NOTE: Costs incurred by the City’s outside engineering consultants, other constants, legal counsel, etc., will be billed directly to the applicant. All consultant fees shall be paid prior issuance of any permits.
What is a Site Plan Review?
A site plan review is required for projects involving land development without structures, such as parking lots; projects involving new construction, the alteration or conversion of any existing structure into an office, commercial, industrial or multi-family; public buildings and facilities; and private utility buildings.

Submittal Procedure
Anyone wishing to develop a site must complete an application for Site Plan Review. All applications shall include additional copies of the site plan (see application checklist for detailed submittal requirements). Following approval of the site plan, the applicant shall have six months to obtain a permit for construction on the site (Site Development Permit with additional fees). An approved site plan is required prior to the issuance of a building permit.

Site plans shall show items such as the size and location of structures, parking areas, setbacks, source of utilities, landscaping, architectural design, tree protection plan, and storm-water management concept. A detailed list of requirements is included in the application and in the Land Development Code.

It shall be unlawful for any person to construct, erect, or alter a building or structure or to develop, change or improve land for which a site plan is required except in accordance with an approved site plan.

Anyone wishing to apply for site plan approval is encouraged to confer with the City of Mount Dora staff to determine the most current procedures, submittals, standards, deadlines, and fees. A pre-application conference may be scheduled by calling (352) 735-7112.

The Planning and Development Department staff will review the application for completeness. After review, the application will be scheduled for the next available Development Review Committee (DRC) meeting. The DRC is comprised of representatives from various City departments who provide their respective discipline’s input.

The DRC shall be responsible for the initial review of the site plan request for compliance with the provisions of the Land Development Code. The DRC shall review and make a recommendation to the Planning and Zoning Commission (PZC). Applicants, owners, or representatives are asked to attend the DRC meeting to discuss pertinent issues involving the site plan review request.

More than two reviews of a site plan by the DRC shall be considered a new application and, therefore, require an additional application fee.

Approvals
Based on the information and the recommendation of the DRC, the PZC shall approve the site plan request, subject to stated conditions, or deny the site plan.

Upon site plan approval and issuance of a building permit, the development shall be built in accordance with the approved site plan and site plan regulations. Any change to an approved site plan must follow the procedure outlined above.