



City of Minneola  
Planning Department  
800 N Highway 27, Minneola, FL 34715  
(352) 394 – 3598 x172

## Construction (Improvement) Plan Application

This Checklist is based on the relevant provisions of Chapter 126 – Subdivisions and Plats - of the Minneola, FL Code of Ordinances. The Code is available online at [www.municode.com](http://www.municode.com).

### General Requirements

No subdivision application shall be scheduled for processing until the Planning Department determines the application package is complete.

Be advised that no site clearing activity, other than the minimum necessary for surveying purposes, may be initiated until the improvement plans are approved AND a tree removal permit has been issued.

All plans and specifications must be signed and sealed by a Florida registered surveyor, landscape architect or engineer, as appropriate for the document.

Construction plans expire within 12 months after approval.

The DRC has final authority for approval of construction plans.

### Construction Plans Submittal:

No email or Fax Submittals will be accepted.

Submit 6 copies construction plans at a scale of 100 feet to 1 inch on 24" by 36" sheets, 2 copies of the plans reduced to no greater than 11" by 17", 3 copies of all reports, and a CD of all items submitted.

FDEP Water Permit

FDEP Sewer Permit

USFW Permit

NPDES Permit

# City of Minneola Construction Plan Application Cont.

## Checklist

Rec'd	Requirement
	A cover sheet including a location map @ 1000 scale
	Construction Plan Application Fee - \$1,000 Applicant will also be responsible for paying the City's Engineering Consultant's Review Fee prior to issuance of approved plans.
	Name and address of the property owner and consultants
	Proposed on-site and off-site roadway improvement, common areas, drainage areas, conservation areas
	Topography in NGVD contours at 1 foot intervals
	All existing buildings, road improvements, utilities and easements
	Existing utility sources, distribution and collection lines; proposed locations of sidewalks and bike paths both on-site and off-site
	All easements pursuant to the requirements of Chapter 98 of this Code
	Delineation of the FIRM flood zones
	Proposed stormwater management facilities and a grading plan
	Complete plans and details of the water and sewer systems and improvements
	Plan and profile sheets of the rights-of-way and any unique conditions
	Typical roadway cross-sections
	Construction details and minimum standards for materials used
	Traffic control devices and pavement markings
	Soils analysis including the locations and results of the borings
	Proposed erosion control facilities
	IF man-made waterways will be proposed – include bulkhead locations; detailed cross-sections showing existing and proposed depths; location of hardpan or muck or other unique soil conditions; details of bulkhead construction
	A CD in PDF Format which includes ALL the application package text and graphics

### CERTIFICATION

I, the undersigned, do hereby certify that I have read this Checklist and understand the requirements described therein. I further understand that only application packages that have been determined complete by the Department prior to the agenda deadline will be scheduled for processing.

\_\_\_\_\_  
Owner/Authorized Applicant Signature

\_\_\_\_\_  
Date

POST OFFICE BOX 678, MINNEOLA, FLORIDA 34755 ♦ (352) 394-3598 ♦ FAX (352) 394-7201

**City of Minneola  
Construction Plan Application Cont.**

General Location and/or Street Address:

---

---

Alternate Key Number:

---

Project Area: \_\_\_\_\_ # of Units: \_\_\_\_\_ Density: \_\_\_\_\_ Zoning: \_\_\_\_\_

Typical Lot Size: \_\_\_\_\_ # of Phases: \_\_\_\_\_

# Lots & Acres by Phase: \_\_\_\_\_

# Acres of Recreation Area: \_\_\_\_\_ # Acres of Wetlands: \_\_\_\_\_

# Acres of Roads & R/W: \_\_\_\_\_ Public or Private Streets: \_\_\_\_\_

Has this site been subject to any other development permit action in the last two years? If Yes, provide the type of action and date of final action below.

---

---

Attach a copy of the Property Owner's Authorization form.

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

Applicant Address:

---

Applicant Phone #: \_\_\_\_\_ Fax # and/or E-Mail: \_\_\_\_\_

Owner Name \_\_\_\_\_

Owner Address \_\_\_\_\_

Owner Ph. #: \_\_\_\_\_ Fax and/or E-mail: \_\_\_\_\_

Person to be contacted regarding questions about this application, (engineer, architect, attorney, etc.):

Contact Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

POST OFFICE BOX 678, MINNEOLA, FLORIDA 34755 ♦ (352) 394-3598 ♦ FAX (352) 394-7201

City of Minneola  
Construction Plan Application Cont.

Certification

I, the undersigned, do hereby certify that I have read the application and the relevant guidance material and understand the requirements described therein and that I will fully comply with all City, State and Federal regulations applicable to this project.

I understand that the application fee is non-refundable.

I further understand that I am responsible to reimburse the City for the actual advertising costs, mailing costs, AND the actual consultants' review fees, if any. Said fees shall be paid within 30 days of receipt of the City's invoice or further processing of the application will cease until the invoice is paid in full.

I understand that only application packages that are determined complete by the Department will be scheduled for review.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Office Use:*

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

Application For: \_\_\_\_\_

Amount: \_\_\_\_\_ Check: \_\_\_\_\_

Amount: \_\_\_\_\_ Check: \_\_\_\_\_

Rec'd by: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

POST OFFICE BOX 678, MINNEOLA, FLORIDA 34755 ♦ (352) 394-3598 ♦ FAX (352) 394-7201

**City of Minneola**  
**Construction Plan Application Cont.**

**Owner's Authorization**  
*(required if the property owner is not the applicant)*

STATE OF FLORIDA  
COUNTY OF LAKE

Before me, the undersigned authority, personally appeared \_\_\_\_\_

who is being by me first duly sworn on oath, deposes and says:

1. That he/she is the property owner of the subject parcels in this application.
2. That he/she desires to apply for a Subdivision Construction Plans on land generally located at:  
\_\_\_\_\_
3. That he/she has appointed \_\_\_\_\_  
to act as agent in his/her behalf to accomplish the above.
4. That he/she agrees to pay all costs associated with application and review of the above.

\_\_\_\_\_  
Owner's Signature

This is to certify that on \_\_\_\_\_, 20\_\_ before me,  
an officer duly authorized to take acknowledgements in the State and County aforesaid, personally  
appeared \_\_\_\_\_ he/she is personally know to me or has produced

SEAL \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Acknowledger Name

\_\_\_\_\_  
Serial Number

\_\_\_\_\_  
My Commission Expires

**City of Minneola**  
**Construction Plan Application Cont.**  
**NPDES Stormwater Certification Statement**

Project Name: \_\_\_\_\_

I hereby certify that proper Erosion and Sediment Control (ESC) procedures will be implemented by the Construction Site Operator from project initiation through project completion.

I further certify that Best Management Practices (BMPS) will be implemented to ensure proper control of waste materials on site and to limit the exposure of general project litter and hazardous materials to stormwater.

**Project Owner Information**

Project Owner Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Fax and/or E-mail: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Project Contractor Information**

Project Contractor Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Fax and/or E-mail: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



City of  
**Minneola**  
FLORIDA

**City of Minneola**

800 N. US Hwy 27  
Minneola, FL 34715  
(352) 394-3598

**Waiver / Disclaimer and Condition Pursuant to Chapter 166.033, Florida Statutes**

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

Authorized Representative\*: \_\_\_\_\_

Application Number: \_\_\_\_\_

Application Request: \_\_\_\_\_

I, \_\_\_\_\_ (Print Applicant / Authorized Representative\*

name), on behalf of \_\_\_\_\_ (Applicant) hereby waive the deadlines and/or procedural requirements of Florida Statute Section 166.033 as the provisions of said statute apply to the above referenced application, including, but not limited to:

- 30-day Staff review of Applicant's application and/or response to Request for Additional Information
- 30-day requirement for Applicant's response to City's Request for Additional information
- The limitation of three (3) requests by the City of Minneola for additional information.
- Requirement of Final Determination on Applicant's application approving, denying, or approving with conditions within 120 or 180 days of the determination of incompleteness, as applicable.

I further acknowledge that the City offers weekly development review meetings on Thursdays for me to discuss any comments I received based on my submittal. It is my responsibility to request and schedule a meeting with the City if I have any questions.

\_\_\_\_\_  
Signature of Applicant or Authorized Representative\*

\_\_\_\_\_  
Date

\*Agent Authorization Form required.