

Subject: Site Plan Approval Form

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This is to echo the sentiment expressed by David Schultz, The Altman Companies in his email dated April 7, 2023, and to follow up with conversations from the May 4th Workshop regarding forms, especially the Site Plan Approval form, for the Geo RFA's for 2023. In addition to Mr. Schultz' reasons, I would like to add another reason why I would request that staff consider eliminating the site plan approval form. It has been my experience that some communities require a great deal more information (more detailed engineering plans and expense) than others to sign the form. Even though this is just for a preliminary or conceptual site plan approval, Lake County requires every item on the attached checklist. Indian River County has a similar checklist, but many other communities do not have the same requirements. This creates an uneven playing field where some proposals can get the form signed with far less effort and expense.

Regarding SB 102, I believe that the intent of this bill is to make it easier and less costly to get more affordable housing. One of the ways to accomplish that is to streamline the approval process. Requiring site plan approval at application phase may defeat that objective.

John Saxton

THE LINK COMPANIES

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Office of Planning & Zoning Site Plan Submittal Guide

The following required information shall be submitted when applying for site plan approval. Additional information may be required depending on the project.

- ___ 1. Completed Development Application form.
- ___ 2. Tax receipt or property record card.
- ___ 3. Latest recorded warranty deed showing the current title holders of the property.
- ___ 4. A legal survey prepared by a surveyor registered in the State of Florida, showing an accurate legal description and the total acreage when the property is part of a larger tract.
- ___ 5. **Major Site Plan Submittal:** Digital copy of the site plan with supporting documentation.
- ___ 6. **Minor Site Plan Submittal:** Digital copy of the site plan with supporting documentation.
- ___ 7. Application for Capacity Encumbrance Letter or vesting from concurrency, application for Capacity Reservation Certificate or a valid Capacity Reservation Certificate, or de minimus determination or an exemption determination.
- ___ 8. Environmental assessment. (if applicable)
- ___ 9. State agency permits. (if applicable)
- ___ 10. Tree removal permit. (if applicable)
- ___ 11. Utility availability letter.
- ___ 12. Corporation Paperwork (Sunbiz documents).
- ___ 13. Aerial photograph.
- ___ 14. Applicable fees will need to be submitted to the Office of Planning and Zoning. Fees are to be made payable to the Lake County Board of County Commissioners. You may pay with a debit or credit card, however, an additional fee equal to 2% of the transaction total will be added for the convenience of using a debit or credit card.

A. PLAN FORMAT (Signed & Sealed Per F.S. 471.025)

- ___ 1. Digital copy includes a "24 x 36" PDF, 3/4" margin, 1"/100' scale
- ___ 2. 11" x 17" paper plan sheets to scale
- ___ 3. Sheet number and total number of sheets

B. PLAN REQUIREMENTS

- ___ 1. General vicinity map drawn to scale showing position of proposed site in the Section(s), Township and Range.
- ___ 2. Principal roads, city limits and other pertinent information.
- ___ 3. Complete legal description of the property.
- ___ 4. Name, address and telephone number of the owner(s) of the property.
- ___ 5. Name, address, and telephone number of engineer or landscape architect preparing the plan. The designated contact person must be referenced on the plans.

