



SITE PLAN AND SUBDIVISION APPLICATION & INSTRUCTIONS

Subdivision Development plans shall not be permitted to change street names after final approval.

APPLICABILITY

The procedures contained in this chapter are applicable to all projects which involve the construction of any facility other than single-family dwellings or minor appurtenances thereto (for example swimming pools, sheds, fences and the like); or three or less duplex (two-family) units in a subdivision where a certificate of completion has been issued for the subdivision by the City. Projects which are subject to site plan review include; land developments, projects which involve the alteration or conversion of existing structures, or the change of use of a structure where the site or structure does not meet the current criteria of these regulations. Changes in use shall be evaluated by the City as to the need for a complete site plan review, and possible modifications, based on the nature of the change in occupancy or use, and the need for compliance with current regulations. Any developments permitted under conditional use must additionally undergo the site plan approval process. The provisions of this chapter, where appropriate, are to be applied both on-site and off-site of the development. This document shall be the "governing" document for such development. Where there are conflicts or discrepancies with other city policies, ordinances, or regulations, the more restrictive requirements shall govern.

INSTRUCTIONS

The following site plan application instructions are provided for the assistance of the applicant and may be modified from time to time as need dictates.

It is the applicant's responsibility to ensure that the current requirements of the applicable portions of the City Code and the City of Leesburg Construction Standards and Details are met.

The following sections of the City Code of Ordinances apply to site development criteria:

- | | |
|---|---|
| a. Chapter 5 - Alcoholic Beverages | g. Chapter 22 – Utilities |
| b. Chapter 7 - Buildings and Building Regulations | h. Chapter 25 - Zoning |
| c. Chapter 10 - Fire & Fire Protection | i. Chapter 26 - Special Events |
| d. Chapter. 18 - Streets, Sidewalks & Public Places | j. Chapter. 27 - Wellfield & Aquifer Protection |
| e. Chapter 19 - Subdivisions | k. Chapter 28 - StormWater Management |
| f. Chapter 10.5 – Floodplain Management | l. Chapter 2 – Electronic Signatures |

The City of Leesburg Electrical “2020 Service Requirements” – Electrical Requirements and Regulation Book is available online at https://www.leesburgflorida.gov/government/departments/electric/forms_and_publications.php.

The City of Leesburg's Construction Details and Specifications are located on the following Dropbox link: <https://www.dropbox.com/sh/k16ypsaijm7lj76/AABiJ74YhjVIKBdvAzuTQlpja?dl=0>

Submittal Fees:

- Administrative Site Plan \$200 (must be pre-approved)
- Minor Site Plan \$450 (must be pre-approved)
- Major Site Plan \$1,000
- Subdivision Construction Plan \$900 + \$2.50 per lot and tract

Site Plan Application Submittal

New Site Plan Application:

The applicant shall email the Development Review Coordinator (DRC) Tracy.Bronson@leesburgflorida.gov; or Ryan.Gerdon@leesburgflorida.gov; (Careylee.Simonds@leesburgflorida.gov) with a copy of the completed application. The application will be processed within 3-5 business days and payment will be requested. Once payment has been received a DropBox link specific to your project will be emailed to you. The following documents will need to be uploaded/delivered for review. Reviews will not be initialized until all required documents have been received.

- One** hard copy of the site plan must be delivered to 550 S 14th St, Leesburg, FL 34748
- One** hard copy of the landscape plan must be delivered to 550 S 14th St, Leesburg, FL 34748
- Digital copy of the signed site plan application must be uploaded in PDF format
- Digital site plan must be uploaded in PDF (one single document)
- Digital site plan must be uploaded in AutoCAD (projected - State Plane Coordinate System, Florida East Zone, US Survey foot; Vertical NAVD 1988 Datum, US survey foot)
- Digital landscape plan uploaded in PDF (one single document)
- Digital upload of the sealed Boundary and Topographical survey must be uploaded in PDF and AutoCAD format
- Digital copy of fire flow calculations in PDF format
- Digital copy of the signed and sealed Stormwater calculations in PDF format
- Digital copy of the signed and sealed traffic impact analysis in PDF format

