

Planning & Zoning Division  
Phone: (352) 742-6416



Building Division  
Phone: (352) 742-6213

## **Preliminary Subdivision Plat (PSP) Application program for Residential Building Permits before recording of a Final Plat**

(Effective October 1, 2024, per F.S. 177.073)

### **Purpose**

This program is established for the purpose of issuing building permits for residential subdivisions or planned developments in accordance with the Florida Building Code and section 177.073, Florida Statutes, before a final plat is recorded with the Lake County Clerk of Court. The percentage of building permits issued under this program prior to Final Plat shall not exceed 50% of the residential subdivision lots or planned development lots.

### **Application Process**

- Applicants applying for the Residential Subdivision Permit Program must identify the percentage of permits requested under this program in the application for preliminary subdivision plan/plat, and have the following in place prior to issuance of building permits:
  - Approved Preliminary Subdivision Plan/Plat by the City of Tavares City Council through a public meeting.
  - Approved Construction Plans, including utility plans (electric, gas, water, and wastewater).
  - Valid signed and sealed performance bond for up to 130% of the necessary improvements, as defined in section 177.031(9), Florida Statutes.
- Applicants may contract to sell but may not transfer ownership of a residential structure or building located in the residential subdivision or planned development (PD) until the Final Plat is approved by the City of Tavares and recorded in the public records by the Lake County Clerk of Court.
- Applicants may not obtain a temporary (TCO) or final C.O. (Certificate of Completion) for each residential structure or building for which a building permit is issued until the Final Plat is approved by the City of Tavares and recorded in the public records by the Lake County Clerk of Court, and the final Construction

Plans, including but not limited to roads, drainage, grading, landscaping, and utilities.

- For lots that are issued building permits pursuant to this program, no changes can be made to the approved preliminary plan/plat or platted lots.

### **Notes**

- This program provides for issuance of building permits prior to the final plat. It does not provide for expedited review or processing of the application by the reviewing staff at the City of Tavares.
- Applicants must specify the percentage of building permits requested on the application and preliminary subdivision plan/plat.
- Verification of address assignment by the City of Tavares, Property Appraiser, and the Office of Public Safety Parcel ID must be in place prior to issuance of building permits.

### **Master File Building Permit Program**

- The City of Tavares is pleased to offer our Master File Program which helps streamline the permitting process for all new single-family homes, one- and two-family dwelling units and townhomes.
- The Master File Building Permit Program process consistent with s. 553.794 for applicants seeking multiple building permits for residential subdivision or planned developments. For the purpose of this of this paragraph, a master building permit is valid for 3 consecutive years after its issuance or until the adoption of a new Florida Building Code, whichever is earlier. After a new Florida Building Code is adopted, the applicant may apply for a new master building permit, which, upon approval, is valid for 3 consecutive years.
- Please visit [Tavaresfl.gov](http://Tavaresfl.gov) for the City of Tavares Master File Building Permit Program requirements and application.

### **City of Tavares Consulting Reviewers (Qualified Contractors)**

Below is a registry of qualified consultants/contractors that the city may use in processing and expediting the review of this preliminary subdivision plan/plat per F.S. 177.073(4)(b):

<b>Contractor Name</b>	<b>Business Address</b>
Don Griffey Griffey Engineering	1019 Lake Elsie Drive Tavares FL 32778
Lewis D. Kent, PSM George F. Young, Inc.	299 Dr. Martin Luther King Jr. St. N. St. Petersburg, FL 33701
Kelley Klepper Kimley-Horn	1777 Main Street, Suite 200 Sarasota FL 34236

- Please note, the city is not limited to the registry of consultants listed and the list is subject to change without notice.

Percentage of residential building permits requested for the proposed PSP

\_\_\_\_\_ %

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

### **Indemnification**

*An applicant must indemnify and hold harmless the local government, its governing body, its employees, and its agents from liability or damages resulting from the issuance of a building permit or the construction, reconstruction, or improvement or repair of a residential building or structure, including any associated utilities, located in the residential subdivision or planned community. Additionally, an applicant must indemnify and hold harmless the local government, its governing body, its employees, and its agents from liability or disputes resulting from the issuance of a certificate of occupancy for a residential building or structure that is constructed, reconstructed, improved, or repaired before the approval and recordation of the final plat of the qualified project. This indemnification includes, but is not limited to, any liability and damage resulting from wind, fire, flood, construction defects, bodily injury, and any actions, issues, or disputes arising out of a contract or other agreement between the developer and a utility operating in the residential subdivision or planned community. However, this indemnification does not extend to governmental actions that infringe on the applicant's vested rights.*

\* Commercial Preliminary Plan/Plat are not applicable under F.S. 177.073.