- ___ 6. Title block, north arrow, scale and date.
- ___ 7. Area of property, shown in square feet and acres.
- ___ 8. Provide building construction information to reflect type as listed: frame, joist masonry, non-combustible, modified fire resistive and fire resistive.
- ___ 9. Location of existing property and right-of-way/easement lines for private and public property.
- ___ 10. Location of existing streets, railroads, buildings, transmission lines, sewers and bridges.
- ___ 11. Location of existing culverts, drain pipes and water and sewer lines within 300 and 1000 feet (curb line distance).
- ___ 11. Location of existing stormwater management systems.
- ___ 12. Existing and proposed septic tank systems or sewer lines.
- ___ 13. Potable water source; existing and proposed wells and water lines.
- ___ 14. Indicate location of nearest alternative water supply (lake, pond, spring, development with approved water supply system. Alternative supply must be approved by fire prevention).
- ___ 15. Location of existing hydrants.
- ___ 16. Any land rendered unusable for site purposes by deed restrictions or other legally enforceable limitations.
- ___ 17. Landscape plan and legend (trees over 6" DBH).
- ___ 18. Tree Removal and Mitigation.
- ___ A tree inventory consisting of an aerial photograph or drawing (at a scale of one inch equals two hundred feet (1" = 200) or a greater legible scale showing:
- ___ Property boundaries (survey)
- ___ For all protected trees found on the attached approved tree list as specified in (B) below.
- a. Location, caliper DBH and common name of individual trees or tree groupings
- b. Location, caliper DBH of historic, specimen or heritage trees
- ___ General schedule of when the trees will be removed and when replacement trees will be planted
- ___ Mitigation plan indicating location, size and species of trees used as replacements.
- ___ 19. U.S.D.A. Soil conservation service soil types.
- ___ 20. Contour lines at five (5) foot intervals
- ___ 21. FLUCS vegetative cover overlain on the concept plan, and precept survey for designated species when native habitat is being altered or cleared or when project is 100 acres or greater.
- ___ 22. Water courses, water bodies, flood plains, wetlands and other important natural features. (jurisdictional wetland line, ordinary high water line or mean high water line and 100-year flood line.)
- ___ 23. Base flood elevation
- ___ 24. Designated species survey.
- ___ 25. Existing zoning of the parcel.
- ___ 26. Depiction of abutting property within five-hundred (500) feet showing:
- ___ Existing zoning
- ___ Land uses
- ___ Principal structures (construction type within 100 feet)
- ___ Major landscape features

- Intensities of non-residential use
- Traffic circulation systems
- Existing and proposed driveways
- Water and sewer facilities
- Wells and septic tank systems
- 27. Intensity or density of the site (ISR/- DU/AC/Building Square Footage)
- 28. General parking and circulation plan broken down by standard, compact and handicapped.
- 29. Points of ingress and egress from the site with relation to existing or planned public or private road rights of way; pedestrian ways, bicycle paths and access points to public transportation facilities.
- 30. Proposed stormwater management systems and proposed linkage, if any, with existing or planned public water management systems.
- 31. Location and availability of capacity for potable water and wastewater facilities to serve site and identification of who will serve the site. (Potable water systems within 300 feet and wastewater treatment systems or central lines within 1000 feet).
- 32. Description of any required improvements or extensions to off-site facilities.
- 33. Proposed open space areas on the site and types of activities proposed to be permitted on them.
- 34. Location of existing public or private easements.
- 35. Lands or land use rights to be dedicated or transferred to the public or a private entity and the purposes for which the lands will be held and used.
- 36. Location of the site in relation to any established urban service areas and utilities.
- 37. A description of how the plan mitigates or avoids potential conflicts between land uses.
- 38. Commercial Design Standard Renderings.

C. ADDITIONAL DATA

TRANSPORTATION REVIEW

A Traffic Impact Study (TIS) will generally not be required for projects, meeting the following conditions: The proposed development meets the “De Minimus” criteria specified by LDR chapter 5.01.03 (A & B) - Exemptions for Development with “De Minimus” Impact, and that the development site is on a roadway currently operating at vehicles/capacity (V/C) ratio below 0.5.

For development sites that do not meet the “De Minimus” criteria but generate less than 25-net new vehicular trips based upon weekday A.M. peak-hour, weekday P.M. peak- hour and or weekend peak-hour trips; a Request of Exemption Letter must be submitted. The minimum data required for this letter is described in Lake Sumter Metropolitan Planning Organization (MPO) Traffic Impact Study Methodology Guidelines. A traffic impact study will be required as outlined in the MPO Manual for all other development sites.

Please contact the Lake County Public Works Department at 352-253-6000 with any questions regarding requirement

FIRE PLAN REVIEW

Plans shall include:

- o a key plan that indicates the location of the proposed tenancy with the building.
- o a key plan that includes the occupancy classification of all adjacent occupancies.

Plans shall indicate:

- proposed tenant occupancy classification.
- the occupant load for the proposed tenant.
- required fire protection features (i.e. fire sprinkler system, fire suppression system, etc)
- required life safety systems (i.e. fire alarm system, detection system, etc.)
- any existing fire protection features in place.
- any existing life safety systems in plan.

Plans shall identify/label room/area use.

