



**City of Clermont**  
**Development Review Process**  
**Table of Content**

|   |            |
|---|------------|
| Table of content                            | Page 1     |
| Contact Information                         | Page 2     |
| Fee Schedule                                | Page 3     |
| Qualifier Registration Form                 | Page 4     |
| Development Review Process                  | Page 5     |
| How to setup your ETRAKIT Account           | Page 6     |
| How to apply for a NEW PROJECT              | Page 7-8   |
| Resubmittals and Revisions                  | Page 8     |
| Required Supporting Documents List          | Page 9     |
| Site Plan Checklist for Commercial Projects | Page 10-15 |
| Checklist for Subdivisions                  | Page 16-22 |
| Pre-Construction Meeting Information        | Page 23-30 |
| Site Review Application                     | Page 31-33 |

## **Contact Information**

### **Plan Review Contacts:**

|                     |                                |  |
|---------------------|--------------------------------|--|
| Planning Department | Rae Chidlow-Coordinator        | <a href="mailto:rchidlow@clermontfl.org">rchidlow@clermontfl.org</a>   |
| Planning Department | Regina McGruder-Senior Planner | <a href="mailto:rmcgruder@clermontfl.org">rmcgruder@clermontfl.org</a> |
| Public Services     | David Fuentes-Reviewer         | <a href="mailto:dfuentes@clermontfl.org">dfuentes@clermontfl.org</a>   |
| Fire Department     | Jennifer Pierce-Fire Marshal   | <a href="mailto:jpierce@clermontfl.org">jpierce@clermontfl.org</a>     |
| Building Services   | Mark Grenier-Building Official | <a href="mailto:mgrenier@clermontfl.org">mgrenier@clermontfl.org</a>   |
| Lake County         | Seth Lynch- (Roadways)         | <a href="mailto:slynch@lakecountyfl.gov">slynch@lakecountyfl.gov</a>   |

### **Impact Fee information**

|                   |                               |  |
|-------------------|-------------------------------|--|
| Building Services | Dawn Stalnaker- Bldg Sv Mgr   | <a href="mailto:dstalnaker@clermontfl.org">dstalnaker@clermontfl.org</a> |
| Building Services | Joell Folmar-Lead Permit Tech | <a href="mailto:jfolmar@clermontfl.org">jfolmar@clermontfl.org</a>       |

### **Plat Information**

|                     |                             |  |
|---------------------|-----------------------------|--|
| Planning Department | John Kruse-Planning Manager | <a href="mailto:jekruse@clermontfl.org">jekruse@clermontfl.org</a>   |
| Planning Department | Rae Chidlow – Coordinator   | <a href="mailto:rchidlow@clermontfl.org">rchidlow@clermontfl.org</a> |

### **Pre-Construction Meeting Contacts:**

|                 |                           |  |
|-----------------|---------------------------|--|
| Public Services | Karmin Teets-Admin Asst   | <a href="mailto:kteets@clermontfl.org">kteets@clermontfl.org</a>       |
| Public Services | Paul Erickson-Project Mgr | <a href="mailto:perickson@clermontfl.org">perickson@clermontfl.org</a> |
| Public Services | George Beach-Inspector    | <a href="mailto:gbeach@clermontfl.org">gbeach@clermontfl.org</a>       |
| Public Services | Gene Upshaw-inspector     | <a href="mailto:gupshaw@clermontfl.org">gupshaw@clermontfl.org</a>     |

### **Department Directors:**

|                        |                         |  |
|------------------------|-------------------------|--|
| Building Services      | Lisa Widican-Director   | <a href="mailto:lwidican@clermontfl.org">lwidican@clermontfl.org</a>   |
| Planning & Development | Curt Henschel-Director  | <a href="mailto:chenschel@clermontfl.org">chenschel@clermontfl.org</a> |
| Public Services        | Stoney Brunson-Director | <a href="mailto:sbrunson@clermontfl.org">sbrunson@clermontfl.org</a>   |

## **Fee Schedule**

**Public Hearing Applications: Actual cost of required advertising is additional and billed separately**

**Traffic review fee may be required if it is determined a traffic impact analysis (TIA) is warranted. This cost is additional and will be billed separately.**

|  |            |
|--|------------|
| Conditional Use permit   | \$845.00   |
| Rezoning   | \$542.00   |
| Variance (multiple variance for one property charged at a single fee)              |            |
| Existing SF residential  | \$300      |
| All others   | \$600      |
| Right of Way closing   | \$1,000.00 |
| Annexation   | \$155.00   |
| Comprehensive Plan Amendment-map amendment (small scale)                           | \$755.00   |
| Comprehensive Plan Amendment- text and/or map amendment for 10+acres (Large scale) | \$2325.00  |
| Establishment of a Community Development District (CDD) F.S. 190.005(1)(b)         | \$15,000   |

## **Site Plan Review**

|   |           |
|---|-----------|
| Commercial Site review fee (formal review)  | \$1300.00 |
| Multi Family (formal review)                | \$1300.00 |
| Subdivisions (formal review)                | \$1515.00 |
| Commercial resubmittal (each resubmittal)   | \$650.00  |
| Multi Family resubmittal (each resubmittal) | \$650.00  |
| Subdivision resubmittal (each resubmittal)  | \$757.50  |

**Subdivision Plat Review (A plat review fee for the City's third-party review additional and will be billed separately.)(An addressing fee will be billed separately-\$20 per lot)**

|                       |                                |
|-----------------------|--------------------------------|
| Final Plat            | \$250 + \$8 lot                |
| Replat                | \$300 +\$8/lot                 |
| Resubmission          | \$50 + \$8/lot<br>Max \$775.00 |
| Plat Coordination fee | \$205.00                       |

**City of Clermont**

**Qualifier Registration Form**

State License # \_\_\_\_\_

Qualifier Name: \_\_\_\_\_

Company Name \_\_\_\_\_

Work Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_

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

(This person will receive all email notifications regarding permit or project status)

Qualifier Signature: \_\_\_\_\_

State of Florida

County of \_\_\_\_\_

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

Stamp

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

## **Development Review Process**

This packet contains information, applications, and checklist related to the site review process and site revision process in the City of Clermont . Refer also to the Land Development Code.

### Step 1: **Mandatory Pre application Conference**

**Contact:** Please contact our Planning Coordinator, Rae Chidlow to set up a Pre application meeting: [rchidlow@clermontfl.org](mailto:rchidlow@clermontfl.org)

**Required documents:** Conceptual plan of proposed project

**Fee:** 0.00

**Timeline:** Please allow at least one week ahead to schedule your appointment.

**If it is determined that your project will need any variances, CUP, annexations, etc., you will need to have those approved prior to submitting your Formal site plans.**

### Step 2: **Formal Site Submittal/meeting- Electronic submittal required- See attached instructions regarding electronic submittal process.**

**Contact:** Please contact Planning Coordinator, Rae Chidlow if you should have any questions. [rchidlow@clermontfl.org](mailto:rchidlow@clermontfl.org)

**Documents Required:** You must submit complete sets of plans to include Landscape, Irrigation, Elevations, Geo Tech reports (if applicable), etc. See Site review Checklist in this package-

**Deadline for submittal:** Deadline for submittal is Tuesday at 5:00. Project will be scheduled on the following third Wednesday for Formal Site review committee.

**Fee:** See fee schedule included in this packet.

**Timeline:** Staff review time is approximately 10 business days for each submittal; this does not include any review time for the customer's engineer of record.

## **How to setup your ETRAKIT Project account**

All Engineering companies will need to request authorization for use of the online system. (One per company, NOT per engineer.

Please fill out the Qualifier Registration form, (attached) or, can be found on our website [www.clermontfl.gov](http://www.clermontfl.gov) (under Building Services forms) and email it to: [rchidlow@clermontfl.org](mailto:rchidlow@clermontfl.org)

Once we receive and process your registration form, we will send you a temporary password to login to the ETRAKIT system.

TO LOGIN TO ETRAKIT, Go to the City website [www.clermontfl.gov](http://www.clermontfl.gov) and click on ONLINE PERMITTING.

At the very top of the screen you will select CONTRACTOR,(even if you are an engineer), then, find your company name in the drop down list and enter the TEMPORARY PASSWORD we have provided to you upon registering your online account.

You will be prompted to setup your security question /answer and change your password.

Once that is complete, click on Dashboard. This will show all ACTIVE AND EXPIRED projects.

From this Dashboard, you can apply for PROJECTS, pay fees, and check review comments.

## **HOW TO APPLY FOR A NEW PROJECT:**

On the left side of the screen, under PROJECTS, select, **APPLY FOR NEW PROJECT**

Project type: Site review

Short Description: Enter the project name (be as specific as possible) example: City Hall Renovation

Additional Information: Enter all applicable information; if it is not applicable enter a “0”

Location: Search by Site APN (which is the AK#) as the project will usually not have an address already assigned to it. If it does then you can search by address.

### Attachments

\*\*\*Note: All documents must be in PDF format (zip files not accepted). Site plans will need to be electronically signed and sealed by each engineer. Digital sealing may be self-certificating or use a third party service, BUT must allow “mark-up”/annotations. This allows us to place our digitally approved stamp, permit # and minor notes on the plans.

Site plans shall be set to LANDSCAPE ORIENTATION AND COMBINED AS ONE PDF FILE.

Plans Marked “NOT FOR CONSTRUCTION” or similar notation will not be accepted.

If there is more than one Design Professional with digital signature, then they can upload their own plans as an attachment.

Please note: if any of the following documents are missing, the submittal will be rejected as an incomplete submittal and will not be reviewed until all documents are received.

Upload documents as follows, and label accordingly if applicable (in any order): do not include the word “Attachment” in the label: Please DO NOT load separate pages.

Attachment 1- **Review 1 Site plan**

Attachment 2- **Review 1-Landscape and Irrigation Plans (if different engineer)**

Attachment 3- **Review 1 Boundary Survey**

Attachment 4-**Review 1 Geo Tech reports (if applicable)**

Attachment 5- **Site plan application**

Attachment 6-**Review 1 Storm Water Calculations**

Attachment 7- **Review 1 Architectural Elevations**

Attachment 8- **DEP OR SJRWMD permit**

Attachment- 9 **Review 1 Site Lighting**

Attachment 10- **Review 1 Elevations**

Attachment 11- **Site Accessibility plan, details shall demonstrate compliance with the latest adopted Florida Building Code.**

### **Applicant Information:**

The next screen should auto load the Applicant Information and Owner information based on the AK# or address you selected for the Project. Do NOT change any of this information unless the OWNER has recently changed, then you can manually enter the new information, but you must also upload the WARRANTY DEED showing new ownership, as the property appraiser website has not updated the information.

Enter the ENGINEER INFORMATION, which should be the same as the Applicant Information Click ON NEXT STEP, review your information, if you need to add additional attachments, click on ATTACHMENTS, once you are done, click on SUBMIT.

**You will also need to pay the Initial Submittal Fee either online or you can mail the check.**

See fee schedule

**The shopping cart module is currently not working, however, you can click on HOMEPAGE and there is a link to pay** the fee, please email copy of the CC receipt to the listed email.

ONCE YOUR PROJECT HAS BEEN SUBMITTED YOU CAN GO TO YOUR DASHBOARD AND CLICK ON THE PROJECT AND GO TO THE REVIEWS TAB, there you can see the comments each Department has entered.

Please allow up to 14 calendar days for staff to review your plans. Do not submit revised plans until ALL STAFF COMMENTS HAVE BEEN ENTERED AND YOU HAVE HAD YOUR INITIAL DRC MEETING.

Staff will contact you with a date and time for a Formal DRC meeting, which will be scheduled the Wednesday following the 14 calendar days.

### **RESUBMITTAL FOR REJECTED PLANS BEFORE APPROVAL**

If your plans are rejected you will receive an email notifying you to go to your online Dashboard and review the comments under that Project. (Click on Project Number and go to Reviews TAB You will upload the revised plans, COMPLETE SET OF PLANS WITH THE REVISIONS CLOUDED, along with the Engineers Response to Comments. The resubmittal fee will also need to be paid after you have submitted your resubmittal.

You will submit those to the following http site:

[HTTP://DOCS.CLERMONTFL.ORG/FORMS/DOCSUBMIT](http://DOCS.CLERMONTFL.ORG/FORMS/DOCSUBMIT)

(ETRAKit will not allow uploads after the initial submittal)

**Once you have done that, AN AUTOMATIC EMAIL WILL BE SENT TO STAFF SO THEY CAN PROCESS THE INFORMATION.**

**When uploading the revised documents please upload as previously indicated, only rename as follows:**

**Review 2- Site plan**

**Review 2- elevations, etc.**

### **REVISIONS- AFTER SITE PLAN APPROVAL**

To submit for a REVISION, after a PROJECT IS APPROVED, you will need to create a NEW PROJECT and name it, as it was previously only add REVISION 1, ETC. EXAMPLE: CITY HALL RENOVATION REVISION 1

Follow instructions as before regarding attachments, etc. and process.

Make sure to submit Engineer Comments.

You will need to upload the complete site plan with the NEW REVISIONS.

We will notify of the applicable revision fees due.

### **SITE PLAN APPROVAL**

**Once you receive site plan approval, you will need to go to your ETRAKIT account and open the project and go to the attachments and download and print the CITY APPROVED DOCUMENTS. You will need to make sure one is on the job site.**

**You will also need to print 2 sets of those approved plans and bring them to City hall. (These are the inspector's copies)**



**SUPPORTING DOCUMENTS REQUIRED FOR ALL DEPARTMENTS (IF APPLICABLE)**

- Storm Water Calculations
- Storm Water Spread Calculations
- Water System Analysis
- Geo-Technical Report
- Certified Boundary Survey
- Architectural Elevation
- Tree Survey
- Landscape
- Irrigation plans
- SJRWMD Permit
- DEP Water Applications
- DEP Sewer
- Florida D.O.T. permits
- Certified As Built
- Engineers Cost estimate for Performance Bond
- Lighting plan/Photometric Plan
- Water and Sewer Calculations
- Site Accessibility Plan, details shall demonstrate compliance with the latest adopted Florida building Code
- Drainage Calculation
- Grading and Drainage Plan Including storm water details
- Pipe Conveyance Calculations
- Documentation of permitted conditions with COC (if project connects to a master system)

## **Site plan Checklist for Commercial Projects**

**Site Plan Sheet Format:** Site Plans shall be drawn at a scale of one inch to fifty feet (1":50') or larger. The maximum sheet size for site plans shall not exceed 24 inches by 36 inches. Multiple sheets may be used provided each sheet is numbered and the total number of sheets is indicated on each sheet. Cross-referencing between sheets is indicated on each sheet. Cross-referencing between sheets shall be required. Necessary notes and symbol legends shall be included. Abbreviations should be avoided but if used they shall be defined in the notes.

### **Public Services Department:**

#### **General Information:**

- Site plan identification on each sheet and statement of intended use
- Legend
  - Name of Project or Development
  - Legal Description
  - Acreage
  - Scale
  - North Arrow
  - Existing Zoning and other special districts
  - Preparation/Revision Date
- Name, Address, and Phone Number (for the following)
  - Owner
  - Owner's Authorized Agent
  - Engineer
  - Surveyor
  - Others involved in application (geotechnical)
- Vicinity Map: Show relationship of site to surrounding streets, thoroughfares and public facilities at a scale of 1":2000' or larger.
- Site Data: all linear dimensions of the site
- Certified Boundary Survey

#### **Existing Conditions**

- **Existing Streets-** On, adjacent to, across or opposite any right of way from, and within 50 feet of the site, including:
  - Name
  - Location
  - Right of Way width
  - Driveway Approaches
  - Medians and Median Cuts

- **Existing Easements:** Indicate location, dimensions, purpose and maintenance responsibility
- **Existing Utilities:** Provider, location and size
- **Adjacent Improvements, uses and Zoning:** Identify adjacent buildings, structures, curb cuts, access ways, other vehicular use areas and other impervious surface that are located within fifty feet of the site; and, designate the existing land use and zoning district classification of all parcels abutting the site.
- **Topography-** At one (1) foot contours and extending 25 feet beyond the property boundaries
- **Soil Type(s)-**As identified in the Soil Survey, Lake County, Florida, USDA soil conservation service or other competent expert evaluation. When soil suitability limitations are indicated for the proposed development, the City Engineer may require a preliminary soil analysis by a qualified soils engineer.
- **Draining:** Depict, and if necessary, explain existing surface drainage characteristics of the site including relationship to adjacent properties.
- **“100 Year” floodplain:** Identify and indicate the floodplain limits as established by HUD “flood insurance Rate Map (FIRM)”, or other acceptable source, as applicable.
- **Surface Water:** Approximate normal high water elevation or boundaries of existing surface water bodies, streams and canals, to include direction of flow, both on and within 50 feet of site.
- **Wetlands-** As identified by the St Johns River Water Management District Wetlands Mapping or other competent evaluation.

**Proposed Development:**

- **Proposed Building and Structures** individually identified by name, number, symbol or other appropriate system, including the following information:
  - **Impervious Surface Coverage:** Indicate the total net amount of impervious surface coverage in square footage and as a percent cover of the site.
- **Proposed On site and Off Site vehicular Circulation System, Parking Area and Pedestrian Circulation-**Include location, dimensions and typical construction specifications of:
  - Driveways, approaches and curb cuts.
  - Sidewalks and other pedestrian use areas: indicating coordination with facilities in adjacent developments.
  - Typical cross-section; by type of improvement
  - Traffic control and signalization devices: also internal traffic circulation plan (directional arrows, traffic control signs, fire lanes, bikeways, etc.
- **Landscaping Plan-** Note and demonstrate a five (5) foot separation between utilities and trees with invasive roots.

- **Irrigation Plan:** Specify purple irrigation pipe. Irrigation water for commercial and common areas shall provide a private irrigation well.
- **Add location of Wind Rain Sensors.**
- **Outdoor Lighting:** Include a Photometric Plan and a Lighting fixture cut sheet, Maximum 1-ft candle at ground at property line.
- **Public and Semi-Public Lands and Facilities:** Identify the location, extent, maintenance responsibility and ownership of:
  - Street right of ways
  - Easements for ingress/egress, utilities, drainage or a related storm water management function, pedestrian ways, sidewalks, bike paths, and other similar or related functions.
  - Designated lands for parks, open space and recreational facilities, storm water management, schools and public facilities.
- **Potable Water Supply and Wastewater Disposal System:** Indicate required capacity, Available capacity, provider, general location and size of lines and proposed ownership of and maintenance responsibility for improvements. Potable and fire lines shall be isolated at the property line on commercial projects. **A fixture count with peak potable demand shall be included on the utility plan**
- **Reclaimed Water System:** Include a statement regarding the use of any proposed or existing reclaimed water system including the amount of reclaimed water to be utilized and the method of application on the site.
- **Solid Waste Disposal and Service Equipment:** Identify the location of dumpsters and other service equipment locations, including dimensions of maneuvering areas for collection and service vehicles. Also indicate methods of structures and materials to be utilized to prevent such dumpsters and equipment from being viewed from public right of ways and adjacent property.
- **Proposed Topographic Elevations and Preliminary Drainage Plan:** Indicate proposed topography elevations at one (1) foot contours, direction of flow, proposed methods of storm water retention/detention drainage improvements, proposed outfalls, drainage easements and preliminary engineering calculations. A minimum of two cross-sections through the entire site. Label all slopes, boundaries, easements and buffers. Demonstrate utilities.
- **Dust abatement and erosion control plan.**
- **Permits (including DEP, St Johns, Lake County or any other applicable permits.**

**Include all of the City's most current General Notes sheets, most recent. City standard notes can be found on our website at [www.clermontfl.gov](http://www.clermontfl.gov) under City departments/Engineering/Specifications.**

**Include the most current of any applicable City Standard Details. City standard details can be found on our website at [www.clermontfl.gov](http://www.clermontfl.gov) under City departments/Engineering/specifications.**

**Planning and Development Services Department:**

- Any approved variances
- Landscape Slope
- Landscape Buffer Widths
- Perimeter Building Buffer (60% if not w/ in S/B)
- Trees per Linear Foot
- Sod (drought Tolerant)
- Tree Specs (Tree Staking)
- Landscape Islands (300 sf: 10 spots)
- Retaining Walls (6' w/cap)
- Setbacks
- Parking #: compact Cars
- Bike Rack
- Architectural Design (100 lf=3' break)
- Roof Top Equipment
- Building Height (max per zoning)
- Interior Layout (i.e. Restaurant)
- Dumpster Enclosure location
- Retaining Wall Cap
- Wall Signs
- Signage
- Access (Cross, Ingress/Egress)
- Wheel Stops (along landscape buffer and sidewalks)

**Building Services Department**

**The following notes ARE required on the cover sheet of site plan (not applicable for Subdivisions)**

- “SITE shall Comply with the Florida Building Code 6<sup>th</sup> Edition (2017) Accessibility”
- Separate permits are required for the following if applicable.
  - Construction trailers, sales centers, dumpster enclosures, lift stations, swimming pools, playground equipment, retaining walls, entry wall features, access gates, site lighting, generators, fences, grease traps, Fire alarm and Fire sprinkler, etc.

**A site plan drawn to scale with sufficient clarity, details and dimensions to show the nature and extent of the work proposed including the following information:**

- Size and location of all new construction and all existing structures on the site
- Location of any recreational facilities (i.e., pool tennis courts, etc.)
- Established street grades and proposed finished grade.
- Section cuts to show slopes and cross slopes.

- Accessible parking, other locations of public access to the facility, accessible exterior routes and locations of accessible entrances.

## **Fire Department**

- **The site plan must indicate that building permits are required for each of the following items:**
  - The underground fire mains (when used) (size and material)
  - Private fire hydrants (when used) (locations)
  - Structures erected at this site.
  - This site plan is not intended to be used for construction permits. Additional details and cut sheets will be required with shop drawings from the licensed contractor during the permitting application (i.e. Tees, valves, heights, joint restraints, etc...)
- The site plan must indicate the building construction type for each structure
- The site plan must indicate the total building area for each structure
- The site plan must indicate the fire separation distances (setbacks) from the closest lot line; street; alley; public way; and buildings on the same property for each structure.
- Needed Fire Flow Calculations per NFPA 1 Chapter 18 and Annex F and LDR's to determine proper number of hydrants needed for this project shall be indicated as well as hydraulic modeling report proving the needed fire flow that is available at the site.
- The site plan must indicate the type of fire protection water supply to be provided at the site such as fire hydrants connected to a central water service.
- The site plan must indicate that fire protection water supply will be available prior to ANY COMBUSTIBLES being brought onsite.
- If fire hydrants connected to a central water service (public or private utility) are being used to provide the required fire flow for the buildings, the needed fire flow for the building(s) and or structure(s) shall be indicated as well as hydraulic modeling report proving the needed fire flow is available at the site.
- The hydraulic modeling report must be based upon the structure requiring the greatest demand.
- **The site plan must indicate the locations of any fire hydrants for the site**
  - Insert the following note into the site plan "MAINTAIN CLEARANCES 36" CIRCUMFERENCE AROUND THE FIRE HYDRANT WITH CLEAR ACCESS TO THE FRONT, WITH NO LANDSCAPING MATERIAL ALLOWED WITHIN THIS AREA
  - Hydrants shall not be located closer than three feet to or more than 20 feet from the edge of a street, drive or other access way.
- **The site plan must indicate compliance with the Florida Fire Prevention Code regarding fire department access.**
  - Access way must be capable of supporting 80,000 pounds in all weather conditions.
  - Access way must have a minimum width of at least 20 feet.
  - Access way must have a minimum vertical clearance of 13 feet 6 inches.
- **Approved fire department access roads shall be provided for every facility, building, or portion of a building here after constructed or relocated.**

- Fire department access roads shall consist of roadways, fire lanes, parking lot lanes, or a combination thereof.
- A fire department access road shall extend to within 50 ft. (15m) of at least one exterior door that can be opened from the outside and that provides access to the interior of the building.
- Fire department access roads shall be provided such that any portion of the facility or any portion of an exterior wall of the first story of the building is located not more than 150 ft. (46 m) from fire department access roads as measured by an approved route around the exterior of the building or facility.
- The site plan must indicate an accessible path of travel (sidewalk(s) and/or ramps) to a public way from all required exits.
- Hydrants must be Mueller type A-423.
- Additional Utility specifications can be found on City web: [www.clermontfl.gov](http://www.clermontfl.gov), click on city departments, engineering, specifications, general notes and details near the bottom of the page.