## DEVELOPMENT APPLICATION

You may submit your application in person, by mail or by FAX.

<u>In person</u>	<u>By Mail</u>	<u>By FAX</u>
City of Tavares Planning and Zoning Dept. 201 E. Main Street Tavares, FL 32778	City of Tavares Planning and Zoning Dept. P.O. Box 1068 Tavares, FL 32778	FAX: (352) 742-6087

This application is designed to accommodate the primary information needs for all development requests. Please provide all information to the best of your ability. If you believe a question does not apply to your application type, mark the question with "N.A." (not applicable). If you have any questions relating to this application, please call Planning and Zoning at (352) 742-6404.

### 1. Application Type

<input type="checkbox"/> Annexation	<input type="checkbox"/> Preliminary Subdivision Plan/Plat *	<input type="checkbox"/> Site Plan
<input type="checkbox"/> Rezoning	<input type="checkbox"/> Final Plat	<input type="checkbox"/> Minor Site Plan
<input type="checkbox"/> Special Use	<input type="checkbox"/> Minor Subdivision	<input type="checkbox"/> Variance
<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Lot Split	<input type="checkbox"/> Vacate
	<input type="checkbox"/> Subdivision Construction Plan	

\* Include the supplemental PSP Application for projected residential building permits prior to recording of the Final Plat (F.S. 177.073).

### 2. Contact Information

Applicant: \_\_\_\_\_

Owner: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

FAX: \_\_\_\_\_

FAX: \_\_\_\_\_

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

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

**Please designate a primary contact person for this project:**

Primary Contact: \_\_\_\_\_

Relationship to Project: \_\_\_\_\_

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

Phone: \_\_\_\_\_

FAX: \_\_\_\_\_

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

### 3. Project Information

Alt. Key(s): \_\_\_\_\_

Address of Project: \_\_\_\_\_

General Location of  
Project: \_\_\_\_\_

Area of property: \_\_\_\_\_ Square Feet \_\_\_\_\_ Acres \_\_\_\_\_

Present use of property: \_\_\_\_\_

Proposed use of  
property: \_\_\_\_\_

Existing Gross Floor Area of buildings/structures: \_\_\_\_\_ (sq.ft.)  
Proposed Gross Floor Area of buildings/structures: \_\_\_\_\_ (sq.ft.)

Existing Impervious Surface Area of property: \_\_\_\_\_ (sq.ft.)  
Proposed Impervious Surface Area of property: \_\_\_\_\_ (sq.ft.)

Current Zoning of the property: \_\_\_\_\_  
Proposed zoning of the property: \_\_\_\_\_

Current Future Land Use designation of the property: \_\_\_\_\_  
Proposed Future Land Use designation of the property: \_\_\_\_\_

Prior to development, what portion of the property is considered wetlands: \_\_\_\_\_ acres  
After proposed development, what portion of the property is considered floodplain: \_\_\_\_\_ acres

Use the ITE Trip Generation Manual to provide the following information:

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### Current PM Peak Hour trips:

### New PM Peak Hour trips:

Describe the development request:

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Provide justification for the request:

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Has any other application been filed within the last year in connection with this property?

Yes  No

If yes, briefly describe the nature of the request:

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#### **4. Concurrency**

Public facilities and services needed to support development shall be available concurrent with the impacts of such development. Concurrency monitored public facilities are: potable water, wastewater, solid waste, recreation/open space, storm water management, and transportation. Concurrency shall be determined by comparing the available capacity of a facility or service to the demand created by the proposed project.

Applications for a final development order (site plan, minor site plan, final plat, minor subdivision, and lot split) are required to submit a concurrency application as part of the development application. A concurrency application is available in the Planning, Zoning and Development Department.

Upon review of the concurrency application and determination of available capacity, the applicant will be provided a Determination of Concurrency (DOC) stating that available capacity exists to meet the demands of the development. The DOC does not provide for the reservation of capacity. Reservation of capacity of a concurrency monitored public facility shall only occur when either the associated impact fee is paid or, for potable water or wastewater capacity, when a Florida Department of Environmental Protection utility connection permit has been issued and provided to the City. Capacity shall only be reserved for the period that the permit is effective.

All other applications may elect to defer concurrency review until such time as a final development order is requested.

**Please check one of the following:**

A concurrency application is attached.

or

I elect to defer concurrency determination until such time as a final development order is requested as witnessed by my signature below.

## **DECLARATION TO DEFER CONCURRENCY REVIEW**

I hereby declare and affirm that I elect to defer the concurrency review that is required by Chapter 163, Florida Statutes, per the City of Tavares Comprehensive Plan and Land Development Regulations for the above listed property.

I understand and acknowledge that the above listed property will be subject to concurrency review before any final development order can be issued. I also understand that the subject property may fail to pass concurrency review at a later time, in which case the subject property cannot be developed until there is sufficient capacity available for required public facilities to maintain the level of service standards that are adopted in the City of Tavares Comprehensive Plan.

I further understand and acknowledge that the City of Tavares' issuance of a preliminary development order without a formal concurrency review creates no vested rights or other rights to develop the subject property.

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Applicant Signature

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Date

### **5. Certification of Application**

#### **Owner's Affidavit**

I certify that I am the owner of the property legally defined herein; that all the foregoing information is true and accurate; and that I desire approval by the City of Tavares for this development request.

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Owner's Signature

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Date

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

*Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, (year), by (print name of person making statement).*

*(Seal)*

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Notary Public

Personally Known \_\_\_\_\_ OR

Produced Identification

Type of Identification Produced: \_\_\_\_\_

### **Authorization of Applicant**

I, the owner of the property described herein, duly authorize \_\_\_\_\_ to act as applicant on my behalf for the development approval sought by this application.

### **Applicant Affidavit**

I certify that I am the owner's duly authorized agent to act on his/her behalf as the applicant for development approval as sought by this application; that all the foregoing information is true and accurate; and that the owner desires approval by the City of Tavares for this development request.

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Applicant's Signature

Date

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

*Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, (year), by (print name of person making statement).*

*(Seal)*

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Notary Public

Personally Known \_\_\_\_\_ OR

Produced Identification

Type of Identification Produced: \_\_\_\_\_

**Table 4-A Submittal Requirements**

Application Type	No. of Copies Required per Application Type	Annexation	Rezoning	Special Use	Comprehensive Plan Amendment	Preliminary Subdivision Plan	Subdivision Construction Plan	Final Plat	Minor Subdivision	Lot Split	Site Plan	Minor Site Plan	Variance	Vacate
Information Required *see Table notes (#) on attached page														
Development Application	1	•	•	•	•	•	•	•	•	•	•	•	•	•
Proof of Ownership (1)	1	•	•	•	•	•	•	•	•	•	•	•	•	•
Legal description of property	1	•	•	•	•	•	•	•	•	•	•	•	•	•
Title Opinion	2								•	•				
Boundary Survey (2)	3	•	•	•	•	•	•	•	•	•	•	•	•	•
Existing Feature Survey (2)	3		○	○	○	•	•		•	•	•	•	○	○
Concurrency Application	1					○		•	•	•	•	•	○	
Affidavit of Deferral for Concurrency	1					○	○	○	○	○				
Conceptual Development Plan (3)	15		○ required for PD Zoning	•										○
Master Development Plan (4)	15		○	○	○	○	○				○			
Preliminary Development Plan (8)	15					•							○	
Site Construction Plan (9)	15						•				•		○	
Minor Site Construction Plan (10)	15										•	○		
Final Plat (11) (* plus original vellum)	15*							•	•					
Stormwater Report	3					•			○		•			
Soils Report	3					•			○		•			
Flood Plain Map	3			○		•	•		○		•		•	○
Wetlands Survey	3		•	•	•	•	•		○	○	•	•	○	
Environmental Assessment (12)	3		•	•	○	•	•	•	○		•			
Tree Survey (13)	15					•	•		○		•	•	○	
Traffic Study (14)	3		•	○	•	•	•		○		•			
School Impact Analysis (15)	3		•	○	•	•	•	•	•	•	•			
Fees	Fees are required at the time of application in accordance with the fee schedule contained in Chapter 24.													