ADDITIONAL STANDARDS

Additional standards applying to the Wekiva River Protection Area or Green Swamp Area of Critical State Concern shall be required for development proposals pursuant to Chapters VII and VIII of the Land Development Regulations, as amended. Any requested development order must comply with the Lake County Land Development Regulations, as amended, and the Lake County Comprehensive Plan, as amended. If this project has vesting status or is subject of a special master settlements please include documentation of such.

Commercial Design Standards per LDR Chapter 9.10.02 Design Standards. The following standards shall apply to nonresidential buildings and structures on parcels within the Commercial, Industrial and Community Facility zoning classifications and located on an arterial or collector road within Lake County. Portions of buildings and structures on these parcels that are not visible from the road shall not be subject to these requirements. Existing development shall comply with these requirements when substantially improved.

A. Building Design.

1. Materials and colors. Buildings shall be constructed to have the following:

- a. Significant use of two building materials shall be incorporated into the design to establish a clear texture change.
- b. Façade colors shall be neutral or earth tone colors.
- c. Building trim, doors, shutters, and accent areas may feature other colors, including primary colors and black. Metallic, fluorescent, or neon tubing shall not be permitted for building trim or accent areas.

2. Massing. Massing shall be used to encourage pedestrian scale elements in building design, and to reduce bulk and mass of buildings.

3. Roofs. Roofs shall be constructed to meet the following minimum criteria:

- a. Parapets concealing flat roofs; or
- b. Sloping roofs of 3:12 or greater, with overhanging eaves extending no less than two (2) feet past the supporting walls; or
- c. Three (3) or more roof slope planes that do not exceed the average height of the supporting walls, with overhanging eaves extending no less than two (2) feet past the supporting walls.

4. Building Lighting.

- a. Lighting shall be decorative and blend with the architectural style of the development.
- b. All lighting shall be cutoff fixtures designed and located so as to minimize glare and overhead sky glow.
- c. Canopy and overhead lighting shall be recessed or shielded in a manner that prevents lighting of the horizontal axis.

5. Mechanical Equipment.

- a. All mechanical equipment shall be located as far as reasonably possible from adjoining residential uses.
- b. Roof-mounted mechanical equipment shall be shielded from view with the use of a parapet wall or other architectural feature.
- c. Ground-mounted mechanical equipment shall be located within 20 feet of the principal structure on the site and shall be shielded on all sides with acoustically lined walls that are at least two feet higher than the top of the equipment and treated to match the exterior of the building.



Office of Planning and Zoning

Development Application

- | | | |
|--|--|---|
| <input type="checkbox"/> Major Site Plan | <input type="checkbox"/> Master Park Plan | <input type="checkbox"/> Minor Site Plan |
| <input type="checkbox"/> Major Site Plan Amendment | <input type="checkbox"/> Master Park Plan Amendment | <input type="checkbox"/> Minor Site Plan Amendment |
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Mining Operating Permit | <input type="checkbox"/> Landscape Plan/Review Only |
| <input type="checkbox"/> Tree Removal | <input type="checkbox"/> Small Minor Site Plan, No Vertical or 200 Square Feet or Less | |

You have the option to request a Development Review Staff (DRS) meeting or written comments only. Please check which one you would prefer. DRS meeting requested Written comments only

If you are constructing a Green building, if your development is an affordable housing project or within the Lake County Enterprise Zone, please let us know.

1. Project Name: _____ Alternate Key#: _____
2. Description of proposed development: _____

3. Location of proposed development: _____

4. Number of jobs to be created: _____
5. Owner's Name: _____
Mailing Address: _____
Telephone Number: _____ Fax Number: _____
E-mail: _____
6. Applicant's Name: _____
Mailing Address: _____
Telephone Number: _____ Fax Number: _____
E-mail: _____
7. Developer's Name: _____ Contact Person: _____
Mailing Address: _____
Telephone Number: _____ Fax Number: _____
E-mail: _____
8. Engineering Firm: _____ Contact Person: _____
Mailing Address: _____
Telephone Number: _____ Fax Number: _____
E-mail: _____
9. Has any previous application or variance been filed in connection with this property? _____
If yes, please describe the details of the application and case number: _____

10. Water and Sewer will be provided by: _____

Note: Utility provider documentation required.

