



**CITY OF CLERMONT  
REZONING  
FILING INSTRUCTIONS**

Any person requesting a Rezoning shall file a complete application and pay a fee as established by resolution of the City Council in the Development Services Department on or before the 1<sup>st</sup> day of the month; Complete applications may then be scheduled for Public Hearings the following month - on the 1<sup>st</sup> Tuesday (Planning & Zoning Commission), 2<sup>nd</sup> Tuesday (City Council first reading only) and 4<sup>th</sup> Tuesday (City Council adoption). All applications must be complete, and include applicable site plans and/or pertinent descriptive materials in order to be processed. Dependent upon the scope and/or magnitude of a particular project, scheduling of one or more City Council workshop(s) may also be necessary and additional time may be required prior to being scheduled for public hearings.

**A Pre-Application meeting with the Development Services Director (or designated staff) may be required prior to submittal of the application. Please check with the Development Services Department staff.**

**The Applicant shall provide the following information with this application:**

- ▶ Completed application. Include all signatures:
  - ◇ Applicant's signature (if different from owner of record)
  - ◇ Owner's signature (owner of record) unless power of attorney or notarized letter authorizing the applicant to act as the duly authorized agent for the owner is submitted with the application.
  
- ▶ Proof of ownership – (i.e. Lake County Property record card, tax receipt, deed, or tax receipt)
  
- ▶ Plot plan (drawn to scale) of the property involved showing the location of existing buildings or structures and the location of proposed buildings or structures which specifically delineates and illustrates the extent of the rezoning request. Maximum size for plans is 11" x 17" (two full size copies for detail as needed, depending on rezoning)
  - a. Name, address and phone number of the applicant.
  - b. North arrow, date and scale.
  - c. Property lines, existing structures, proposed structures and contiguous streets.
  - d. A short description of the proposed structural usage.
  - e. A topographical map with five (5) foot contour lines (if deemed necessary for clarification purposes by City staff).
  
- ▶ Fee: \$542.<sup>00</sup> plus the cost of the advertisement



**CITY OF CLERMONT  
REZONING  
APPLICATION**

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

FEE: \$542.<sup>00</sup>  
+ cost of advertisement

PROJECT NAME (if applicable): \_\_\_\_\_

APPLICANT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

OWNER: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address of Subject Property: \_\_\_\_\_

Legal Description (include copy of survey): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Acreage: \_\_\_\_\_ Land Use: \_\_\_\_\_

(City verification required)

Present Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

(City verification required)



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REZONING  
APPLICATION**  
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**Answers to the following questions are required to complete this application.**

What are you proposing to do that would require a rezoning?

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\_\_\_\_\_  
Applicant Name (print)

X \_\_\_\_\_  
Applicant Name (*signature*)

\_\_\_\_\_  
Owner Name (print)

X \_\_\_\_\_  
Owner Name (*signature*)

**City of Clermont**  
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