Table 4-A Submittal Requirements Continued														
Application Type		Annexation	Rezoning	Special Use	Comprehensive Plan Amendment	Preliminary Subdivision Plan	Subdivision Construction Plan	Final Plat	Minor Subdivision	Lot Split	Site Plan	Minor Site Plan	Variance	Vacate
<b>Required Prior to Final Approval (5)</b>														
SJRWMD Stormwater Permit	1					o				o	o			
FDEP Sewer Permit	1					o				o	o			
FDEP Water Permit	1					o				o	o			
FDOT ROW Utilization Permit	1					o				o	o			
Lake County ROW Utilization Permit	1					o				o	o			
City of Tavares ROW Utilization Permit	1					o				o	o			
Performance Bond (6)	1					o	o							
Maintenance Bond (7)	1						o			o	o			

**Table 4-A Submittal Requirements Notes:**

Please attach the required information and or documentation to your application prior to submittal. Failure to attach the required information will constitute an incomplete application and shall not be accepted or processed for consideration of approval. Note the number of copies that must be submitted.

- Indicates required information.

◦ Indicates that this information may be required depending on individual circumstances. A pre-application conference is advised in order that the Community Development Director and/or other appropriate staff may determine which items are required so as to properly evaluate the development proposal. Please contact the Planning department for confirmation of requirement.

(1) A current Property Appraiser's record of the property legally described in the application may be submitted for proof of ownership.

(2) Surveys must be certified a surveyor registered in the State of Florida. If an Existing Feature Survey is required, and it includes a boundary survey, a separate boundary survey is not required. A boundary survey shall show the legal boundaries of the subject property. An Existing Features Survey shall show all man-made structures, improvements, utilities and easements on the property.

(3) A Conceptual Development Plan is required for Special Use rezonings and for Planned Development rezoning. The Conceptual Development Plan will depict the general layout of the development, including densities and intensities, access, parking, open space, buffers. Architectural depiction of any structures may also be required.

(4) A Master Development Plan is required for any development that is intended to develop in phases. The Master Development Plan shall include the overall site layout, stormwater system,

utility system, street and sidewalk system, and a schedule of phases and the improvements therein.

(5) Certain ancillary permits may be required prior to final approval of the development proposal and issuance of the associated development permit. Permits other than those listed in Table 4-A may also be required. The Community Development Director will inform the applicant of any required ancillary permits prior to final approval.

(6) Where improvements are to be constructed for the development of a subdivision, a performance bond shall be required prior to the issuance of a subdivision construction permit subject to the provisions of Chapter 1, section 16-7.

(7) Where improvements are to be dedicated to the public, prior to the acceptance by the City of said improvements, a maintenance bond shall be required subject to the provisions of Chapter 16, section 16-9 and/or Chapter 4, section 4-34.

(8) Development Plan information requirements are provided in attachment A to Table 4-A.

(9) Site Construction Plan information requirements are provided in attachment C to Table 4-A.

(10) Minor Site Construction Plan information requirements are provided in attachment C to Table 4-A.

(11) Final Plat information requirements are provided in attachment B to Table 4-A.

(12) An Environmental Assessment shall be performed by a qualified environmental professional, such as a degreed biologist with experience in environmental assessments. The Assessment shall be dated at the time of completion and shall be submitted within 6 months of said date. The Assessment shall include the following information:

- Land use map using FLUCCS Code
- Soils map
- Floodplain map
- Protected species survey utilizing methodology consistent with that required by the Florida Fish and Wildlife Conversation Commission and the US Fish & Wildlife Commission.
- Archaeological site map

(13) A Tree Survey shall identify all trees 6 inches diameter breast height or greater. The trees shall be located on the survey and labeled as to size and species (common name) on the survey by the location of the tree. If a tree survey is required for a preliminary subdivision plan, subdivision construction plans, or site plan, the survey shall be overlaid on the development plan. All trees proposed for removal shall be indicated on the plan. The tree survey shall be dated at the time of completion and shall be submitted within 1 year of said date. The tree survey shall be signed by a registered surveyor.

(14) A Traffic Study shall follow the guidelines presented in the FDOT Growth Management Review Manual and the FDOT Site Impact Handbook and shall be signed by an engineer registered in the State of Florida. The study shall be dated at the time of completion and shall be submitted within 1 year of said date.

(15) A School Impact Analysis shall be required for any Comprehensive Plan Amendment, Rezoning, Special Use, or Preliminary Plat that is associated with a residential use. The applicant shall contact the Lake County School Board to provide the analysis. The Analysis shall accurately reflect the proposed density of the development application. The analysis shall be signed and dated by a representative of the School Board and shall be submitted within 6 months of said date.