



**CITY OF CLERMONT**  
**COMPREHENSIVE PLAN AMENDMENT**  
Application Instructions

**APPLICATION FEE:**

- **Large Scale Comprehensive Plan Amendment** - \$2,325 plus cost of advertisement  
Includes text amendments that impact the Goals, Objectives and Policies of the comprehensive plan; Future Land Use Map or map series amendment over 10 acres
- **Small Scale Comprehensive Plan Amendment** - \$755.00 plus cost of advertisement  
Includes Future Land Use Map amendments of less than 10 acres, with no impact to the Goals, Objectives and Policies.
- **Development of Regional Impact (DRI)** - \$10,000 escrow plus actual costs of advertising for a DRI amendment.

**APPLICATION PROCESS:**

Applicants must schedule a pre-application meeting with the City's Site Review Committee prior to submitting a completed application. Once an application has been completed, please call a staff planner, (352) 394-4083, to schedule the pre-application meeting.

After the Site Review Committee meeting, and after any requests for additional information have been met by the applicant, the City's planning staff will prepare the amendment with its supporting data and analysis and schedule the Planning & Zoning Commission hearing. The Planning & Zoning Commission meets the first Tuesday of the month, and will make a recommendation on the proposed amendment to the City Council. The Council will then review the proposed amendment at a public hearing and may vote to approve (small scale amendment) or to transmit it (large scale amendment) to the Florida Department of Economic Opportunity (DEO) and all reviewing agencies.

DEO will review the amendment within 60 days and notify the City of any concerns. Other public agencies may file objections separately.

**AMENDMENT TIME FRAME:**

- *Small Scale Amendments* and *Large Scale Amendments* – may take up to three months to process depending on meeting schedules, review time frames, staff preparation time, etc. The City does try to consolidate amendments as much as possible to help save on advertising costs. Applicants must have attended a pre-application meeting prior to submitting applications for the deadlines. Please note that all hearing dates are tentative and subject to change.



**A Pre-Application meeting with the Development Services Director (or designated staff) may be required prior to submittal of the application. Please check with the Development Services Department staff.**

**Application Information Required**

A complete application includes the items below in addition to the attached application:

- Completed application. - Include all signatures
- Proof of ownership – (i.e. Lake County Property record card, tax receipt, deed, or tax receipt)
- Complete legal description in Word (not all caps) emailed to [planning@clermontfl.org](mailto:planning@clermontfl.org)
- Current survey and location map (acreage included)
- Signed owner affidavit (unless power of attorney or notarized letter authorizing the applicant to act as the duly authorized agent for the owner is submitted with the application)
- Signed Applicant affidavit
- Application fee

**City of Clermont**  
**Development Services Department**  
685 W. Montrose St.  
P.O. Box 120219  
Clermont, FL. 34712-0219  
(352) 394-4083 Fax: (352) 394-3542



**CITY OF CLERMONT**  
**COMPREHENSIVE PLAN AMENDMENT**  
**Application**

DATE: \_\_\_\_\_

FEE: \_\_\_\_\_

**Project Name** (if applicable): \_\_\_\_\_

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

**Contact Person:** \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**OWNER:** \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**General Location:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Legal Description** (include copy of survey): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Property size** (in acres or square feet):

**Flood hazard area** (yes) \_\_\_\_\_ and approx. acreage \_\_\_\_\_ (no) \_\_\_\_\_

**Existing (Actual) Land Use:** \_\_\_\_\_

**Existing Zoning:** \_\_\_\_\_

**Existing Future Land Use:** \_\_\_\_\_

**Proposed Future Land Use:** \_\_\_\_\_

**Type of development proposed:** \_\_\_\_\_

\_\_\_\_\_



**Proposed density (dwelling units/acre) or intensity:** \_\_\_\_\_

**Proposed Zoning District:** \_\_\_\_\_

Summary of the proposed amendment content and effect that describes any changed conditions that would justify the proposed amendment, and why there is a need for the proposed amendment (use additional sheets if necessary).

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The City of Clermont may require additional information to justify, clarify or explain the necessity of the requested Comprehensive Plan Amendment which may include the following:

- Information regarding the compatibility of the proposed land use amendment(s) with the Goals, Objectives and Policies of the Future Land Use Element and any other affected comprehensive plan elements.
- A description of how the proposed amendment(s) will result in an orderly and logical development pattern with existing and proposed land use(s) of the area.
- A description of the present availability of, and estimated demand on the following public facilities: potable water, sanitary sewer, transportation system and recreation, as appropriate.

**\*\*\*\*\* NOTICE \*\*\*\*\***

**IF THIS APPLICATION IS SUBMITTED INCOMPLETE OR INACCURATE, IT WILL BE SUBJECT TO A DELAY ON PROCESSING AND WILL NOT BE SCHEDULED UNTIL CORRECTIONS ARE MADE.**

<p><b>City of Clermont</b> Development Services Department 685 W. Montrose St. P.O. Box 120219 Clermont, FL. 34712-0219 (352) 394-4083 Fax: (352) 394-3542</p>
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**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 (she) affirms and certifies that he (she) understands and will comply with all ordinances, regulations and policies of Lake County, 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 Clermont, Florida, and are not returnable.
2. That he (she) desires a Future Land Use Amendment from \_\_\_\_\_ to \_\_\_\_\_ for the property legally described on the attachment of this application.
3. That the submittal requirements for the application have been completed and attached hereto as part of the application.

\_\_\_\_\_  
Affiant - Applicant Name (print)

X \_\_\_\_\_  
Affiant - Applicant Name (signature)

SWORN to and SUBSCRIBED before me by

or personally known by me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

X \_\_\_\_\_  
Notary Public, State of Florida at Large

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



**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 (she) is the fee-simple owner of the property legally described on the attachment of this application.
2. That he (she) desires a Future Land Use Amendment from \_\_\_\_\_ to \_\_\_\_\_ for the property legally described on the attachment of this application.
3. That the owner of said property has appointed \_\_\_\_\_ to act as agent on his (her) 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 (her) stead.

\_\_\_\_\_  
Affiant - Applicant Name (print)

X \_\_\_\_\_  
Affiant - Applicant Name (signature)

SWORN to and SUBSCRIBED before me by

or personally known by me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

X \_\_\_\_\_  
Notary Public, State of Florida at Large

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