



CITY OF CLERMONT
SITE REVIEW
Filing Instructions

SITE REVIEW APPLICATION & INSTRUCTIONS

The attached Site Plan review application must be completely filled out, addressing every item even if it requires a “not applicable” (NA) response. The third page of the application form includes a list of supporting documentation that must be included with the first improvement submittal package.

If any of these items are not included in the submittal package, the entire package will be rejected and a site review will not be scheduled.

The procedure and deadline for a “Formal” Site review is as follows:

- 1) Cover sheet indicating documents and quantity
- 2) Six (6) sets of plans (individually fold or rolled)
- 3) Required supporting documents (3 sets)
- 4) Site Review Fee
- 5) Deadline for submittal is Tuesday at 5:00 P.M. to be scheduled on the following third Wednesday.

Fees and submittal may not be submitted separately. If you have any questions concerning the submittal fee, please call the *Planning & Zoning Dept.* at 352-241-7301. Once the review has been completed, staff will provide written comments and indicate if the next review will be formal or informal. This will be faxed or emailed to you with the original being mailed.

Subsequent informal reviews do not require a meeting. The plans will be disbursed and comments will be forwarded to the Development Review Coordinator usually within a week to ten days.

**** Please DO NOT copy these instructions as part of your application ****

<p>City of Clermont Planning & Zoning Department 685 W. Montrose St. P.O. Box 120219 Clermont, FL. 34712-021 9 (352) 394-4083 Fax: (352) 394-3542</p>
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**CITY OF CLERMONT
SITE REVIEW APPLICATION**

COMMERCIAL PROJECT

DATE: _____

FEE: _____

PROJECT NAME (if applicable): _____

Property location: _____ City _____ County (in JPA)

Owner's Name: _____

Address: _____

City: _____ State _____ Zip _____

E-Mail: _____

Phone # _____ Fax # _____

Developer's Name: _____

Address: _____

City: _____ State _____ Zip _____

Contact Person: _____

E-Mail: _____

Phone # _____ Fax # _____

Engineering Firm: _____

Engineer's Name: _____

Address: _____

City: _____ State _____ Zip _____

E-Mail: _____

Phone # _____ Fax # _____

General location of property _____

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

DEVELOPMENT DATA

The following information is required for all projects:

Existing Zoning _____

Future Land Use _____

Acreage or Square Footage of Total Property _____

Number of Phases _____

Acreage of each Phase _____

The following information is required for Commercial Projects only:

Building Square Footage _____

Number of Parking Spaces _____

Number of Handicap Parking Spaces _____

Total Square Footage of Parking Area _____

Total Impervious Area (break down) _____

The following information is required for Subdivisions only:

Number of Lots _____

Required Setbacks _____

**CITY OF CLERMONT
SITE REVIEW DOCUMENT SUBMITTAL SHEET**

THESE PAGES MUST ACCOMPANY EACH SUBMITTAL INDICATING THE MATERIALS AND DOCUMENTS ENCLOSED. Completed by City staff.

Review Plans should be signed and sealed on the cover page only.
The final set of plans should be signed and sealed on every page.

Document Being Submitted

Date Submitted

- | | |
|--|-------|
| 1. Storm Water Calculations | _____ |
| 2. Storm Water Spread Calculations | _____ |
| 3. Water System Analysis | _____ |
| 4. Geo-technical Report | _____ |
| 5. Certified Boundary Survey | _____ |
| 6. Architectural Elevation | _____ |
| 7. Tree Survey | _____ |
| 8. Landscape | _____ |
| 9. Irrigation Plans | _____ |
| 10. S.J.R.W.M.D. Permit | _____ |
| 11. DEP Water Applications | _____ |
| 12. DEP Sewer | _____ |
| 13. Florida D.O.T. Permit | _____ |
| 14. Certified As Builts | _____ |
| 15. Engineers cost estimate for Performance Bond | _____ |
| 16. Lighting plan | _____ |
| 17. Water and Sewer Calculations | _____ |

Indicate the Review Number and Date received for each site review:

Rev. #1 _____ Rev. #2 _____ Rev. #3 _____
Rev. #4 _____ Rev. #5 _____ Rev. #6 _____

Additional Notes And Comments: _____