11. For Major Site Plan, Minor Site Plan, Preliminary Plat, Master Park Plan, and Mixed Used Projects: A buffer must be submitted identifying all properties within 300 feet of the property to be developed. The use of the neighboring properties must be identified. A noise study, including a noise mitigation plan, shall be required if the surrounding property uses are different, based on the use classifications listed in the Land Development Regulations (3.01.03).

12. Will the infrastructure be installed prior to approval of the final plat? ___ Yes ___ No ___ N/A

13. Will you be adding a well on this site? _____

14. Site Development Data:	<u>Existing</u>	<u>Proposed</u>
a. Total gross acreage:	_____	_____
b. Total net acreage:	_____	_____
c. Number of lots:	_____	_____
d. Commercial square footage:	_____	_____
e. Total number of dwelling units	_____	_____
f. Projected density:	_____	_____
g. Total acres in park:	_____	_____
h. Total acres in recreation:	_____	_____
i. Total acreage in easements/right-of-way	_____	_____
j. Total acreage in floodplain:	_____	_____
k. Total acreage in wetlands:	_____	_____
l. Construction acreage:	_____	_____
m. Total caliper of protected trees removed or to be removed:		

PROTECTED TREE TYPE	Caliper Total	Mitigation Percentage	SUBTOTAL REQUIRED
Three inch (3") DBH & Specimen		times (X) 0.50	
Sand Pine and Xeric Oak min. 2" DBH		times (X) 0.50	
Wetland Tree of any caliper		times (X) 0.50	
Historic & Heritage Tree(s)		times (X) 1.00	
Clearing without a Permit Historic, Specimen & Heritage		times (X) 2.50	
Without a Permit three or more trees		times (X) 2.00	
Without a Permit 1 to 2 trees		Per tree type	
TREE CALIPER REPLACEMENT		Per above	

Justification for tree removal: _____

15. Are you going to build a new driveway or modify an existing driveway? ___ Yes ___ No ___ N/A

If yes, please provide the information. Road Name _____

County Road Maintenance Number (if known) _____ Section _____ Township _____ Range _____

- a. A separate application may be required for each road.
- b. Construction details (1-set) drawn to scale, including a general location map.
- c. If turn lane construction is required applicant shall install Portable Changeable (Variable) Message Signs (PCM's, FDOT Index 6740) on the County Road(s) impacted by construction. The PCM's shall be installed one (1) week prior to construction in order to inform residents and roadway users of the impending construction. The PCM's shall display lane closure information including anticipated lanes to be closed, extent of lane closure (i.e. 'Next 3 miles'), daily hours of closure, and temporary restrictions.
- d. If turn lane construction is required, submittal shall also include:
 1. Turn lane(s) layout with dimensions;
 2. Striping plan with typical pavement section;
 3. Traffic maintenance plan;
 4. Record survey of right-of-way signed and sealed by a Florida licensed surveyor.
- e. All turn lane improvements shall be overlaid from taper to taper, full width.
- f. If a culvert is required all right-of-way disturbed by this work shall be restored to its original condition and in accordance with applicable Lake County Codes. All disturbed areas must be sodded, matching existing grass type. Applicant shall be responsible for sod until it is established.
- g. In areas where sidewalks are present or planned, the driveway must include a minimum 4 foot wide path traversing the driveway apron (at a maximum 2% cross slope) in compliance with ADA requirements.
- h. Driveway connection shall be a minimum of three hundred (300) feet from any intersection.
- i. Prior to construction, Applicant shall provide written notice to all residences adjacent to the project limits. Within a minimum of fourteen (14) calendar days prior to construction, applicant shall provide to Lake County Public Works a copy of the notification with a list of parties notified. This notice shall include the anticipated construction schedule, maintenance of traffic plan, and any impacts (permanent or temporary) to the subject residence and adjacent area.
- j. Driveway connection and roadway construction must be completed in accordance with the approved site plan and/or subdivision construction plans. Lake County reserves the right to modify the permitted driveway(s) at any time including median, turn lane, or other modifications within County right of way. The Applicant will not receive compensation or compensatory damages relating to such modification by Lake County.
- k. Issuance of a driveway permit does not vest any rights to the property for zoning, land use changes, or site improvements. The owner must follow all County procedures for permitting of the commercial, retail or other land uses.

