



# City of Groveland Planning and Zoning Application

***The applicant shall be responsible for any advertising fees and all required recording fees assessed by the Lake County Clerk of Court. Invoice will be mailed, payment due on receipt.***

Date: \_\_\_\_\_

Application # \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Phone# \_\_\_\_\_

Address: \_\_\_\_\_

Applicant Fax # \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Applicant is: ( ) Owner ( ) Agent ( ) Purchaser ( ) Lessee ( ) Optionee

Owners Name: \_\_\_\_\_

Owner's Phone # \_\_\_\_\_

Address: \_\_\_\_\_

Owner's Fax # \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

**Application Type:**

- ( ) Annexation
- ( ) Lot Split
- ( ) Site Plan Approval
- ( ) Unity of Title
- ( ) Concurrence Review
- ( ) Special Exception Use
- ( ) Road/Easement Vacation
- ( ) DRI Development
- ( ) Rezoning
- ( ) Lot Line Deviation
- ( ) Preliminary Plat
- ( ) Construction Plan Review
- ( ) Conditional Use Permit
- ( ) Final Plat
- ( ) Proportionate Fair Share
- ( ) Comprehensive Plan Amendment
- ( ) Variance-Residential
- ( ) Variance-Commercial/Industrial
- ( ) Re-Review
- ( ) Residential Design Review
- ( ) Planned Unit Development
- ( ) DRI Regional Development

( ) Other: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Project Title (Site Plans, future/existing subdivisions only): \_\_\_\_\_

Property Address: \_\_\_\_\_ Property Size: \_\_\_\_\_

Alternate Key #s: \_\_\_\_\_



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Property Tax I.D. #s \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Existing Land Use: \_\_\_\_\_

Would like to change Zoning to: \_\_\_\_\_

Would like to change Land Use to: \_\_\_\_\_

Current number of structures on the property: \_\_\_\_\_

What utilities currently exist on the site?

Water     Reclaim Water     Sewer     Well     Septic     None

What utilities are proposed to be used?

Water     Reclaim Water     Sewer

Have any previous applications been filed within the last year in connection with this property?

Yes                       No

If yes, please describe:

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# City of Groveland Planning and Zoning Application

## Submittal Requirements

### General Attachments for all Applications:

- ( ) Completed Planning & Zoning Application
- ( ) Copy of the Recorded Deed(s) for the property
- ( ) Owner's / Agent's Affidavit
- ( ) Copy of Property Record Card(s)
- ( ) Fee

### Specific Attachments:

- ( ) Annexation / Rezoning / Comp Plan Amendment: *See separate sheet*
- ( ) Concurrency Review: Concurrency Application
- ( ) Site Plan Approval: *See separate sheet*
- ( ) Preliminary Plat Application: *See separate sheet*
- ( ) Construction Plan Approval: *See separate sheet*
- ( ) Final Plat Application: *See separate sheet*
- ( ) Architectural Design Review: *See separate sheet*
- ( ) Lot Split:
  - 1. Typed legal description of the parent parcel and of the new parcel(s)
  - 2. Copy of the original survey before the proposed lot split.
  - 3. Signed and sealed survey after the proposed lot split. New lots should be clearly marked.
- ( ) Lot Line Deviation:
  - 1. Boundary survey showing the intended lot line deviation prepared by a professional land surveyor registered in Florida, to include:
    - the overall legal description of the original parcel or parcels affected
    - the legal description of each parcel created
    - the legal descriptions of all existing easements
    - all existing structures
    - jurisdictional wetland line and/or environmental conservation easements
    - roadway centerline data and location
- ( ) Road / Lot / Utility Easement Vacation:
  - 1. Typed legal description of the road / lot / utility easement to be vacated
  - 2. Copy of the boundary survey indicating the appropriate road / lot / utility easement to be vacated.
- ( ) Special Exception / Conditional Use Permit: Materials as required in Appendix A – Zoning, Sec 10.02. *See separate sheets*
- ( ) Variance: Variance Application and supporting information as applicable



# Property Owner & Agent Affidavit

Date: \_\_\_\_\_

Before me, the undersigned authority personally appeared, \_\_\_\_\_ (property owner's name), who being by me duly sworn on oath, deposes and says:

1. That said authority is the fee-simple owner of the property legally described in this application.
2. That said authority desires to \_\_\_\_\_  
\_\_\_\_\_
3. That said authority (property owner) has appointed \_\_\_\_\_ (agent's name) to act on his/her behalf to accomplish the above, and before me the undersigned authorized agent personally appeared and being by me duly sworn on oath, deposes and says:
  - A. That he/she affirms and certifies that he/she understands and will comply with all ordinances, regulation, and provisions of the City of Groveland, 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 City of Groveland, Florida, and are not returnable.
  - B. That the submittal requirements for the application have been completed and attached hereto as part of the application.
  - C. Fees are non-refundable unless the application is withdrawn if writing within five (5) business days of submittal.

Property Owner's signature

Agent's signature

\_\_\_\_\_  
 STATE OF FLORIDA  
 COUNTY OF LAKE  
 Subscribed and sworn to (or affirmed) before  
 on \_\_\_\_\_ (date) by \_\_\_\_\_ (name)  
 or affiant, deponent, or other signer. He/she is  
 personally known to me or has presented

\_\_\_\_\_  
 STATE OF FLORIDA  
 COUNTY OF LAKE  
 Subscribed and sworn to (or affirmed) before  
 on \_\_\_\_\_ (date) by \_\_\_\_\_ (name)  
 or affiant, deponent, or other signer. He/she is  
 personally known to me or has presented

\_\_\_\_\_  
as identification

\_\_\_\_\_  
as identification

\_\_\_\_\_  
PUBLIC NOTARY

\_\_\_\_\_  
PUBLIC NOTARY

Note: The Property Owner (s) must sign the Affidavit (s). When an Agent is representing the case, both the Agent and the Property Owner (s) must sign the Affidavit (s).

## EXHIBIT A

### FEE SCHEDULE

#### PLANNING AND ZONING REVIEW FEES

The fees listed below include both direct fees for the City of Groveland administration (Administrative Fee) and prepaid fees for City Engineer, City Surveyor and City Attorney (Consultants Fee). Consultants Fees that are not incurred will be refunded to the applicant; however, Consultants Fees incurred above the prepaid amount will be assessed to the applicant and payment must be remitted to the City prior to the issuance of a final approval, development order, signing of the recorded plat, or issuance of a clearance. In addition, the applicant must pay the advertising and recording costs prior to issuance of a final approval, development order, signing of the recorded plat, or issuance of a clearance.

	Administration Fee	Consultants Fee	Code Ref.
<i>Annexation only; w/o simultaneous land use amendment and/or zoning</i>	\$500.00	\$500.00	
<i>Annexation with zoning and land use change (10 acres or less)</i>	\$900.00	\$500.00	
<i>Annexation with zoning and land use change (over 10 acres)</i>	\$1700.00	\$1000.00	
<i>Special Exception Use</i>	\$500.00	\$300.00	Sec. 153-184(a)
<i>Rezoning</i>	\$700.00	\$300.00	Sec. 153-5(c)
<i>Variance – Residential</i>	\$400.00	\$300.00	Sec. 153-60
<i>Variance –Commercial/Industrial</i>	\$800.00	\$300.00	Sec. 153-60
<i>Lot Split</i>	\$450.00	\$300.00	Sec. 145-7
<i>Planned Unit Development (PUD)</i>	\$1000.00 plus \$10.00 per acre	\$500.00	Sec. 153-5(c)
<i>Amend Planned Unit Development</i>	\$1000.00 plus \$5.00 per acre	\$800.00	Sec. 153-5(c)
<i>Vacation of Street or Lot</i>	\$500.00	\$300.00	Sec. 145-9
<i>Small Scale Comprehensive Plan Amendment (10 acres or less)</i>	\$800.00	\$300.00	
<i>Large Scale Comprehensive Plan Amendment (10 acres or more)</i>	\$1500.00	\$800.00	
<i>Site Development Plan 1 acre or less</i>	\$425.00	\$200.00	Sec. 153-35(b)(11)
<i>Site Development Plan over 1 acre</i>	\$425.00 plus \$100.00 per acre over 1 acre	\$400.00	Sec. 153-35(b)(11)

