



**City of Umatilla, Florida**  
**Planning and Zoning Department 1**  
S. Central Ave., Umatilla Florida 32784  
Tel: (352) 669-3125  
[jayers@umatillafl.org](mailto:jayers@umatillafl.org)

*Staff Use Only*

Case No.: \_\_\_\_\_  
Fee Paid: \_\_\_\_\_  
Receipt No.: \_\_\_\_\_

## Development Application

### Contact Information:

Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Engineer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Property and Project Information:

#### **PROJECT NAME\*:** \_\_\_\_\_

\*A project name is required for all submissions. Please choose a name representative of the project for ease of reference.

Property Address: \_\_\_\_\_  
Parcel Number(s): \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_  
Area of Property: \_\_\_\_\_ Nearest Intersection: \_\_\_\_\_  
Existing Zoning: \_\_\_\_\_ Existing Future Land Use Designation: \_\_\_\_\_  
Proposed Zoning: \_\_\_\_\_ Proposed Future Land Use Designation: \_\_\_\_\_  
The property is presently used for: \_\_\_\_\_  
The property is proposed to be used for: \_\_\_\_\_  
Do you currently have City Utilities? \_\_\_\_\_

### Application Type:

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Annexation      | <input type="checkbox"/> Comp Plan Amendment   | <input type="checkbox"/> Rezoning               | <input type="checkbox"/> Planned Development |
| <input type="checkbox"/> Variance        | <input type="checkbox"/> Special Exception Use | <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Final Plat          |
| <input type="checkbox"/> Minor Lot Split | <input type="checkbox"/> Preliminary Plan      | <input type="checkbox"/> Construction Plan      | <input type="checkbox"/> ROW/Plat Vacate     |
| <input type="checkbox"/> Site Plan       | <input type="checkbox"/> Minor Site Plan       | <input type="checkbox"/> Replat of Subdivision  |  |

Please describe your request in detail: \_\_\_\_\_

### **Required Data, Documents, Forms & Fees**

Attached to this application is a list of **REQUIRED** data, documents and forms for each application type as well as the adopted fee schedule. These items must be included when submitting the application package. Failure to include the supporting data will deem your application package **INCOMPLETE** and will not be processed for review.

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

If application is being submitted by any person other than the legal owner(s) of the property, the applicant must have written authorization from the owner to submit application.

# Development Application Checklist

## The Following are Required for ALL Development Applications:

- |  |   |                                       |
|--|---|---------------------------------------|
| <input type="checkbox"/> Legal Description (Word file req'd) | <input type="checkbox"/> Current Deed                   | <input type="checkbox"/> Aerial Photo |
| <input type="checkbox"/> Property Appraiser Information      | <input type="checkbox"/> Electronic Copy of Application | <input type="checkbox"/> Location Map |

**Pre-application conferences are strongly encouraged. Submit ALL documents in pdf; those that are generated as CAD files should be submitted in pdf and dwg formats. . Legal Descriptions should also come with a MS Word file of the legal description. Most maps are accessible through [www.lakecountycl.gov/maps/](http://www.lakecountycl.gov/maps/). Note: All maps are required to depict adjacent properties at a minimum.**

**Failure to provide adequate maps may delay the application process.**

## Other Required Analyses and Maps:

### Small Scale Comprehensive Plan Amendment Applications:

- ☐ Justification for Amendment    ☐ Environmental Constraints Map    ☐ Requested FLU Map

### Large Scale Comprehensive Plan Amendment Applications:

Maps:    ☐ Environmental Constraints    ☐ Soils    ☐ Requested FLUM Designation    ☐ Requested Zoning Map Designation

Analyses:    ☐ Environmental Assessment    ☐ Utility Availability Analysis    ☐ Urban Sprawl Analysis    ☐ School Impact Analysis  
☐ Traffic Impact Analysis    ☐ Consistency with the Comp Plan    ☐ Florida Master Site File sign-off or Archaeological Survey

Rezoning Applications:    ☐ Requested Zoning Map    ☐ Justification for Rezoning

### Planned Development Applications:

Maps/Plans:    ☐ Conceptual Plan as Described in LDRs Chapter 6, Section 2(k)(8)(a)    ☐ Environmental Constraints

Analyses:    ☐ Environmental Assessment    ☐ Traffic Impact Analysis    ☐ Preliminary Concurrency Analysis

Variance Applications:    ☐ Justification for Variance

### Special Exception Use Applications:

- |  |
|--|
| <input type="checkbox"/> Justification for Special Exception Use   |
| <input type="checkbox"/> Site Sketch <input type="checkbox"/> List of Special Requirements as Described in LDRs, Chapter 7 |

### Conditional Use Permit Applications:

- |   |
|---|
| <input type="checkbox"/> Proposed List of Conditions and Safeguards Written   |
| <input type="checkbox"/> Site Plan as Described in LDRs, Chapter 7 <input type="checkbox"/> Statement as Described in LDRs, Chapter 7 |

### Subdivision Applications:

(Preliminary Plan, Improvement Plan and Final Plat)

- ☐ As Described in LDRs, Chapter 9

### Minor Subdivision Applications:

- ☐ As Described in LDRs, Chapter 9

### Site Plan Applications:

- ☐ As Described in LDRs, Chapter 13



## OWNER'S AFFIDAVIT

### STATE OF FLORIDA COUNTY OF LAKE

Before me, the undersigned authority, personally appeared \_\_\_\_\_, who being by me first duly sworn on oath, deposes and says:

1. That he/she is the fee-simple owner of the property legally described and attached to this application.
2. That he/she desires a Development Approval to accomplish the above desired request, as stated on Page One of this Application.
3. That he/she has appointed \_\_\_\_\_ to act as Agent and/or Applicant in their behalf to accomplish the above.

