

## **PRELIMINARY PLAT REQUIREMENTS**

### **Growth Management Department**

A subdivision plan shall receive its first official consideration as a "preliminary plat/plan." No plat of any subdivision shall have any validity until it has been approved in the manner prescribed by the Town of Lady Lake Land Development Regulations, Chapter 8. To cover the direct administrative costs of reviewing the plan, the developer shall pay an application fee at the time of submittal. All plans for new subdivisions and road rights-of-way must be submitted and processed through the following general procedures:

- 1) It is recommended that a pre-application conference be held with Town Staff by the developer or the developer's representatives, in order to verify the steps necessary for application and review and discuss potential issues regarding the proposed subdivision.
- 2) Submission and approval of preliminary plat/plan.
- 3) Concurrency Management.
- 4) Submission and approval of Improvement Plans and issuance of a development order.
- 5) Submission, approval and recording of final plat.
- 6) Issuance of certificate of completion.

The following information is required with the preliminary plat application submittal:

- 1) Ten (10) copies of the preliminary plat/plan and any required supplemental material and one (1) 11" x 17" copy of the plan shall be submitted to the Town at least thirty (30) days prior to the TRC meeting.
- 2) The preliminary plat/plan shall be at a minimum scale of one hundred (100) feet to the inch.
- 3) Proposed subdivision name or identifying title preceded by the words "Preliminary Plat/Plan of \_\_\_\_\_."
- 4) The section, township and range in which the property is located and legal description of the boundary survey.
- 5) The complete name and mailing address of the property owner, developer, engineer and other persons directly involved in the proposed subdivision.
- 6) Tract boundaries, with dimensions.
- 7) North arrow (with north being at the top of the map, when practical), date of preparation and any other pertinent legend data.

- 8) A sketch of "key map" at scale of not larger than twelve hundred (1200) feet to the inch showing the position of the subdivision with relation to surrounding streets and properties; also showing other important features such as zoning, railroads and corporate limits, etc.
- 9) Zoning, plat book and page number, typical lot size, streets and easements of adjacent land and subdivisions.
- 10) Topographic mapping of the tract based on NGVD elevations, in not less than one (1) foot intervals.
- 11) Conditions on tract, including all existing watercourses, drainage ditches, bodies of water, marshes, flood prone elevations and area, surrounding physical features affecting the site, isolated preservable trees and other significant features.
- 12) Existing property lines, buildings, transmission lines, sewers, bridges, culverts and drain pipes, water mains, town limit lines and utility easements on or adjacent to the tract.
- 13) Location, name and width of all proposed streets, alleys, rights-of-way, easements, lot lines with dimensions, lot numbers and block designations.
- 14) Typical section showing street type and width, storm drainage and designs of any proposed fences and entrance structures.
- 15) Statements concerning stormwater disposition and method of water supply and waste disposal, all conforming to town specifications.
- 16) Proposed public improvements, such as highways or other major improvements planned by public authorities for future construction on or near the tract to eliminate gridlock.
- 17) If the proposed subdivision is to be constructed in phases, the nature and extent of such phases shall be clearly delineated and shall meet the criteria specified below in a later section.
- 18) Sites and/or improvements to be dedicated or deeded for public use.
- 19) A delineation of the soils existing on the site to be developed.
- 20) A geological reference point on all plans.
- 21) A summary list containing the total acres, number of lots, minimum lot area, lineal feet in streets, zoning and a list of street names.

- 22) Drafts of protective covenants whereby the developer proposes to regulate land use in the subdivision and otherwise protect the proposed development.
- 23) Requirements of the following sections shall be adequately addressed and satisfied. The Technical Review Committee (TRC) may require information deemed necessary to demonstrate compliance with the regulations concerning:
  - a) Zoning
  - b) Buffering
  - c) Environmentally Sensitive Areas
  - d) Upland Habitat
  - e) Floodplain/Stormwater Management
  - f) Wellfield/Aquifer Protection
  - g) Historic and Archeological Preservation
  - h) Traffic
  - i) Concurrency Management

The preliminary plat/plan shall be reviewed initially by the TRC. Reasonable notice of that meeting shall be given to the applicant and his agent or any other interested person shall be entitled to attend the meeting. The TRC shall review the preliminary plat/plan for technical compliance with Chapter 8 of the Town's Land Development Regulations and with all other Town ordinances, zoning regulations and for compliance with the land use element of the Town's Comprehensive Plan. The TRC shall recommend in writing preliminary approval, conditional approval, postponement or disapproval. The Town Clerk shall furnish copies of its recommendations to the Commission, the applicant and the Planning and Zoning Board.

The Planning and Zoning Board shall review the preliminary plat/plan and the recommendations of the TRC at its next regular meeting. The owner or owner's agent shall be present at every public hearing. The Planning and Zoning Board shall recommend to the Commission preliminary approval, conditional approval, postponement or disapproval.

Final review of the preliminary plat/plan shall be made by the Town Commission at its next regular meeting. The owner or owner's agent shall be present at every public hearing. At that meeting the Commission shall consider the recommendations of the TRC and the Planning and Zoning Board. The Commission shall act on the plan for approval, conditional approval, postponement or disapproval.

The above requirements are intended to provide only a general overview of the preliminary plat/plan process. Preliminary Plat requirements are specified in

Lady Lake Ordinance 94-08 Land Development Regulations, adopted August 15, 1994, and are available at Town Hall.

For further information and assistance, contact the Growth Management Department at 751-1582.

**TOWN OF LADY LAKE  
PRELIMINARY PLAT APPLICATION**

Alternate Key Number \_\_\_\_\_

1. Owner's Name: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_

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

2. Applicant's Name: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_

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

3. Applicant is: Owner \_\_\_ Agent \_\_\_ Purchaser \_\_\_ Lessee \_\_\_ Optionee \_\_\_

4. Property Address/Location: \_\_\_\_\_

5. Name of Subdivision for Preliminary Platting \_\_\_\_\_

\_\_\_\_\_

6. Area of Property: \_\_\_\_\_ Square feet \_\_\_\_\_ Acres

7. Utilities: Central Water \_\_\_ Central Sewer \_\_\_ Well \_\_\_ Septic Tank \_\_\_

8. Zoning of property: \_\_\_\_\_

9. Proposed number of lots/parcels: \_\_\_\_\_

\_\_\_\_\_

10. Proposed use of the property: \_\_\_\_\_

11. Have any land use applications been filed within the last year in connection with this property? \_\_\_ Yes \_\_\_ No. If yes, briefly describe the nature of the request and date when this was done:

\_\_\_\_\_

Applications shall include a legal description of the property, proof of ownership and authorization from the owner if represented by an agent or contract purchaser.

Application fee for Preliminary Plat \_\_\_\_\_

I certify that the statements in this application are true to the best of my knowledge.

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

PLEASE SUBMIT THE APPLICATION, ACCOMPANIED BY THE APPROPRIATE REVIEW FEES AND FORTY-FIVE (45) COPIES OF ALL APPLICABLE INFORMATION DOCUMENTATION AS REQUIRED BY THE LADY LAKE LAND DEVELOPMENT REGULATION, ADOPTED AUGUST 15, 1994 TO THE GROWTH MANAGEMENT DEPARTMENT. ADDITIONAL COPIES OF APPLICATION AND PLANS WILL BE REQUIRED PRIOR TO CONSIDERATION AT THE PLANNING AND ZONING BOARD AND TOWN COMMISSION MEETINGS.

**Office Use:**

Date Application Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Fees Paid: \_\_\_\_\_

**OWNER'S AFFIDAVIT**

**STATE OF FLORIDA  
COUNTY OF LAKE**

Before me, the undersigned authority personally appeared \_\_\_\_\_,  
who being by me first duly sworn on oath, deposes and says:

- (1) That he is the fee-simple owner of the property legally described on page one of this application.
- (2) That he desires approval for:  
\_\_\_\_\_
- (3) That he has appointed \_\_\_\_\_ to act as agent in his behalf to accomplish the above. The Owner is required to complete the APPLICANT'S AFFIDAVIT of this application if no agent is appointed to act in his stead.

\_\_\_\_\_  
Affiant (Owner's Signature)

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_  
Notary Public

**NOTE**

**All applications shall be signed by the owner of the property, or some person duly authorized by the owner to sign. This authority authorizing a person other than the owner to sign must be attached.**

**APPLICANT'S AFFIDAVIT**

**STATE OF FLORIDA  
COUNTY OF LAKE**

Before me, the undersigned authority personally appeared \_\_\_\_\_  
\_\_\_\_\_, who being by me first duly sworn on oath, deposes and says:

- (1) That he affirms and certifies that he understands and will comply with all ordinances, regulations, and provisions of the Town of Lady Lake, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his knowledge and belief, and further, that this application and attachments shall become part of the Official Records of the Town of Lady Lake, Florida, and are not returnable.
  
- (2) That he desires approval for:  
\_\_\_\_\_
  
- (3) That the submittal requirements for the application have been completed and attached hereto as part of this application.

\_\_\_\_\_  
Affiant (Applicant's Signature)

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_,  
20\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced  
\_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_  
Notary Public