Resubmittals:

- One** hard copy of the site plan must be delivered to 550 S 14th St, Leesburg, FL 34748
- One** hard copy of the landscape plan must be delivered to 550 S 14th St, Leesburg, FL 34748
- Digital copy of response letter must be uploaded in PDF format
- Digital copy of the signed site plan application must be uploaded in PDF format
- Digital site plan must be uploaded in PDF (one single document)
- Digital site plan must be uploaded in AutoCAD (projected - State Plane Coordinate System, Florida East Zone, US Survey foot; Vertical NAVD 1988 Datum, US survey foot)
- Digital landscape plan uploaded in PDF (one single document)

ALL SITE PLANS DISAPPROVED AFTER THE THIRD REVIEW WILL REQUIRE A \$200 RESUBMITTAL FEE.

Final Submittal:

- Six** hard copies of the site plan must be delivered to 550 S 14th St, Leesburg, FL 34748
- Six** hard copies of the landscape plan must be delivered to 550 S 14th St, Leesburg, FL 34748
- Digital copy of the signed site plan application must be uploaded in PDF format and labeled "FINAL"
- Digital site plan must be uploaded in PDF (one single document) and labeled "FINAL"
- Digital site plan must be uploaded in AutoCAD and labeled "FINAL" (projected - State Plane Coordinate System, Florida East Zone, US Survey foot; Vertical NAVD 1988 Datum, US survey foot)
- Digital landscape plan uploaded in PDF (one single document) and labeled "FINAL"

Applications will be accepted on any working day between the hours of 8:00 a.m. and 4:30 p.m. (regular business hours) at the City of Leesburg, Community Development office or mailed to: City of Leesburg, Community Development, 204 N. 5th St., Leesburg, Florida 34748. Payment of the fee does not in any way obligate the City to approve the application.

Survey requirements

A boundary, topographic and location survey and legal description of the property, prepared by a Professional Surveyor and Mapper licensed in the State of Florida. Surveys shall be on Horizontal NAD 1983 Datum, State Plane Coordinate System, Florida East Zone, US Survey foot; Vertical NAVD 1988 Datum, US survey foot. A minimum of two property corners shall show associated horizontal and vertical datum.

Statement of Authorization

If the applicant is someone other than the property owner, the applicant must include a statement attached to the application that is signed by the property owner and authorized agent, which authorizes the applicant to apply for this specific purpose and location on their behalf. Applications submitted without a complete notarized authorized agent form will be disapproved without department review.

Unity of Title

If the Site Plan encompasses multiple parcels, all parcels must be combined under one alternate key number through a Unity of Title before submitting Site Plan Application. This applies to all affected parcels and is not limited to project boundary or construction area. If the building encompasses all affected parcels a simplified parcel combination through the property appraiser office is acceptable.

Site Plan prepared by a licensed professional

Pursuant to the requirements of Chapter 471.025, 481.321 and 481.221, FS and Section 25-91 of the City Code, each applicable site plan sheet shall be prepared by an architect, engineer, and/or surveyor, whichever is applicable for each section, currently licensed in the State of Florida, pertaining to their respective profession and shall include the following:

1. All survey and site plan drawings must be the same scale. The scale used must be no smaller than one (1) inch equals one hundred (100) feet. Detail plans may be drawn at a scale no smaller than one (1) inch equals fifty (50) feet. This information may be combined in the provided drawings so long as they remain relatively uncluttered.
2. A statement listing the name of the developer; the owner of the real property which is the subject of the development; the name of the proposed development and a general statement of all objectives giving the purpose and character of the proposed development. (See application form).
3. A vicinity map showing the location of the proposed site plan, showing relationships to surrounding streets and thoroughfares, existing zoning on the site and surrounding areas, and existing land use on and surrounding the site.
4. A boundary, topographic and location survey bearing the legal description of the property, dated no later than 180 days before the first submittal, prepared by and bearing the original signature and raised seal of a Florida Licensed Professional Surveyor and Mapper. Surveys shall be on Horizontal NAD 1983 Datum, State Plane Coordinate System, Florida East Zone, US Survey Foot; Vertical NAVD 1988 Datum, US survey foot.
 - a. Topographic survey must show existing contour intervals of one (1) foot, extending Twenty-Five (25) feet off the site and proposed finished elevations.
5. A table showing acreage for the parcel under consideration, stating existing and proposed impervious surface and open area, or a table of proposed net and gross densities for residential land uses.
6. A statement and map describing the planned phases of development, if any. Note: Approval of a phased plan does not constitute approval of subsequent phases.
7. The Site Plan shall show all structures including roadways, sidewalks, parking lots, recreation areas, utilities (existing and proposed) and their respective connection points and exterior lighting installations.

8. Site Plan shall show all existing and proposed easements for utilities and/or drainage. See Sec. 25-450. Utility easements, of the Municipal code, for easement requirements. Additional easements may be requested as needed.
 - a. Existing easements shall list the O.R. Book and Page
 - b. Proposed easements shall be submitted as a separate Sketch and Description for review and approval. All required easement documents shall be executed and returned to the city attorney before final Site Plan approval is issued.
9. A survey of the existing trees by species, diameter and approximate height. The site plan must indicate which trees will be removed by the construction.
10. A statement of the traffic generated during the PM peak hours as based on the Institute of Traffic Engineers Trip Generation Manual, fifth edition (or most current update or edition), or a more detailed traffic impact analysis as determined during the conceptual review phase. This information may be supplied on a separate document. Traffic Study's shall be submitted to the Lake Sumter MPO for review and comment. Comments shall be supplied to the City of Leesburg for consideration.
11. Any other information as may be identified during the conceptual review phase.
12. Any other information required by City Code as may be amended from time to time.

Site Plan Review Process

1. Submit Site Plan, completed Site Plan check list, all required supporting documentation, and applicable fees to the City of Leesburg, Community Development Department, 204 N. 5th St., Leesburg, Florida 34748
2. Site Plan will be reviewed for conformity with Site Plan application requirements and check list. (review will take 1-3 business days)
 - a. If Site Plan submittal is found to be incomplete it will not be distributed for review and will be returned to Engineer or Project Representative for re-submittal. A re-submittal fee may apply.
 - b. If Site Plan submittal is complete and meets application standards a project number will be assigned and the Site Plan will be distributed for review.
3. The Development Review Committee reviews the Site Plan for conformity with all applicable Federal, State, County and City of Leesburg codes, ordinances, and statutes.
 - a. Within Ten (10) business days of distribution the comments will be completed.
4. After the comments are completed they will be sent to the owner of record and the project engineer for review. The engineer shall contact the disapproving departments directly to discuss and resolve disapprovals. An applicant may, within five (5) business days of receiving of comments, request a DRC meeting. If no response is given then a re-submittal will be required without a DRC meeting.
 - a. If the Engineer requests a DRC meeting the project will be placed on the next available DRC agenda date and a fee will be assessed.
 - b. At the next available DRC meeting the comments are reviewed with the project representative and said representative has the chance to rebut or discuss the comments with each department representative.
5. If the project is disapproved the Site Plan will be re-submitted with the required changes and fees within 180 days of disapproval or the site plan application will be void and require a new application and fee. (Fees may be waived for the first re-submittal if there is no DRC meeting requested)
 - a. Re-submittal Fee
 - i. \$200 Re-Submittal Fee
 - ii. \$500 DRC Meeting Fee
 - b. Steps 1-5 are repeated
6. After Site Plan Approval, Engineer must submit:
 - a. All applicable outside agency permits and approvals (that were not required during the review process)
 - b. Five (5) signed and sealed approved Site Plans (Five (5) if engineer request signed hard copy)

- c. One pre-paid postage return envelope for stamped plans. (If requesting mail delivery of site plan)
- 7. After all information is received a digital approval letter is sent to the project. Two (2) signed and sealed site plans will be retained by the City of Leesburg. Two (2) signed site plans will be distributed to the contractor and one (1) signed and sealed site plan will be distributed to the engineer of record.
- 8. Before construction can commence on the project a pre-construction meeting is required with the general contractor and underground utility contract if applicable, other representatives may attend. At this meeting the plans will be discussed with city representatives and the project contractor.
 - a. The contractor will be given Two (2) signed copy of the site plan
 - b. The contractor must supply a Construction Commencement Date on company letterhead containing all pertinent contact information, project name and location no later than 48 hours before construction shall commence

Please review and initial each section below.

Checklist for Tree Removal Permit Application:

The following information is required to be submitted when applying for a TREE REMOVAL PERMIT:

- General application form (pg. 1).
- Site plan, drawn to an appropriate scale, showing the following information:
 - o Project name, street location, and number.
 - o North arrow, date, and scale.
 - o Name, address, telephone number of the property owner and petitioner.
 - o Property boundaries.
 - o Location of all individual trees, other than non-preferred trees, which are four (4) inches DBH or greater, including DBH of each tree, its location, and its common name.
 - o A written table that indicates each type of tree that is to be removed and each type of tree which is to remain on the site. The number of inches (DBH) for each type of tree is to be included in the table.



Tree Removal Permit Requirements:

1. Application:

- a. All new subdivisions shall be required to submit an application for a tree removal permit at the time of initial submittal of the subdivision plan to the City so that consideration may be given to the protection of native trees and vegetation.
- b. Any commercial, industrial, multi-family, or other use, requiring site plan approval shall be required to submit an application for a tree removal permit at the time of site plan submittal so that consideration may be given to the protection of native trees and vegetation.

2. Forms and submittal requirements for a Tree Removal Permit: A completed City of Leesburg Tree Removal Application and a complete inventory of the trees to be retained and removed shown on a scaled site plan shall be submitted with the site plan application. The tree location site plan must clearly show the following:

- a. Property boundaries;
- b. Location of all individual trees, other than non-preferred trees, which are four (4) inches DBH or greater, including DBH of each tree, its location, and its common name; and
- c. Reasons for removal of trees.

3. Clearing and Grubbing: A clearing permit shall be secured in concurrence with the tree removal permit if clearing, grubbing, and grading is planned.

4. Criteria for Issuance: No tree removal permit shall be issued unless the reviewer finds that at least one (1) of the following criteria has been satisfied with respect to each protected tree designated for removal under this permit.

- a. That the tree is located within an existing or proposed right-of-way;
- b. That the tree is located within an existing or proposed easement; or storm water management system;
- c. That the tree is located where its continued existence would unreasonably interfere with the physical construction of the improvements on a particular site as may result from interference with the access to the site by construction equipment, or with the operation of the equipment on the site in the immediate vicinity of the proposed structure or improvements;
- d. That the tree is located where it creates or will create a safety or health hazard, or a nuisance with respect to existing or proposed structures or vehicle or pedestrian routes, and relocation of the tree on the site is not a feasible alternative;
- e. That the tree is located where it interferes with the installation, delivery, or maintenance of existing or proposed utility services to the site;
- f. That the tree is diseased, injured, or in danger of falling;
- g. That the tree is located on a portion of the site to be used for construction of required parking areas or vehicular and pedestrian ingress and egress areas;
- h. That the tree is located on a portion of the site where structural development is proposed provided

reasonable effort has been made to preserve protected trees to the extent feasible under this criterion.

5. **Expiration:** The tree removal permit, when issued, shall specifically identify which trees shall be permitted to be removed. Such permit shall expire at the time of issuance of the last Certificate of Occupancy for the subdivision or, at the time of issuance of the Certificate of Occupancy for any commercial, industrial, multi-family, or other structure. Trees not removed during the life of the permit may not be removed without the issuance of a new permit based upon a new application.
6. **Removal Requirements:** Tree removal permits authorize the removal of trees specified within the permit. It is not required that all trees contained within the tree removal permit be removed by the applicant; however, no more trees than are specified in the permit may be removed without modifying the permit.



Certificate of Occupancy Notice – Record Drawings REQUIRED

Before Staff conducts a final inspection for Certificate of Occupancy, One (1) set of Record Drawing, one signed and sealed as-built survey, and a CD, Email, or Dropbox request conforming to the City of Leesburg digital submittal standards containing the Record Drawings and As-built Drawings must be submitted, including a letter of Certification from the Professional Engineer of Record.

The City's definition of Record Drawings are the original City approved construction plans revised to reflect any and all changes made during the course of construction of the project. A line striking out the original information with actual information being written immediately adjacent will indicate changes. Minimum required information is all invert and control elevations, changes in material types or sizes, all utility locations and appurtenances to include but not be limited to valves, plugs, blow-offs, hydrants and meters, two perpendicular cross sections through the center of each storm water pond and any changes in location or configuration of parking areas, ponds, building, etc. (Please reference City of Leesburg Construction Standards) All utility appurtenance locations shall be a minimum of two distances from a well-established permanent point on the site plan.

These plans are to be signed and sealed by the Engineer of Record and a Florida licensed surveyor as appropriate and stamped "Record Drawings" "As-Built" as applicable. A letter signed and sealed by the Engineer of Record certifying that the project has been completed in conformance with approved plans and specifications shall also be submitted.



Electric Department - General Requirements:

- Lift stations that will require an electric service shall be noted on the site plan. Please contact Electric Department Electric Service Planners to determine if three (3) phase voltage will be available. Five (5) Horsepower pumps and above require three (3) phase service.
- The Electric Department will complete estimates for the project after final site plan approval and request for building permits have been submitted to the Leesburg Building Department for approval.
- Please refer to the "Service Requirements" booklet and Electric Service Planners for construction standards.



Gas Department – General Requirements:

- Natural gas line installation shall be required in all new residential developments of more than five (5) units, in accordance with the conditions and criteria specified within the City of Leesburg Code of Ordinances, Chapter 22. Developers shall insure that not less than eighty (80) percent of all units in the development be equipped, at a minimum, with a natural gas water heater and natural gas furnace.
 - a. Where the natural gas line distribution system is to be installed by the city, the cost of all-natural gas lines and appurtenances must be borne by the developer, subdivider or re-subdivider as outlined through a developer's agreement. Before the city commences any natural gas line construction, the cost, as estimated by the city's design engineer (or designee), must be paid in cash or a bond sufficient to cover the cost of construction.
 - b. A developer's agreement between the City and the developer is required prior to the gas department issuing their final site plan approval. Approval of a developer's agreement can take

upwards of eight weeks to complete during peak season. it is incumbent upon the developer to ensure they begin this process well in advanced to avoid delays in final construction approval.

- All lot lines must be clearly marked on site before installation of gas begins. Grade of property must be within 6 inches of final grade before installation of gas will begin.
- An estimate will be prepared for costs to be incurred of the installation of gas utilities. The estimate will be valid for six (6) months from date of preparation. After estimate has been prepared, any changes made to the "Final Plan" would increase the contract price at the expense of the developer.
- Customer/ Developer must call Gas Dept. to schedule appointment with the Gas Operations Supervisor to meet at the job site to spot locations for the following: a) meter installation; b) permanent service location. Customer must have address for location before job can be processed. Applications for a single residential home gas service must be applied for at Customer Service, City Hall, 501 W. Meadow St Leesburg 352-728-9800. They will discuss a monthly service fee and deposit if required.
- Minimum installation time is 48 hours after Gas Dept. has been notified due to the Florida Sunshine One Call location statute. **Please call for scheduling of gas service before sod and irrigation are installed. The Gas Dept. will NOT be responsible for replacing the sod or any irrigation systems if damaged.** The City will not be responsible for any compaction that has to be done as a result of installation of an underground service.
- All plumbers must pipe out the gas service stub on the same side of the house as the water meters are set. Natural gas meters will maintain three (3) foot separation from any electrical ignition source and must be placed away from any opening into the structure.

City of Leesburg Gas Department, 306 South 6th Street, Leesburg, Florida 34748, (352) 728-9840

Water – General Requirements:

Water Backflow:

- All service connections being served by the City of Leesburg water utility must have the proper backflow prevention device installed on the customer's side of the meter as per Ordinance 03-66 Section 7.
- In addition to Section 7, all backflow prevention devices must be tested upon installation by a certified tester and a copy of the test report submitted to the City of Leesburg water utility.

Water Distribution:

- All infrastructures shall meet City of Leesburg minimum construction standards, AWWA or any more stringent regulation or statute.
- The City of Leesburg reserves the right to modify or require additional and/or more stringent standards and materials to insure that adequate water flow and quality is maintained on any City of Leesburg water system or any water system connecting to a City of Leesburg maintained system.

Irrigation Installation:

- Up to sixty (60) percent of the pervious area equal to or less than fifteen thousand square feet of the lot in any single-family or duplex platted residential development with more than ten lots, which had plats approved after September 26, 2011, and commercial site plans submitted after the effective date of the ordinance may be irrigated with a conventional in-ground irrigation system. Micro-irrigation, drip systems and temporary irrigation necessary to establish new plantings are permitted on all areas of the lot or development. Golf course fairways and greens, public active recreation fields, greenhouses, landscape nurseries, retail nurseries, and agricultural production systems are exempt from meeting these requirements. Landscape production and retail centers shall comply with the watering restrictions for any landscape that is required under these regulations that is not related to the production or selling of landscape material on site.

Wastewater Department- General Requirements:

- The Developer shall comply with the applicable requirements specified within WEF Manual of Practice No. 9, Latest Edition, and the Recommended Standards for Wastewater Systems, Latest Edition, and as established by the Florida Department of Environmental Protection.
- All infrastructure shall meet City of Leesburg minimum construction standards, AWWA or any more stringent regulation or statute.
- The City of Leesburg reserves the right to modify or require additional and/or more stringent standards and materials to insure that adequate flow, pressure, size, grade and quality of material is maintained on any

City of Leesburg Wastewater system or any Wastewater system connecting to a City of Leesburg maintained system.

- Approval for construction will not be given until all applicable permits from regulatory agencies have been obtained.



StormWater Department – General Requirements:

System Design Requirements:

- All work shall conform to the latest revision of the FDOT Standard Specifications for Road and Bridge Construction and the City construction specifications.
- The horizontal separation shall be in accordance with Chapter 62-555.314, F.A.C.
- A minimum ten (10) foot separation shall be maintained between the system and above-ground structures such as buildings, privacy walls, etc.
- On site waste controls are required. The Site Plan shall show locations of waste disposal receptacles with the intent to control site waste such as construction debris and trash.
- Applicant is referred to the SJRWMD for determination as to whether an Environmental Resource Permit (ERP) is required. If an ERP is required, applicant shall submit a copy to the City of Leesburg.

Regulatory Requirements:

- Construction activities that disturb one (1) or more acres of land are regulated under the NPDES StormWater program
- If a Construction General Permit is required, the contractor shall submit the NOI to the FDEP and comply with permit requirements.
- One sheet of the construction plans shall be dedicated to the SWPPP and reviewed prior to construction. SWPPP must be prepared prior to submitting a NOI to the FDEP.



Industrial Pretreatment of Oil and Grease:

All required permits for restaurants, Industrial Pretreatment permits, and discharges of Hazardous waste will be facilitated through the City of Leesburg Industrial Pretreatment Division. Please call Public Works at 352-435-9442 for project contact information.

All traps and interceptors shall comply with the City of Leesburg Construction Design Standards and the Florida Unified Building Code, Most Recent Addition. Wherever conflicts between the two standards arise the most stringent shall apply. All trap and interceptor locations and design shall be approved on the site plan. Traps and interceptors will be sized by the building department when applying for permits.



Solid Waste Department – General Requirements:

Sections 11 – 32(d) (2) and (7) of the City of Leesburg Code of Ordinances, effective June 1, 2002:

Requires all solid waste haulers operating within the City of Leesburg to obtain a permit, and to pay a monthly franchise fee in the amount of ten percent (10%) of the permit holder's gross revenue generated within the City limits during the preceding month, including all charges imposed for roll-off containers, all open top and compaction style roll-off containers, and the transport and disposal of refuse deposited in such containers. Permit holders must also keep the City aware of the customers they serve within the City limits.

The City of Leesburg approved dumpster detail is available at:

[Http://leesburgflorida.gov/pdf/planning_zoning/dumpster_d1442.pdf](http://leesburgflorida.gov/pdf/planning_zoning/dumpster_d1442.pdf). Please note that Dumpster enclosure material shall be determined by applicable zoning requirements. All materials listed on the City of Leesburg approved dumpster detail are not available for use.



Fire Department - Leesburg Fire Flow Requirements: Effective 04/15/2020

- All applicable codes and/or standards of the National Fire Protection Association and the Florida Fire Protection Code must be met or exceeded in this project.
- Reference recent edition of NFPA 1 Chapter 18 for fire flow requirements.



Floodplain Management

If the project site falls within a floodplain than a floodplain development permit is required. For subdivisions modifying floodplains a CLOMR is required in addition to the floodplain development permit.

Florida Department of Environmental Protection (FDEP) Permitting for Water and Wastewater Utilities

The City of Leesburg requires FDEP permit applications to be signed, sealed and filled out completely (including information provided by the City) before submitting for signature. Information supplied by the City is requested by completing the Permit Info Request Form.

1. You may submit the completed request form:
 - a. via email to: Cliff.Kelsey@LeesburgFlorida.gov
 - b. by fax to 352-326-6619;
 - c. or in person or by mail to:
 City of Leesburg
 Public Works
 Attn: Public Works Director
 550 S. 14th Street
 Leesburg, FL 34748
2. The completed FDEP forms may be mailed or delivered to the above address for signatures.
3. FDEP permits will not be signed and returned until site plans are reviewed and approved for compliance with construction specifications by our Water and Wastewater Divisions through the City's Development Review Committee.
4. Completed State of Florida DOT Utility Permits may be submitted to the same address.
5. Please do not submit FDEP permit application until you have received a reply with correct information to be included in the application.

Permit Information Request Form

Engineering Firm:			
Address:			
Phone:		Fax:	
Engineer:		Contact:	
Email:			
Name of Project:			
Project Use:		Project Zoning:	
Project Description:			
Project Address or General Location:			
# of Water connections:		# of Wastewater connections:	
Requested GPD Water:		Requested GPD Wastewater:	
Water Line extension required:		Wastewater Line extension required:	
<u>DEPARTMENT USE ONLY BELOW THIS LINE</u>			
Water System total average daily water demand (GPD):			
Wastewater total average daily flow (GPD):			

You will be notified when completed forms are ready for pick up at our office. If requested, forms may be returned to you via regular mail only.



SITE PLAN AND SUBDIVISION APPLICATION

Please type or print legibly (use blue or black ink). All blanks must be complete. Use N/A where not applicable.

Application Type (Please check one) Site Plan Subdivision

1) Project Name			
Project Description			
Plan Date			
If subdivision, is this a phased project?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If phased, please include number of lots within each phase.	PH 1 _____	PH 2 _____	PH 3 _____
	PH 4 _____	PH 5 _____	PH 6 _____
*Please note, phased projects will be reviewed <u>phase specific</u> and applications must be submitted per phase (i.e. PH 1, PH 2, PH 3, etc.). Phased projects will not be reviewed as one inclusive review.			

2) Parcel ID (s)		Zoning	
Section	Township	Range	
Alternate Key # (s)			

3) Owner's Name			
Mailing Address			
City	State	Zip	
Office Number			
Fax Number			
Mobile			
E-Mail			

4) Contractor's Name			
Mailing Address			
City	State	Zip	
Office Number			
Fax Number			
Mobile			
Email			

5)

Engineer's Name				
Mailing Address				
City		State		Zip
Office Number				
Fax Number				
Mobile				
Email				

6)

Contact's Name				
Mailing Address				
City		State		Zip
Office Number				
Fax Number				
Mobile				
Email				

7) Identify person or entity responsible for payment(1) of TIA / TIS review fees (Transportation Analysis and Study):

Name: _____ Title: _____

Company Name: _____ Telephone Number: _____

Project Name: _____ Cell Phone: _____

Billing Address: _____ ATTN: _____

E-Mail Address: _____

ALL transportation studies and responses are to be sent in hard copy via the US Postal Services to:

City of Leesburg
 Planning and Zoning Department
 TRANSPORTATION – <SPECIFIC PROJECT NAME/SITE PLAN #/PLAT FILE #>
 204 North 5th Street
 Leesburg, Florida 34749

PROPERTY OWNER & AGENT AFFIDAVIT*

DATE: _____

Before me, the undersigned authority personally appeared _____
(property owner's name), who being by me duly sworn on oath, deposes and says:

- 1. That said authority is the fee-simple owner of the property legally described in this application.
- 2. That said authority desires SITE PLAN REVIEW for:

(Project name)
- 3. That said authority (property owner) has appointed _____ (agent's name) to act in his behalf to accomplish the above, and before me the undersigned authorized agent personally appeared and, being by me duly sworn on oath, deposes and says:
 - A. That he/she affirms and certifies that he/she understands and will comply with all ordinances, regulations, and provisions of the City of Leesburg, 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 Leesburg, Florida, and are not returnable.
 - B. That the submittal requirements for the application have been completed and attached hereto as part of the application.

*** PROPERTY OWNER AND AGENT MUST SIGN AFFIDAVIT.**

PROPERTY OWNER'S SIGNATURE

AGENT'S SIGNATURE

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____.

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____.

Personally Known _____ OR Produced ID _____

Personally Known _____ OR Produced ID _____

Type of Identification
Produced _____

Type of Identification
Produced _____

Notary's Signature

Notary's Signature

NOTARY SEAL

NOTARY SEAL



TREE REMOVAL PERMIT APPLICATION

1)

Project Name				
Property Address				
City		State		Zip

2)

Owner's Name				
Mailing Address				
City		State		Zip
Contact Phone		Fax		Cell
E-Mail				

3)

Petitioner/Agent's Name				
Mailing Address				
City		State		Zip
Contact Phone		Fax		Cell
E-Mail				

4)

Property is generally located near the following streets:				
Size of subject property		+/- Acres		+/- Sq. Feet
Existing Zoning				
Present use of property				
Proposed use of property				

5)

A tree removal permit is requested for the following reason(s):				

Signature below acknowledges that Heritage Trees (greater than 12") may require services of a licensed arborist at the expense of the applicant prior to issuance of decision on the permit.

PROPERTY OWNERS' SIGNATURE

STATE OF FLORIDA
COUNTY OF LAKE

Notary's Signature

Sworn to (or affirmed) and subscribed before me
this _____ day of _____, 20____,
by _____.
Personally Known _____ OR Produced ID _____
Type of Identification
Produced _____