\_\_\_\_\_  
Owner's Signature

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

\_\_\_\_\_  
Notary Public (Signature)

\_\_\_\_\_  
Name of Notary Public, Typed/Printed

\_\_\_\_\_  
Commission Number

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

**NOTE: All Applications shall be signed by the Owner(s) of the Property, or some person duly authorized by the Owner to sign. The authority authorizing such person other than the Owner to sign MUST be attached.**



## APPLICANT'S AFFIDAVIT

### STATE OF FLORIDA COUNTY OF LAKE

Before me, the undersigned authority, personally appeared \_\_\_\_\_,  
who being by me first duly sworn on oath, deposes and says:

1. That he/she Affirms and Certifies that he/she understands and will comply with all Ordinances, Regulations, and Provisions of the City of Umatilla, Florida, and that all statements and diagrams submitted herewith and attached hereto 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 Umatilla, Florida, and are not returnable.
2. That he/she desires Development Approval for the use of property as proposed for the property legally described on this Application.
3. That the submittal requirements for this Application have been completed and attached as part of this Application.
4. That the sign cards posted on the property by the city will remain until final determination by the City Council, after which time the sign cards are to be removed and destroyed by the applicant.

\_\_\_\_\_  
Applicant's Signature

The foregoing instrument was acknowledged before me by means of \_\_\_\_ Physical Presence or \_\_\_\_ Online Notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, \_\_\_\_who is personally known to me or \_\_\_\_who has produced \_\_\_\_\_as identification and who did or did not take an oath.

\_\_\_\_\_  
Notary Public (Signature)

\_\_\_\_\_  
Name of Notary Public, Typed/Printed

\_\_\_\_\_  
Commission Number

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



## SURROUNDING PROPERTY OWNERS LIST

List the alternate key, the owner's name and mailing addresses for all property lying within two hundred feet surrounding the property described on the application, as recorded on the latest official County Tax Rolls located in the office of the Lake County Property Appraiser.

**This information can be accessed on the internet at [www.lakecopropappr.com](http://www.lakecopropappr.com).**

Click on Property Search; read the disclaimer and accept.

Type in your name or alternate key and find property for which application is being made.

When your property card comes up under "Property Search Results", click on "View map of property"

When map can be viewed, you will be able to see the Alternate Keys for the surrounding properties.

Write these numbers down and use them to pull up property cards to get names and addresses.

There is a measurement tool on the left-hand side tool bar that will allow you to determine the properties within 200 feet of the subject parcel.

Property Alternate Key: \_\_\_\_\_ Property Alternate Key: \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Property Alternate Key: \_\_\_\_\_ Property Alternate Key: \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Property Alternate Key: \_\_\_\_\_ Property Alternate Key: \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Property Alternate Key: \_\_\_\_\_ Property Alternate Key: \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Property Alternate Key: \_\_\_\_\_ Property Alternate Key: \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Property Alternate Key: \_\_\_\_\_ Property Alternate Key: \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ City/State/Zip \_\_\_\_\_



City of  
**Umatilla**  
Florida

City of Umatilla, 1 South Central Ave, PO Box 2286, Umatilla, FL 32784  
Phone: (352) 669-3125 // Fax: (352) 669-8313 // Website: [www.umatillafl.org](http://www.umatillafl.org)

## BASE STAFF FEES- DEVELOPMENT APPLICATIONS

Resolution 2017-61 Exhibit A

<b>APPLICATION</b>	<b>BASE STAFF FEE</b>
Annexation	\$500.00
Initial Zoning	\$500.00
Comp Plan Amendment Less Than 10 Acres	\$500.00
Comp Plan Amendment More Than 10 Acres	\$750.00
Comp Plan Policy	\$500.00
Concurrency Review	\$500.00
Construction Plan	\$600.00
Construction Plan Residential - Subdivision	\$1000.00
Construction Plan Commercial - Subdivision	\$750.00
Conditional Use Permit	\$400.00
Conditional Use Extension OR Modification	\$400.00
Development of Regional Impact	\$1,500.00
DRI Development Order Amendment	\$1,000.00
Expansion/Change of a Non-Conforming Use	\$500.00
Lot Split/Lot Line Deviation	\$400.00
Planned Unit Development	\$750.00
PUD Amendment	\$750.00
Plat - Final	\$300.00
Preliminary Subdivision Plan	\$750.00
Rezoning	\$500.00
Minor Site Plan (Staff Approval)	\$250.00
Major Site Plan (Council Approved)	\$500.00
Minor Subdivision Plan - 3 Lots or Fewer	\$350.00
Street Name Change	\$300.00
Vacating Streets, Lots, Plats	\$500.00
Variance	\$400.00
Unity of Title	\$50.00
<b>PUBLIC INFRASTRUCTURE INSPECTION FEE</b>	
1.5%	\$0-\$20,000
1%	\$20,001-\$100,000
TBD	In Excess of \$100,001
<b>Requirements: Submittal of signed and sealed estimate by Licensed Civil Engineer or copy of Construction Contract</b>	

**NOTE:** Base Staff Fees do not include pass-through fees from city attorney, land planner, engineer, or advertising costs associated with the submitted development application as adopted by Ordinance 2017-F.

Fee Revision - Resolution 2024-01