat