



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

**Zoning Clearance Application For FENCES**

for building permit to  
ERECT, ADD TO, ALTER, REPAIR, MOVE, DEMOLISH

**Zoning Clearance Fee: \$25.00 for less than 100' - or - \$50.00 for 100' or More**

Alt. Key: \_\_\_\_\_ Parcel ID: \_\_\_\_\_

Description of proposed work, including measurements: \_\_\_\_\_

Property Location: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_

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

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Will any trees be removed for this work?

All Zoning Clearances must be fully completed in order to be processed. Approval by the Planning & Zoning Dept. may take up to 7 to 10 business days. The full submittal package will then be sent to the Building Department, including the completed Building Permit Application and appropriate plans and paperwork, as well as the approved Zoning Clearance.

I acknowledge that my fence is being installed in a utility and/or drainage easement, and if work has to be done in that easement, it is my responsibility to remove and replace the fence at my expense.

I recognize that if my fence is installed flush with the ground there may be a drainage problem and I accept full responsibility for any problems or damage that may cause.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City of Minneola Approval Issued By: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment Record for Office Use:**

Amount: _____	Check #: _____	
Amount: _____	Check #: _____	
Rcvd By: _____	Receipt #: _____	Date: _____

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

## Planning & Zoning Application Requirements for

Home Construction, Decks, Pools, Sheds, Screen Rooms, Pool Enclosures, Retaining Walls, etc.

- Homeowners in HOA's should contact their HOA Board for approval before making any improvements. Pine Bluff homeowners should go to their HOA's website.  
<https://pinebluffofminneola.com/architectural-review-committee-arc/>
- Completed Zoning & Clearance Form
- Completed ISA Calculation Form
- 3 copies of Plot Plan or Survey for the property with new item located and with all measurements clearly indicated (Please note: Minimum plot plan/survey size for new home construction is 8.5"x14")
- 2 copies of the Property Record Card (call 352-394-5116 or visit [www.lakecopropappr.com](http://www.lakecopropappr.com))

Consult the Building Department for their requirements. Zoning Clearance and Building Dept. application forms must be submitted together with all required items. The Zoning Clearance Fee is paid at the time of submittal.

The Building Department will contact the applicant directly with applicable Building Fee amounts.

New construction impact fees must be paid prior to, or at the time of, application submittal.

### New Home Construction Additional Requirements

1. In accordance with the fee schedule of the City of Minneola, additional fees may be charged for advertising and/or actual costs of engineering review. The fees must be paid within 30 calendar days of receipt of the City invoice.
2. Sidewalks are a requirement for any new building erected in the City of Minneola.
3. The City of Minneola shall inspect all driveways and sidewalk grades BEFORE POURING CONCRETE.
4. The City of Minneola shall inspect all swale locations BEFORE SODDING.
5. A minimum number of canopy trees is required per residential lot, check with Planning Dept. for details.
6. Actual base floor elevation should be 18 inches above flood level.
7. An elevation certificate from a surveyor or an engineer must be filed upon placement of the lowest floor, prior to any framing or construction work in order to conform with Sec. 34-72 (2)(a) of the City of Minneola Code of Ordinances.
8. All development must be in compliance with the Land Development Regulations and the City of Minneola shall not be responsible for nor bound by any representation or statement of any agent, employee or official regarding this Zoning Clearance that conflicts with the Land Development Regulations.
9. The City of Minneola does not guarantee the accuracy of any mapping, geographic or other information obtained from the City of Minneola, it being the responsibility of the applicant to verify all information received from the City of Minneola with the official Public Records of Lake County.
10. Water impact fees are required; consult with the Planning Dept. for information.

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## Impervious Surface Ratio Worksheet

Impervious Surface: any hard-surfaced, man-made area that does not readily allow water to pass through, including but not limited to building, parking areas, sidewalks and paved recreational areas.

Impervious Surface Ratio Area (ISA): the total area of impervious surface divided by the net area of the lot.

$$\frac{\text{Maximum ISA Allowed}}{\text{RSF-1} = 40\% \text{ ISA} - \text{RSF-2} = 45\% \text{ ISA}}$$

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### Impervious Surface Calculation

Project Address \_\_\_\_\_

1. New Item to be added\* \_\_\_\_\_ - \_\_\_\_\_ SF.
2. House SF. (1st floor only ) \_\_\_\_\_ SF
3. Garage Area\* \_\_\_\_\_ SF
4. Entry\* \_\_\_\_\_ SF
5. Patio area\* \_\_\_\_\_ SF
6. Driveway & Walk way\* \_\_\_\_\_ SF

\*Total Accessory SF \_\_\_\_\_

House SF 1<sup>st</sup> floor only: \_\_\_\_\_

Total Accessory & House \_\_\_\_\_ divide by Lot size \_\_\_\_\_

Equals ISA \_\_\_\_\_

NOTES: