



Board of County Commissioners

DEPARTMENT OF GROWTH MANAGEMENT
LAND DEVELOPMENT DIVISION
3600 W. Sovereign Path, Suite 140
Lecanto, FL 34461
Telephone: (352) 527-5239 TTY Dial 711
Web Address: www.citrusbocc.com

NOTICE

INFORMATION REQUIRED FOR ALL APPLICATIONS

It is the policy of the Board of County Commissioners to require complete and sufficient applications prior to setting of a public hearing date. The application you submit to the Land Development Division (LDD) must include a completed application with proof of ownership, authorization by owner (as applicable), necessary fees, legal description, site plan, and any additional information identified by the LDD as deemed necessary to review and prepare a written findings report and recommendation to the Planning and Development Commission and/or the Board of County Commissioners. Such information may include, but is not limited to, boundary survey, master plan of development, biological survey, tree preservation plan, landscape plan, historical/archeological survey, wetland boundary delineation, line of mean annual flood or ordinary high water line, parking study, transportation facilities analysis, drainage facilities analysis, public school facilities analysis, public facilities (water/wastewater) analysis, level of service compliance, and other agency approvals. **Applications deemed incomplete will be returned to the applicant.**

Once the application is deemed complete, the LDD shall make a determination as to the sufficiency of the information contained in the application for the purpose of review and to prepare a findings report and recommendation to the Planning and Development Commission and/or the Board of County Commissioners. You will be notified in writing as to the sufficiency status of your application. If your application is deemed insufficient, such application shall be held in abeyance until such time as the required information is received by the LDD. If you fail to provide the information requested by the LDD within 120 days of notification, or within a time agreed upon by the applicant and the LDD, the application shall be considered withdrawn. When the LDD determines that the application information is sufficient to review, then the public hearing date will be set. Formal notification of hearing dates will be mailed to you.

You may request that the LDD arrange a conference to discuss requirements for information in accordance with the adopted standards and criteria of the Citrus County Land Development Code and the Citrus County Comprehensive Plan. A determination of sufficiency by the LDD does not necessarily indicate that the LDD or other reviewing agencies agree with the information and conclusions presented in the application, nor does it constitute a determination for positive findings for recommendation by the Department to the Planning and Development Commission and/or the Board of County Commissioners.