Information:

You can contact the Office of Building Services for building, electric, plumbing, and mechanical code requirements, please call (352) 343-9653 for assistance.

Please contact the Communication Technologies Division for subdivision and road name approval; their phone numbers are (352) 253-1818.

If the legal description shown on the warranty deed is not correct or does not close you may be required to submit a boundary survey or sketch of description of the property, certified by a professional land surveyor. The legal description should appear on the face of the survey or description.

For a list of submittal requirements, please refer to the applicable Submittal Requirement Checklist, which is attached to this document.

TO BE COMPLETED BY STAFF:	
Verbal Pre-submittal Project# _____	
Project #: _____ AR # _____ Date: _____	
Existing zoning: _____ Future Land Use Category: _____	
Section: _____ Township: _____ Range: _____ Commissioner District: _____	
Planning Area: _____ Utility Area: _____	
Tree Removal Permit only: Approved _____ Denied _____ Expiration Date: _____	
_____	_____
Authorized Staff Signature	Date
If this application meets criteria for RAPID review; please expedite.	

OWNER'S AFFIDAVIT

STATE OF FLORIDA
COUNTY OF LAKE

BEFORE ME, the undersigned authority personally appeared _____,
who being by me first duly sworn on oath, deposes and says:

1. That he/she is the fee-simple owner of the property legally described and attached to this application.
2. That he/she desires a Development Approval to accomplish the above desired request, as stated on Page One of this Application.
3. That he/she has appointed _____ to act as Agent and/or Applicant in their behalf to accomplish the above.
4. Permission is granted for staff to conduct a site visit for purposes of review of this site plan or development plan.

(Owner's Signature)

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____, who is personally known to me or who has produced _____ as identification and who did _____ or did not _____ take an oath.

Notary Public (Signature)

(SEAL)

My Commission Expires:

NOTE: All Applications shall be signed by the Owner(s) of the Property, or some person duly authorized by the Owner to sign. The authority authorizing such person other than the Owner to sign MUST be attached.

AGENT/APPLICANT'S AFFIDAVIT

STATE OF FLORIDA
COUNTY OF LAKE

BEFORE ME, the undersigned authority personally appeared _____,
who being first duly sworn on oath, deposes and says:

1. That he/she Affirms and Certifies that he/she understands and will comply with all Ordinances, Regulations, and Provisions of Lake County, and that all statements and diagrams submitted herewith and attached hereto, are true and accurate to the best of their knowledge and belief, and further, that this application and attachments shall become part of the Official Records of Lake County, Florida, and are **Not Returnable**.
2. That he/she desires a Development Approval for the use of property as proposed, for the property legally described on this Application.
3. That the submittal requirements for this Application, which are attached hereto, have been completed and attached hereto as part of this Application.

(Agent / Applicant's Signature)

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____, who is personally known to me or who has produced _____ as identification and who did _____ or did not _____ take an oath.

(SEAL)

Notary Public (Signature)

My Commission Expires:



Office of Planning and Zoning Site Plan Fee Checklist

Office of Planning & Zoning Review: (select one from A – E)

A. Major Site Plan (<i>SPRD</i>) (New site plans or existing site plans that do not have an existing site plan approval)	\$1,250.00 _____
B. Major Site Plan Amendment (<i>SPRC</i>)	\$ 550.00 _____
C. Minor Site Plan Review and Amendment (<i>SPRE</i>)	\$ 275.00 _____
D. Minor Site Plan (<u>Existing Development with No vertical development or 200SF or less of structures</u>)	\$ 100.00 _____
E. Master Park Plan (<i>PPMA</i>)	\$ 365.00 + 1.65 per lot _____
F. Master Park Plan Minor Amendment (<u>Existing Development with No vertical development or 200SF or less of structures</u>) (<i>PPMB</i>)	\$ 175.00 _____
Landscape Review Fee (<i>SPRB</i>)	\$ 200.00 _____
Tree Removal Application Review Fee (<i>TRSPB</i>)	\$ 200.00 _____
After-the-Fact Tree Removal Application Review Fee (<i>TRSPA</i>)	\$ 500.00 _____

Inspection Fees

A. Landscaping Inspection (<i>LNDSCP</i>)	\$ 150.00 _____
B. Lot Grading (<i>PWLGC</i>)	\$ 200.00 _____

Waiver – Central Water and/or Sewer Service – (*WAV*) *This fee will apply if the applicant is requesting a waiver.* \$ 250.00 _____

Capacity Encumbrance Letter Review (select one from A – B)

A. Capacity Encumbrance Letter - No Alternate Data – not submitting traffic study	
Public Works – Stormwater: \$ 30.00 (<i>CELPWS</i>)	
Public Works – Transportation: \$450.00 (<i>CELPWT</i>)	
Growth Mgmt Administration – Parks, SW: \$110.00 (<i>CELADM</i>)	\$ 590.00 _____
B. Capacity Encumbrance Letter - Alternate Data – submitting traffic study	
Public Works – Stormwater: \$ 30.00 (<i>CELPWSD</i>)	
Public Works – Transportation: \$915.00 (<i>CELPWTD</i>)	
Growth Mgmt Administration – Parks, SW: \$110.00 (<i>CELADM</i>)	\$1055.00 _____

Office of Public Safety Support Review (select on from A – B)

A. Major Site Plan (<i>PSSMAJ</i>)	\$ 154.00 _____
B. Minor Site Plan Review (<i>PSSMIN</i>)	\$ 154.00 _____

Public Works Site Plan Review (select one from A – E)

A. Commercial, Industrial, Mining and Non-platted Residential (<i>PWCIM</i>)	\$ 925.00 _____
B. Major Plan Revision / Amendment (<i>PWMSP</i>)	\$ 635.00 _____
C. Minor Plan Revision / Amendment (<i>PWDM</i>)	\$ 250.00 _____
D. Minor Site Plan (<u>400 SF or less of structures</u>) (<i>PWSMSP</i>)	\$ 50.00 _____
E. Commercial Driveway Connection Review (<i>PWCM</i>)	
Driveway Permit Fees: Payment determined by traffic generation analysis - Average Daily Traffic (ADT) \$320 (PUBC1) ___ \$390 (PUBC2) ___ \$700 (PUBC3) ___	
Less than 100 ADT = \$320.00 100 ADT - 1,000 ADT = \$390.00 Greater than 1,000 ADT = \$700.00	\$ _____

Public Works Stormwater Review (select one from A – C)

A. Minor Plan Revision / Amendment (<i>PWSRD</i>)	\$ 165.00 _____
B. Non-residential (<i>PWSRN</i>)	\$ 310.00 _____
C. Major Plan Revision / Amendment (<i>PWMPR</i>)	\$ 460.00 _____

Office of Building Services - Fire Review

Site Plan Review (<i>FDF</i>)	\$ 181.00 _____
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Health Department Review (select one from A – E)

A. Health Department Site Plan Review Type 1 (<i>HDSPR1</i>) (Freestanding "big box" retail outlets with more than 100,000 sq. ft., shopping centers with more than 250,000 sq. ft., heavy industrial, or sites less than 2 acres)	\$ 125.00 _____
B. Health Department Site Plan Review Type 2 (<i>HDSPR2</i>) - (All non-residential on sites greater than 2 acres)	\$ 175.00 _____
C. Health Department Site Plan Review Type 3 (<i>HDSPR3</i>) - (All urban multifamily, RV Parks, etc.)	\$ 125.00 _____
D. Major Site Plan Amendment (<i>HDMSPA</i>)	\$ 175.00 _____
E. Minor Site Plan Amendment (<i>HDNSPA</i>)	\$ 125.00 _____

Zoning Division

Subtotal:	\$ _____
A 2% service charge will apply if paying by credit card (of the total amount due) (<i>CCARD</i>)	\$ _____
TOTAL:	\$ _____

Re-submittal Information:

Fire, Building Services – beginning with third review (<i>FDF*</i>)	\$ 73.00 _____
Public Works – beginning with third review (<i>PWR3*</i>)	\$ 320.00 _____
Health Department – beginning with second review (<i>HDPRF1*</i>)	\$ 50.00 _____

Make checks payable to: Lake County Board of County Commissioners