**Additional Requirements:**

- The Florida Fire Prevention Code allows the authority having jurisdiction to require a KEY LOCK BOX, this item will be addressed during the building permitting phase.
- The Florida Fire Prevention Code allows the authority having jurisdiction to require fire department access be provided to gates subdivisions or developments through the use of an approved device or system; this item will be addressed during the permitting process. City of Clermont requires per their LDR's Five (5) controllers for the E.V.A.C. system for the city fire department.
- The Florida Fire Prevention Code has specific mandates regarding the location of dumpsters stored within buildings or dumpsters placed within 10 feet of combustible walls, openings; or combustible roof eave lines; the dumpster location will need to be indicated on the site plan.
- The Florida Administrative Code mandates the placement of an identifying symbol (MALTESE CROSS) on buildings where light-frame truss type construction is used; this item will be addressed during the building permitting phase.

# **SUBDIVISION CHECKLIST**

## **PUBLIC SERVICES DEPARTMENT:**

### **General Information**

1. Proposed subdivision name or identifying title preceded by the words "Preliminary Plan of \_\_\_\_\_"
2. The section, township and range in which the property is located. The description of the boundary survey.
3. The complete name, mailing address and telephone number of the property owner, the developer, the engineer, surveyor and other persons directly involved in the proposed subdivision.
4. North arrow (with north being at the top of the map, when practical), date of preparation, and any other pertinent legend data.
5. The preliminary plans shall be at a minimum scale of one hundred (100) feet to one (1) inch.
6. A summary list containing the total acres, number of lots, minimum lot area, lineal feet in streets and zoning.
7. Zoning of adjacent land and plat name of the adjacent subdivisions with plat book and page number, typical lot size, streets and easements or public dedications of such adjacent subdivision or subdivisions.
8. A sketch or "key map" at a scale of not more than five hundred (500) feet to one (1) 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. Certified boundary surveyed by a surveyor, meeting Chapter 61 GI7-6, Florida Administrative Code.
10. Conditions on the tract, including all existing watercourses, drainage ditches and bodies of water, marshes, flood prone areas including elevations, surrounding physical features affecting the site, isolated preservable trees and other significant features.
11. Utilities on or adjacent to the tract.
12. Existing property lines, buildings, transmission lines, sewers, bridges, culverts and drainpipes, water mains, City limit lines and utility easements.
13. Drafts of protective covenants whereby the developer proposes to regulate land use in the subdivision and otherwise protect the proposed development.
14. Location, name and width of all proposed streets, alleys, rights-of-way, easements and



purpose of easements; proposed lot lines with dimensions; lot numbers and block designations.

15. Contours on the tract, based on National Geodetic Vertical datum at not less than one foot elevation intervals
16. Subsurface conditions on the tract, location and results of tests made to ascertain subsurface soil, rock, geotechnical and groundwater conditions.
17. Proposed public improvements, such as highways or other major improvements planned by public authorities for future construction on or near the tract.
18. Sites and/or improvements to be dedicated or reserved for public use.
19. Permanent reference monuments shall be set at each block corner before the recording of the plat. All lot corners shall be staked with concrete markers. Property markers shall be set at all points of curvature change. Markers shall be set prior to plat recording on all lands dedicated for public use, and prior to deeding or building construction on all other properties.
20. Copies of any permits as may be necessary due to the nature of the project such as, but not limited to, SJRWMD, DEP, Lake County and others.

## **STREETS**

21. Any unpaved streets that provide access to the subdivision shall be improved as required.
22. There shall be not private streets or easements for street use platted in any subdivision.
23. Curvilinear street layouts shall be utilized and regimented lot and block patterns are to be avoided.
24. Existing streets ending at the project boundary shall be continued into the project.
25. Street jogs with centerline offset shall be prohibited.
26. Half or partial streets shall be prohibited.
27. All streets shall be named. No name shall be used which will duplicate or be confused with existing street names in the City or County.
28. Proposed streets shall be designed to provide access to adjoining unsubdivided tracts at appropriate locations for future subdivision.
29. A minimum of two (2) points of access shall be provided into a subdivision of twenty-five (25) lots or more. Where adjoining existing development or other Code requirements preclude the development of two (2) public street access points, an unobstructed drive able access way may be substituted upon approval.
30. Where the subdivision abuts or includes an arterial or major collector road, streets and

blocks shall be designed so that no lot requires access from the arterial or major collector road.

31. All streets that have permanent dead ends shall terminate in a cul-de-sac. They shall be provided at the closed end with a circular dedicated area with a diameter of not less than one hundred twenty (120) feet with eighty (80) foot width paving. Streets terminated temporarily shall end in a cul-de-sac or as otherwise approved.
32. Cul-de-sac streets shall not exceed twelve hundred (1200) feet in length.
33. Right-of-way line intersections shall be rounded with a minimum radius of twenty-five (25) feet. A greater radius may be required on collector or arterial roads, or where road construction details require that a greater radius be provided.
34. Curb radii at street intersections shall be a minimum of twenty-five (25) feet.
35. Street grades shall be determined in relation to the drainage installations and natural grades for the subdivision; whenever feasible street grades shall not exceed eight (8) percent or be less than forty-hundredths (0.40) percent, unless otherwise approved by the City Engineer. Where grades exceed eight (8) percent, speed reductions shall be made and properly signed.
36. Right-of-way widths, pavement widths, minimum curvature, intersection spacing and other roadway dimensions shall be as follows (in feet):

|  | Arterial | Major Collector | Minor Collector | Local        |
|--|----------|-----------------|-----------------|--------------|
| Right of Way Width                           | 100*     | 80              | 60**            | 60**         |
| Min. Pavement Width (including curb)         | 48       | 32              | 24              | 24           |
| Min. Centerline Radius (horizontal)          | 900      | 600 (45 mph)    | 300 (30 mph)    | 100 (30 mph) |
| Minimum/Maximum Grade                        | 0.4% 18% | 0.4% / 8%       | 0.4% 110%       | 0.4% / 12%   |
| Minimum Intersection Spacing                 | 660      | 330             | 250             | 250          |
| Minimum Radius, Back of Curb at Intersection | 40       | 40              | 35              | 25           |

\* Four-lane roads. One hundred twenty (120) feet for six-lane roads.

