



**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) Five sets of signed and sealed plans 24x36 (individually fold or rolled)
  - 1 signed and sealed set (11x17)
  - 1 electronic disk of all documents, application, supporting documents and plans
- 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 *Development Services Dept.* at 352-241-7301. Once the review has been completed, staff will provide written comments indicate. Comments will be faxed or emailed to you.

**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 and then email to the Engineer of record.**

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

<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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**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** \_\_\_\_\_

**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

## 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:** \_\_\_\_\_  
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 \_\_\_\_\_  
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