

**APPLICATION FOR PLAN REVIEW**  
**CITY OF LAKE MARY, FLORIDA**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

**APPLICANT INFORMATION:** *(One Application per Submittal)*

**Applicant:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_ **Ext.** \_\_\_\_\_ **FAX:** (\_\_\_\_) \_\_\_\_\_

**e-mail:** \_\_\_\_\_

**CONSULTANT INFORMATION:**

**Engineer / Surveyor:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip :** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Ext.** \_\_\_\_\_ **FAX:** (\_\_\_\_) \_\_\_\_\_

**e-mail:** \_\_\_\_\_

**OWNER INFORMATION:**

**Owner:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip :** \_\_\_\_\_

**Phone:**(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Ext.** \_\_\_\_\_ **FAX:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**e-mail:** \_\_\_\_\_

SITE INFORMATION

PARCEL ID#      - - - - -

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

Address/Location: \_\_\_\_\_

Current Zoning: \_\_\_\_\_      Total Parcel Area \_\_\_\_\_ acres      Total Buildable Area \_\_\_\_\_ acres  
(Excluding wetlands, flood prone areas, lakes and existing rights of way.)

Intended Use of Property: \_\_\_\_\_      FLU: \_\_\_\_\_

Source of water and sewer: \_\_\_\_\_  
(Name of utility company or onsite well or septic)

SUBDIVISION Plan Submittal (ONLY): (Mark Only One)

\_\_\_\_\_ Preliminary Plan      \_\_\_\_\_ Final Engineering Plans      \_\_\_\_\_ Final Plat      \_\_\_\_\_ Lot Split

Total number of proposed lots: \_\_\_\_\_      Vacate \_\_\_\_\_

SITE Plan Submittal (ONLY):

<u>Building Area</u>	(Sq Feet)	<u>Paved Area</u>	(Sq. Ft.)	<u>Open Space</u> (In Sq. Ft.)
		Existing	_____	Existing _____
		Proposed New Area	_____	Proposed _____
Existing Gross Floor Area	_____			<u>Pervious Area</u> (In Sq. Ft.)
Existing Gross Leasable Area	_____			Existing _____
Proposed Gross Floor Area	_____			Proposed _____
Proposed Gross Floor Leasable Area	_____			

I understand that the application for plan review must include all required submittals as specified in Lake Mary Code of Ordinances. Submission of incomplete plans may create delays in review and plan approval. The review fee provides for two plan reviews. Additional reviews will require an additional fee.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## FOR OFFICE USE ONLY

DATE IN: \_\_\_\_\_

PROJECT NO.: \_\_\_\_\_

PROJECT MANAGER: \_\_\_\_\_

### **SUBMITTAL REMINDERS**

*\*not an exhaustive list\**

Plan Review Applicants (subdivision and/or site plan), do you have the following additional required documents? *(check circles to indicate what is provided)*:

- ☐ Traffic Study *(cost for consultant review to be passed on to applicant)*
- ☐ Environmental Study
- ☐ Stormwater Report

### **FEE SCHEDULE**

#### **DEVELOPMENT PLANS**

Final Plat	\$650 (Plus City Attorney and City Consultant Review Fees)
Final Subdivision	\$675
Lot Split	\$250
Minor Site Plan	\$600
Preliminary Subdivision	\$1,100
Site Plan	\$1,750
Site Plan Revision	\$600

*Cost of display ads and recording fees will be passed along to the applicant*

IF YOU HAVE ANY QUESTIONS ABOUT THE ABOVE, PLEASE CONTACT STAFF AT (407) 585-1369 OR (407) 585-1459.

PLEASE NOTE THAT ANY REQUIRED CONSULTANT REVIEW COSTS WILL BE PASSED ALONG TO THE APPLICANT FOR PAYMENT. COSTS VARY PER PROJECT. COORDINATE WITH YOUR PROJECT MANAGER FOR COST INFORMATION.