



# Town of St. Leo

P.O. Box 2479, 34544 County Road 52  
Saint Leo, Florida 33574  
Phone: 352-588-2622  
Fax: 352-588-3010  
TownClerk@TownofStLeo.org  
www.TownofStLeo.org

## General Site Plan Review Application

DATE SUBMITTED \_\_\_\_\_

All applications are to be filled out completely and correctly, and submitted in person (no fax or deliveries) to the Town Clerk by the scheduled deadline date. The applicant, by filing this application agrees he/she will comply with all requirements of the Town of St. Leo Land Development Code (LDC). General Site Plan Review is typically a staff review; however, if a variance to the LDC is required, a variance public hearing will be scheduled. It is necessary for the applicant or the applicant's representative to be present at the public hearing meeting. No revisions to the application request will be processed later than 14 days prior to the scheduled Town Commission meeting. The public hearing will be conducted pursuant to Quasi-Judicial Proceedings.

IT IS INCUMBANT UPON THE APPLICANT TO SUBMIT CORRECT INFORMATION. ANY MISLEADING, DECEPTIVE, INCOMPLETE OR INCORRECT INFORMATION MAY INVALIDATE THE APPROVAL.

Applicant (title holder[s]) \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Representative (Affidavit of Authorization /Ownership is required) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Architect/Engineer/Planner/ Contractor \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Date Property Title Obtained \_\_\_\_\_ Parcel # \_\_\_\_\_

Legal Description \_\_\_\_\_

Property Address \_\_\_\_\_

Request (use additional sheets if necessary) \_\_\_\_\_

**SUBMITTAL REQUIRMENTS:** Upon determination of completeness, two sets of the application and proposed general site plans/building elevations are to be submitted. If trees are proposed to be removed, a tree survey for all trees over 3" d.b.h on site may be required if deemed applicable by staff.

**FEE:** The applicant will be billed a \$75.00 application fee and for the actual expenses related to the Town of St. Leo's Attorney, Planning Consultant and other Town of St. Leo staff review of the application. This may include, but is not limited to: cost of public notices, time spent reviewing the application for completeness, site inspection(s), preparing a report to the Town Commission, telephone conversations and/or written correspondence to the applicant and others, attending any meetings with the applicant and attending public hearings. The Town Commission may request an advanced partial payment based on an estimate of the Planning Consultant and Attorney fees and expenses.

Signature of Title Holder(s)/Owner(s) \_\_\_\_\_

Date \$75.00 Application Fee Paid \_\_\_\_\_ Associated Fee Total \$ \_\_\_\_\_ Date Associated Fees Paid \_\_\_\_\_