\*\* Where grades exceed eight (8) percent, speed reductions shall be made and slower traffic signs shall be properly posted.

37. Roadway pavement at a minimum shall consist of 2-inches of asphalt over a six (6) inch lime rock base, over a twelve (12) inch compacted subbase. Alternative concrete pavements may be approved pursuant to review and consent of the Engineer.
38. A properly prepared subbase having a minimum of 40 LBR and an approved road base of lime rock and wearing surface shall be provided for all streets. Streets shall be paved to minimum width established in these regulations as per City design standards.

39. All roads shall have twenty-four (24) inch wide concrete curbs which shall be standard vertical curbs (Type F) used for enclosed drainage on all roads.
40. The developer shall install signs for street identification and traffic control.
41. Street signs and traffic control markings and devices as specified by the City shall be based on the requirements of Federal Highway Administration Manual of Uniform Traffic Control Devices and standard City specifications.

#### **SIDEWALKS/ROW/BIKEWAYS/ALLEYS**

42. A minimum of five (5) foot wide concrete sidewalks shall be constructed along each side of all streets. Each sidewalk shall be located within, and in parallel alignment with the street right-of-way. The back of the sidewalk shall be contiguous with the right-of-way. Standard construction shall provide one-quarter inch (1/4") rise per one-foot (1') run.
43. Sidewalks shall have handicapped access at all intersections.
44. Sidewalk shall be constructed at the time of street construction for areas next to non-lot areas.
45. Sidewalks including attenuate driveways shall be constructed prior to issuance of a certificate of occupancy.
46. Bikeways shall be constructed on each side of all arterial or collector roads.
47. Standard right-of-way grade shall provide a maximum elevation of three-quarter inch (3/4") rise per one foot (1') run, beginning from the back of curb to the intersection point at the front of sidewalk.
48. The area within the right-of-way shall be cleared, graded and sodded or seeded and mulched.
49. Alleys may be required in commercial and industrial districts.
50. The width of an alley shall not be less than thirty (30) feet with a paving width of twenty (20) feet.
51. Dead end alleys shall be prohibited.

#### **LOT CONFIGURATIONS**

52. All lots shall be designed to meet the minimum dimensional requirements of their zoning district or any controlling development agreement.
53. The approvable number of lots in the subdivision shall be determined based upon the net useable acreage of the property to be subdivided.
54. Double frontage lots are to be avoided; however, where double frontage lots must be

used to meet this requirement, a sufficient area shall be set aside by dedication or easement to provide a landscape buffer or wall.

## **EASEMENTS**

55. Side lots lines shall be substantially at right angles or radial to right-of-way lines.
56. Lots on curves shall be platted to provide the minimum required lot width at the minimum building setback line.
57. Lots shall have a minimum road frontage of not less than fifty (50) feet.
58. All corner lots shall be fifteen percent (15%) wider than the minimum width required.
59. Flag lots are prohibited.
60. A utility easement shall be dedicated to the City wherever a proposed utility line or other facility is planned or located on or adjacent to any property not otherwise dedicated to or owned by the City.
61. Potable water, sanitary sewer, or reclaimed water lines shall be covered by an easement across lots, where necessary, or centered on rear lot lines and shall be at least fifteen (15) feet in width (i.e. seven and one-half (7.5) feet on each lot).
62. Sewer lift stations shall be located in a minimum fifty (50) foot square area located adjacent to a dedicated public road.
63. City dedicated water retention area (WRA's) shall be covered by an easement extending to a minimum of fifteen (15) feet beyond the top of bank.
64. Canals or ditches of over twenty-five (25) feet in width at the top of bank, or over four (4) feet in depth, shall be covered by an easement and twenty (20) feet beyond the top of bank on each side.
65. Ditches smaller than that described above shall be covered by an easement extending to ten (10) feet beyond the top of bank on each side.
66. Storm sewer lines shall be covered by an easement of no less than fifteen (15) feet, centered on the centerline of the pipe.
67. The City may require the dedication of a drainage right-of-way over major facilities providing area wide drainage.
68. A seven and one-half (7.5) foot drainage and utility easement shall be dedicated on the record plat along all side and rear property lines.
69. Where zero-lot line development is proposed, a ten (10) foot drainage and utility easement shall be dedicated along the non-zero lot line side of the lot in lieu of the side property line easement required above.

70. A conservation easement shall be required to be dedicated to the City over certain wetlands, wetland buffers, or wetland mitigation areas, as required pursuant to any controlling development agreement.

### **RECREATIONAL FACILITIES**

71. Parks, playgrounds and recreation facilities shall be provided.

### **DRAINAGE AND GRADING**

72. Storm Drainage Hydraulics shall allow partial flooding in driving lanes leaving 5' clear of water. Design shall be in accordance with FDOT Volume 2, Chapter 12 for storm water inlet design.
73. Stormwater retention areas shall have a maximum side slope of three (3) foot of run for every one (1) foot of rise (3:1), H:V). All side slopes shall be sodded; however, flat bottom areas are to remain no-vegetated. Reasonable area for maintenance of retention area and canals and ditches shall be provided. All retention areas shall have a positive outfall.
74. The lot grading plan shall show the estimated floor elevation so structures, flow patterns for lot drainage, and swales or structures necessary to drain all lots to the public drainage system.
75. All structures and any ditches or swales necessary to drain more than the immediately adjacent properties shall be shown for construction as part of the initial subdivision improvements.

### **UTILITIES**

#### Non-City Utilities

76. The developer shall be responsible for the installation of electric power lines, with all lines to be constructed underground.
77. Streetlights shall be generally provided at all intersections, and at intervals along each street at a distance between three hundred (300) and four hundred (400) feet.
78. In residential subdivisions, utility service connections to individual properties for electricity, telephone, and gas and television communication shall be placed underground.
79. In general, all utility lines, water lines and sanitary sewers shall be located within the street right-of-way or in a 10-foot contiguous easement.

POTABLE WATER

80. A looped central water system of six-inch water mains, or larger, connected to the City’s system shall be provided. As a minimum standard, the distribution system shall be capable of delivering, in addition to domestic requirements at peak demand, residual pressures of not less than twenty (20) pounds per square inch, fire flows of at least five hundred (500) gallons per minute in single-family residential subdivisions, and one thousand (1000) gallons per minute in commercial, institutional and industrial areas. Fire hydrants of a type approved by the Engineer in single-family residential subdivisions shall be as measured along the street, spaced no greater than five hundred (500) feet from any part of a building, and shall be connected to mains. The Engineer shall determine the location and installation of fire hydrants. All single service lines shall be a minimum of one inch (1”); all double service lines shall be a minimum of one and one-half inch (1.5”).

WASTEWATER COLLECTION

81. A sanitary sewer system shall be provided in all subdivisions. The system shall have a minimum of eight inch (8”) mains. Sanitary lift stations, sewer mains and force mains shall be of approved material and design.

REUSE WATER

82. A water reuse system shall be provided in all subdivisions and upon all properties being developed on the east side of US 27. The system shall be installed during initial placement of other required infrastructure items and prior to issuance of a certificate of occupancy or use for the specific site or development.

GENERAL UTILITIES

83. Cost of installing water, sanitary sewer and storm sewer facilities shall be borne by the developer.
84. All utilities shall be extended to the contiguous property boundary of use of adjacent properties.

**Fire and Planning Checklist for Subdivision is the same as for Commercial Site Review for Buildings.**



The items below will need to be addressed before the pre-construction can be scheduled. Once completed, please sign appropriate sheets and return to the Public Services, Admin Assistant, Karmin Teets @ [kteets@clermontfl.org](mailto:kteets@clermontfl.org)

| PROJECT INFORMATION   |  |
|---|--|
| Project Name & CIP Number   |  |
| Date of the Approved Plans  |  |
| Contractor Name   |  |
| Engineer of Record  |  |
| Two Points of contacts  |  |
| Notice to Proceed<br>Date Issued<br>Contract Days                   |  |
| Insurance, Bonds Letter of Credit<br>Approved and filed in the City |  |
| DEP Permits Water, Sewer FM, RU                                     |  |
| FDOT /County permits  |  |
| Construction schedule received                                      |  |
| Work Start Date   |  |
| Testing Company name  |  |
| MOT   |  |
| Import/Export Haul Permit from Lake<br>County, needed or not        |  |

# CONCERNS

Environmental

Gopher tortoise

Eagle

Indigo Snake

Sand skink

GAS comments

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Phone comments

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TV comments

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Cable comments

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Power comments

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Notes

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Name \_\_\_\_\_ DATE \_\_\_\_\_

Location \_\_\_\_\_



**REQUIREMENTS FROM THE CITY OF CLERMONT**

1. A safe site at all times no open holes over night or drop off next to open roads.
2. SWPPP Inspection must provide to the City weekly.
3. All sewer gravity mains have to meet a minimum of .40%.
4. When gravity sewer is started at an existing manhole, a mechanical plug will need to be installed.
5. Pressure test include. Water, FM, Reuse.
6. Verification of payment of impact fees.
7. Air test Sewer and TV Sewer.
8. Continuity test on all tracer wire.
9. Lamp the storm sewer.
10. Sub-base and base inspection.
11. Review of density package before paving.
12. Common area sidewalks and ADA ramps must be installed with Site work.
13. Lift station must be complete including the SCADA which must be up and running before start up.
14. Work Hours 7Am to 6PM Monday to Friday. Contractor must request for and be approved for Saturday Work or after Hours work.
15. Water and Sewer accounts must be setup in the owner’s name.
16. Submittals must be approved before materials are installed.
17. All Utilities or work in the City’s R/W must be permitted by the City of Clermont.
18. Signed and Sealed Density package given to the City of Clermont.
19. All items called out on the plans must be constructed before a Final inspection or Final walk can be scheduled.
20. ALL DEP Clearance’s must be approved.
21. All water used during construction and flushing of water mains is the responsibility of the Contractor/Developer.
22. As-builds must be received and approved
23. Copy of St John’s NOI and NOT.
24. Streetlight plan and/or photometric plan.
25. For any wells on site, the City will need a copy of the St Johns permit.
26. THE Maintenance Bond must be approved and filed with City of Clermont before the CO will be issued.
27. Pay Apps should to be submitted on the same day each month.
28. Letter from Engineer stating:
  - a. The project was built as planned,
  - b. All utilities are designed and installed as per City’s specifications and approved by City staff,
  - c. All ADA parking, ramps and crosswalks are complaint with all applicable signs.

I acknowledge receipt of this list.

\_\_\_\_\_  
Developer Signature

\_\_\_\_\_  
Contractor Signature

Bond No: \_\_\_\_\_

**STANDARD MAINTENANCE BOND**  
**(CITY OF CLERMONT)**

Know all Men by These Presents that We, \_\_\_\_\_  
(Hereinafter called the "Principal"), whose principal address is \_\_\_\_\_

and whose telephone number is \_\_\_\_\_; and \_\_\_\_\_  
\_\_\_\_\_ (hereinafter called the "Surety"), whose principal address is \_\_\_\_\_

and whose telephone number is \_\_\_\_\_, a surety chartered and existing under the laws of the State of \_\_\_\_\_ and authorized to do business in the State of Florida, are held and firmly bound unto the City of Clermont, Florida (hereinafter called the "City"), whose mailing address is PO Box 120219, Clermont, Florida 34712, and whose principal telephone number is 352-394-4081, in the sum of \_\_\_\_\_, which represents twenty percent (20%) of the entire construction contract amount, which includes all costs of the improvements, pursuant to the Code of the City of Clermont the payment of which we bind ourselves our heirs, executors, successors and assigns, jointly and severally, firmly by this instrument.

Principal has constructed certain improvements as described in \_\_\_\_\_.  
And the Principal is obligated to protect the City against any defects resulting from faulty materials, faulty workmanship or faulty design of the improvements and to maintain the improvements for a period of one (1) year from \_\_\_\_\_. Therefore, the condition of this bond is such that Principal shall promptly and faithfully protect the City against such defects, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

City shall notify Principal in writing of any defect for which Principal is responsible and shall specify in the notice a reasonable period of time within which Principal may correct the defect. If Principal fails to correct the defect within the time specified in the notice, then Surety shall have fifteen (15) days after that to take any action it deems necessary to insure performance of the Principal's obligation. If the defect is not corrected within such period, then the City shall have the right to correct the defect, and Principal and Surety, jointly and severally, shall pay all costs and expenses incurred by the City in correcting the defect, including but not limited to, the engineering, legal and other costs, together with any damages either direct or consequential, which the City may sustain on account of Principal's failure to correct the defect. In addition, the City shall have the right to contract for the correction of the defect and on acceptance of the lowest responsible bid, Principal and Surety shall become immediately liable for the amount at the rate permitted by law, beginning at the commencement of the legal proceedings.

If City commences suit for the collection of any sums due under this bond, the obligors and each of them agree to pay all costs incurred by the City, including attorney's fees.

THIS BOND DATED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ (the date of issue by the Surety or by the Surety's agent and the date of such agent's power-of-attorney.

Signed, sealed and delivered in the presence of:

PRINCIPAL:

\_\_\_\_\_  
Witness as to Principal (Signature)

\_\_\_\_\_  
a Florida Limited Liability Company

By:

\_\_\_\_\_  
Witness as to Principal (Signature)

\_\_\_\_\_  
(Signature)  
a Florida Limited Liability Company  
It's Managing Member

By:

\_\_\_\_\_

Business Address:

\_\_\_\_\_

\_\_\_\_\_

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_

By \_\_\_\_\_, Manager of \_\_\_\_\_,  
a Florida limited liability company, the Managing Member of \_\_\_\_\_ a  
Florida limited liability company, on behalf of the Company. They are personally known to me or  
has produced \_\_\_\_\_ as identification and who did (did not) take oath.

My Commission Expires:

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

\_\_\_\_\_  
Print Name Notary Public

Bond No: \_\_\_\_\_

SURETY:

\_\_\_\_\_  
Witness as to Surety (Signature)

\_\_\_\_\_

By:

\_\_\_\_\_  
Witness as to Surety (Signature)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Witness as Attorney in Fact (Signature)

\_\_\_\_\_  
(Signature) as Attorney in Fact  
(Attach Power of Attorney)

\_\_\_\_\_  
Witness as Attorney in Fact (Signature)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_

\_\_\_\_\_  
Business Address

**PERFORMANCE BOND (with Surety)**

Know all Men by These Presents:

That, \_\_\_\_\_, hereinafter called the “Principal”, and \_\_\_\_\_ a Surety company authorized to do business in the State of Florida, hereinafter referred to as “Surety” are held and firmly bound to the City of Clermont, Florida, hereinafter known as the “City” in the full and just sum of \_\_\_\_\_ dollars (\$ \_\_\_\_\_) lawful money of the United States of America, to be paid to the City of Clermont, to which payment well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above bound Principal, as a condition precedent to the approval by the City of a certain development known as \_\_\_\_\_ has covenanted and agreed with the City to construct \_\_\_\_\_ and other improvements based upon development plans and specifications pertaining to said development plans and specifications by \_\_\_\_\_, being dated \_\_\_\_\_ and being on file with the City, and

WHEREAS, it is a condition to the approval of said development that this bond be executed.

NOW THEREFORE, the conditions of these obligations are such that if the bonded Principal shall construct the aforesaid improvements in accordance with the able described development plans and specifications on or before \_\_\_\_\_ and shall, within the time specified and in every respect fulfill its, his, their obligations under the development plans and specifications and any conditions thereof, save harmless the City against or from all claims, costs, expenses, damages, injury or loss, including engineering, legal and contingent costs, which the City may sustain on account of the failure of the Principal to perform in accordance with the development plans and specifications within the time therein specified, then this obligation shall be void, otherwise it shall be and remain in full force and virtue until released in writing by the City of Clermont.

The Surety unconditionally covenants and agrees that if the Principal fails to perform all or part of the obligations set forth above as required by the development’s plans or specifications referred to above, within the time specified, the Surety, upon written notice from the City, or its authorized agent or officer of the default shall forthwith perform and complete the aforesaid obligation and pay the costs thereof including but not limited to engineering, legal and contingent costs.

Should the Surety fail or refuse to perform and complete the said obligations, the City, in view of the public interest, health, safety, and welfare factors involved and the inducement in approving and filing the said plat, shall have the right to resort to any and all legal remedies against the Principal and the Surety, or either, both at law and in equity, including specific performance, to which the Principal and Surety unconditionally agree.

The Principal and the Surety further jointly and severally agree that if the principal fails to satisfactorily perform all or part of the construction work required by the development plans referred to above, or any approved amendments or changes thereto, the City, at its sole option, shall have the right to construct or cause to be constructed, the aforesaid improvements and pursue any and all rights or remedies in law or equity, including, but not limited to, injunction or specific performance, against the Principal or the Surety. In the event that the City should exercise, maintain or pursue any such remedy or right, the Principal and the Surety shall be jointly and severally liable hereunder to reimburse the City the total cost of any such construction and damages sustained on account of the failure of the Principal to perform any or all of the provisions of said agreement, including, but not limited to, engineering, construction, legal, and contingent costs.

IN WITNESS WHEREOF, the Principal and Surety have executed these presents this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

PRINCIPAL:

(Seal)

BY: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_  
(Print Title)

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

ATTEST (to Principal):

BY: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_  
(Print Title)

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

Date: \_\_\_\_\_

(Seal)

SURETY:

BY: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_  
(Print Title)

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

ATTEST (to Principal):

BY: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_  
(Print Title)

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

Date: \_\_\_\_\_



**CITY OF CLERMONT**  
**SITE REVIEW APPLICATION**  
**COMMERCIAL PROJECT**

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

Alternate Key # \_\_\_\_\_

**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** \_\_\_\_\_

# 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 Built                           | _____ |
| 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:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_