



**CITY OF
MOUNT
DORA**

**City of Mount Dora
Planning and Development
510 N. Baker St.
Mount Dora, FL 32757
352-735-7113
Fax: 352-735-7191**

E-mail: plandev@cityofmountdora.com

**REZONING
APPLICATION**

Date: _____

1. Applicant's Name: _____

Company's Name: _____

Address: _____

City, State & Zip: _____

Phone: _____ E-mail: _____

2. Owner's Name: _____

Company's Name: _____

Address: _____

City, State & Zip: _____

Phone: _____ E-mail: _____

3. The property generally located and list adjacent streets: _____

4. The address(s) of the property: _____

5. Size of property in Acres: _____ Square Feet: _____

6. Current Zoning District: _____

7. Requested Zoning District: _____

8. Future Land Use Category : _____

9. Present use and structures on the property (list number of residential dwelling units):

10. Building Size (Existing): _____

11. Proposed use of property: _____

12. State the reason for this request, per Section 3.3 of the City's land Development Code (attached additional sheets and support data):

13. Is the proposed use permissible in the requested district? _____

14. Surrounding Future Land Use, Zoning, and Existing Use by City/County (fill-in table):

Direction	City/County	FLU	Zoning	Existing Use(s)
North				
South				
East				
West				

(districts/categories may be abbreviated)

CERTIFICATION AND SIGNATURE

AFFIDAVIT

I, _____, being first duly sworn, depose and say that I apply for the request contained herein, and that all answers, information, sketches, data and other supplementary matter attached to or included herewith as part of this application, are accurate and true to the best of my knowledge and belief.

Signature of Applicant

Print or Type Name

STATE OF FLORIDA
COUNTY OF LAKE
CITY OF MOUNT DORA

The foregoing instrument was acknowledged before me 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.

SEAL:

Notary Public

Print or Type Name

SUBMITTAL CHECKLIST

Collate submittal requirements into ten (10) individual packages (includes one original package). Also, provide electronic copies (PDF) of the application and all support documents listed below (copied to a CD). [Incomplete submittals will not be accepted]

The following items must be submitted:

1. Application Fee: **\$1,500.00**

Note: Additional costs incurred by the city engineer, city attorney, or outside consultants shall be billed directly to the applicant.
2. Completed application (signed and notarized affidavit).
3. Owner authorization letter, notarized from the owner(s), designating the applicant/party to act on their behalf.
4. List the owner's names and mailing addresses for all property lying within 300 feet surrounding the property, as recorded on the latest Official Tax Rolls. Lake County Property Appraisers. Provide written list (see attached) and provide list in Excel Spread Sheet Format and copy Excel spread sheet to CD with submittal packet.
5. The Property Card(s) from the Lake County Property Appraiser's office.
6. Future Land Use and Zoning Maps.
7. Proof of ownership (warranty deed or title certificate).
8. Boundary Survey signed and sealed (recent, accurate survey showing all existing improvements on the property and certified by the surveyor, drawn to engineering scale). Plus seven (7) extra copies of the boundary survey for the remaining packets. Include one reduced survey copy not larger than 11" x 17" paper size, if the original survey is prepared on a large size paper.
9. Legal description of the property in MS Word format (include in CD or email to staff).
10. Four (4) copies of Traffic Impact Analysis, signed and sealed. Plus a PDF copy to CD.
11. Provide needs and justification for the change. Also, include zoning criteria pursuant to Section 3.3 of the City's land Development Code.
12. Provide evidence and documentation of undeveloped land having the same classification as proposed the general area the throughout the City.
13. The relationship of the proposed change in zoning to the purposes of the City's Comprehensive Plan and how the proposed change will further the purposes and intent to the Comprehensive Plan.

14. The relationship of the proposed change in zoning to the purposes of the City's Land Development Code and how the proposed change will further the purposes and intent to the Land Development Code.
15. The availability and provision of adequate services and facilities.
16. The impact on the natural environment.
17. Collate submittal requirements into ten (10) individual packages (includes one original package). Also, provide electronic copies (PDF) of the application and all support documents listed below (copied to a CD). [Incomplete submittals will not be accepted]

RESTRICTIONS ON RECONSIDERATION

- Whenever the City Council has taken action to deny a petition to rezone the property, the City shall not:
 - Consider any further petition for the same rezoning of all or any part of the same property for a period of one (1) year from the date of such action;
 - Consider a petition for any kind of zoning on all or any part of the same property for a period of six (6) months from the date of such action. However, a motion to reconsider the denial may be entertained by the Council.
- Whenever the City Council has changed the zoning of any property, the Planning and Zoning Commission shall not consider any petition for rezoning of all or any part of the same property for a period of six (6) months from the effective date of the amendatory ordinance.
- The time limits of this subsection may be waived by the City Council when such action is deemed necessary to prevent injustice.

PROCEDURES

1. Application Submittal Due Date: Completed application form with support documents must be submitted on or before the first Monday on any month.

***** Incomplete submittals will not be accepted*****

1. Following complete submittal, the application will be scheduled for the next available Development Review Committee (DRC) meeting for review and comment.
2. If approved by the Development Review Committee the application will be forwarded to the next available Planning and Zoning Commission meeting.
3. Following action by the Planning and Zoning Commission, the application will be forwarded to the City Council at their next available meeting for final action.

1/2015

SURROUNDING OWNERS LIST

List the owner's names and mailing addresses for all property lying within 300 feet surrounding the property, as recorded on the latest Official Tax Rolls. Property owners obtained from the Lake County Property Appraisers web site. Provide a written list (see below). Also provide the owners list in Excel Spread Sheet Format and copy to CD with submittal packet.

Name

Address

City State Zip

Name

Address

City State Zip

Name

Address

City State Zip

Name

Address

City State Zip

Name

Address

City State Zip

Name

Address

City State Zip

Name

Address

City State Zip

Name

Address

City State Zip

Name

Address

City State Zip

Name

Address

City State Zip

Note: Hearing Notifications (Mailings): The applicant shall pay, as part of the application fee, mailings to surrounding owners for the initial 200 notices. The applicant shall reimburse the City
Rezoning Application

the mailing cost for all notices after 201 and for any subsequent hearings requiring re-notice as a result of the applicant postponing or re-scheduling of any hearing. Such cost shall be billed directly to the applicant.