

## FILING REQUIREMENTS

- \_\_\_\_\_ 1. Completed application (additional sheets may be added if more space is needed).
- \_\_\_\_\_ 2. Applicable filing fee as required by Resolution adopted by the Board of County Commissioners. The applicant will also be billed for advertising and postage fees, to be billed at a later date. In accordance with the requirements of the Citrus County Land Development Code (Ord. 2012-06 as amended), the applicant is responsible for payment of all costs for public notification of the application review. These costs include notification of abutting property owners by mail and advertising in a newspaper of general circulation. Applicants shall be billed actual costs incurred for public notification. **No application shall be processed for final adoption until all fees are paid.**
- \_\_\_\_\_ 3. Proof of ownership and legal description of property (tax notice or deed may suffice).
- \_\_\_\_\_ 4. Site plan (**DRAWN TO SCALE**), which shall be no smaller than one inch equals 200 feet on a minimum of an 8 1/2 x 11 sheet. **If the site plans and/or booklets are larger than 8½ x 11, 30 copies will need to be submitted.** Include North arrow to indicate orientation. **SITE PLANS SHALL SHOW THE FOLLOWING INFORMATION:**
  - \_\_\_\_\_ A. Lot area and percentage of lot covered (impervious surface ratio).
  - \_\_\_\_\_ B. Driveway access location and parking space arrangement included in the site plan.
  - \_\_\_\_\_ C. All rights-of-way and easements adjacent to and crossing subject property.
  - \_\_\_\_\_ D. All water courses, water bodies, jurisdictional wetlands, and floodplains. The mean high water line (tidal) or line of ordinary high water (non-tidal) must be shown when determining waterfront setbacks.
  - \_\_\_\_\_ E. Proposed or existing potable water/well and waste disposal system/septic
  - \_\_\_\_\_ F. Existing and proposed location of building/structures including heights and separation.
  - \_\_\_\_\_ G. All setbacks between building/structures and property lines/waterbodies/jurisdictional wetlands.
  - \_\_\_\_\_ H. Any walls or fences – give location, height, and material type.
  - \_\_\_\_\_ I. Existing and proposed stormwater management systems including proposed or existing swales and/or berms.
  - \_\_\_\_\_ J. Proposed stormwater management systems.
  - \_\_\_\_\_ K. Fire hydrant – give location (if provided).
  - \_\_\_\_\_ L. Signs – give location, size, and height (as applicable).
  - \_\_\_\_\_ M. Loading – give location and dimensions (as applicable).
- \_\_\_\_\_ 5. "Letter of Authorization", if applicant is other than owner (form provided).
- \_\_\_\_\_ 6. Written directions to the property from Department of Development Services office.
- \_\_\_\_\_ 7. Signed "Appeal Notice" (form provided).
- \_\_\_\_\_ 8. Flood Zone designation including base flood elevation.
- \_\_\_\_\_ 9. A survey, no more than one year old or re-certified by the original surveyor no more than one year prior to the application date. (NOT applicable for residential applications).

**I HEREBY ACKNOWLEDGE THAT FAILURE TO SUBMIT THE ABOVE INFORMATION ALONG WITH THE RETURN OF THIS FORM, AND/OR THAT THE INFORMATION SUBMITTED IS INSUFFICIENT FOR REVIEW MAY DELAY PROCESSING CAUSING THE APPLICATION TO BE SCHEDULED TO A LATER HEARING DATE. APPLICATIONS FOUND INCOMPLETE WILL BE RETURNED TO THE APPLICANT.**

**Return this application to:**

**CITRUS COUNTY LAND DEVELOPMENT DIVISION  
3600 W Sovereign Path, Suite 140  
Lecanto, FL 34461**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_