<b>Preliminary Plat:</b> <ul style="list-style-type: none"> <li>• 20 lots or less</li> <li>• 21 – 50 lots; inclusive</li> <li>• 51 – 100 lots; inclusive</li> <li>• More than 100 lots</li> </ul>	<ul style="list-style-type: none"> <li>• \$ 400.00</li> <li>• \$ 650.00</li> <li>• \$ 900.00</li> <li>• \$1400.00</li> </ul>	<ul style="list-style-type: none"> <li>• \$ 800.00</li> <li>• \$ 900.00</li> <li>• \$1000.00</li> <li>• \$1000.00</li> </ul>	Sec.145-46(d)(10)
<b>Final Plat</b>	\$1000.00	\$800.00	Sec. 145-48(b)
<b>Vacation of Plat</b>	\$900.00	\$1000.00	
<b>Infrastructure Inspection Fee</b>	1% of construction cost of site improvements	N/A	Sec. 145-49
<b>Construction Plan Review, 1 acre or less</b>	\$300.00	\$300.00	Sec. 145-47(b)(16); Sec. 153-35(e)(16)
<b>Construction Plan Review, over 1 acre</b>	\$300.00	\$500.00	Sec. 145-47(b)(16); Sec. 153-35(e)(16)
<b>Re-review Fee (after 2<sup>nd</sup> review)</b>	\$300.00	\$500.00	Sec. 145-47(h)
<b>Residential Design Review Fee</b>	\$500.00 + \$2 per lot	N/A	Sec. 137-51; Sec. 137-48;
<b>Residential Re-review or additional model</b>	\$75.00 per review or additional model	N/A	Sec. 137-51; Sec. 137-48; Sec. 137-49
<b>Non-residential Design Review Fee</b>	\$TBD	TBD	Sec. 137-51; Sec. 137-49; Sec. 137-50
<b>Development of Regional Impact (DRI)</b>	\$10,000.00	\$5000.00	Sec. 153-5(c)
<b>Review of Annual Report for DRI</b>	\$350.00	\$150.00	
<b>DRI Development Order Amendment</b>	\$1400.00	\$1000.00	
<b>Expansion/Change of Nonconforming Use</b>	\$400.00	\$150.00	Sec. 153-86
<b>Tree Removal Application Permit:</b> <ul style="list-style-type: none"> <li>• Single Family or Duplex lots</li> <li>• Commercial/Industrial, Multi-family, PUD, Subdivision</li> <li>• After the fact tree removal permit will be double the regular fee</li> </ul>	<ul style="list-style-type: none"> <li>\$75.00</li> <li>\$250.00</li> </ul>		Sec. 145-46(h)(18); Sec. 153-35(c)(17)

<b>Zoning Clearance Fee:</b>			Sec. 153-213
• <i>Minor Residential (accessory structure)</i>	\$20.00		
• <i>Major Residential (new single family or duplex homes)</i>	\$50.00		
• <i>Commercial/Industrial/Multi-family</i>	\$75.00		
<b>Concurrency Review Fee:</b>	\$100.00		Sec. 109-31; Sec. 145-47(b)(16); Sec. 153-35(e)(16)
• <i>Residential, 50 units or less</i>	\$200.00		
• <i>Residential, over 50 units</i>	\$150.00		
• <i>Commercial/Industrial, 5000 sq. ft. g.f.a.</i>	\$300.00		
• <i>Commercial/Industrial, Over 5,000 sq. ft. g.f.a.</i>			
<b>Proportionate Fair Share Application</b>	\$1000.00		Sec. 109-58(b)
<b>Right of way Utilization Permit Application:</b>			Sec. 66-64
• <i>Short Term Uses (those not exceeding 7 days)</i>	\$350.00		
• <i>Long Term Uses (those not exceeding 1 year)</i>	\$420.00		
• <i>Renewal Application Fee for Long Term Uses (those exceeding long term permit – 1 year)</i>	\$190.00		
<b>Ingress/Egress Right of Way Utilization Permit:</b>			Sec. 66-64
• <i>Residential</i>	\$75.00		
• <i>Commercial</i>	\$350.00		
<b>Waiver fee – to exceed irrigation allowance</b>	\$263.00		Sec. 133-37(c)(4)(b)
<b>Conditional Waiver fee – parking restriction</b>	\$263.00		Sec. 149-54(5)a.

**BUILDING PERMIT FEES**

(Sec. 105-23; 2006 Code –Chapter 18, Article VII)

*Valuation of all projects shall be generated using the latest valuation tables as published by the International Code Council using construction type and occupancy classifications, including regional modifiers. The final value of any project shall be determined by the Building Official and City Manager.*

**RESIDENTIAL**