



**CITY OF  
MOUNT  
DORA**

**City of Mount Dora  
Planning and Development  
510 N. Baker St.  
Mount Dora, FL 32757  
352-735-7112**

**E-mail: [plandev@cityofmoundora.com](mailto:plandev@cityofmoundora.com)**

**FUTURE LAND USE MAP AMENDMENT  
SMALL-SCALE (10 ACRES OR LESS)  
APPLICATION**

Date : \_\_\_\_\_ Project Name: \_\_\_\_\_

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: \_\_\_\_\_  
 (Separate application required for change in zoning district)

8. Future Land Use Category : \_\_\_\_\_

9. Requested Future Land Use Category: \_\_\_\_\_

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

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11. Building Size Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

12. 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)

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

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14. Proposed use of property: \_\_\_\_\_

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15. List the specific Comprehensive Plan Policy that allows proposed use: \_\_\_\_\_

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16. State the reason for this request: \_\_\_\_\_

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17. Describe changed condition justifying the amendment: \_\_\_\_\_

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18. Describe whether and how the proposed amendment is consistent with the City of Mount Dora's Comprehensive Plan: \_\_\_\_\_

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19. Describe the extent to which the proposed amendment is compatible with existing land uses: \_\_\_\_\_

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20. Describe the extent to which the proposed amendment affects the capacities of public facilities and services: \_\_\_\_\_  
\_\_\_\_\_
21. Describe the extent of environmental impacts on the resources of proposed amendment:  
\_\_\_\_\_
22. Describe the extent to which the proposed amendment will result in an orderly and logical development pattern: \_\_\_\_\_  
\_\_\_\_\_

**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 on 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 four (4) 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: **\$2,500.00**

\*Resubmittal Fee: If substantial revisions are required as determined by the development review committee, all planning, zoning, and development applications shall be submitted within 60 days from the development review committee meeting at which the recommendations were made. After the 60 day time-frame a new application fee is required prior to any further city review.

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. 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.
4. The Property Card(s) from the Lake County Property Appraiser's office.
5. Both County and City Future Land Use and Zoning Maps.
6. Proof of ownership (warranty deed or title certificate).
7. 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 (1) 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.
8. Legal description of the property to be annexed in MS Word format (include in CD or email to staff).
9. Provide method of providing services including water, sewer, roads, and drainage.
10. Provide justification for the proposal in relation to the Comprehensive Plans of the City and the County.
11. Owner authorization letter, notarized from the owner(s), designating the applicant/party to act on their behalf.

12. Two (2) copies of Traffic Impact Analysis, signed and sealed. Plus a PDF copy to CD.

## **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\*\*\***

2. Following complete submittal, the application will be scheduled for the next available Development Review Committee (DRC) meeting for review and comment.
3. Following DRC review, the application will be forwarded to the Local Planning Agency (LPA) for review and recommendation at their next available meeting.
4. The LPA will review the application and make recommendations to the City Council at their next available meeting.
5. The City Council shall review the application and all pertinent recommendations and hold hearing for second reading, if action is taken.
6. The City Council approves or disapproves proposed amendment.
7. Amendments become effective 31 days after final action, provided that the amendment is not challenged in a timely manner.

## 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.

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Name

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Address

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City                      State    Zip

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Name

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Address

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City                      State Zip

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Name

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Address

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City                      State    Zip

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City                      State    Zip

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Name

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Address

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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 the mailing cost for all notices over 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.