



CITY OF WINTER SPRINGS
COMMUNITY DEVELOPMENT DEPARTMENT
WINTER SPRINGS, FL 32708

APPLICATION FOR TOWN CENTER NON-BINDING PRELIMINARY REVIEW

Applicant: _____

If corporate entity, individual name of duly appointed representative authorized to act on behalf of the corporate entity: _____

Mailing Address: _____

Phone: _____

If the applicant does NOT own the property:

Property Owner: _____

Mailing Address: _____

Phone: _____

The request is for the property described below:

Project Name: _____

Location or Address: _____

Tax Parcel Identification number: _____

Size of Parcel: _____

Zoning Classification: _____

Future Land Use Designation: _____

APPLICANTS are advised that an optional preliminary review is intended to be an initial non-binding, courtesy review process. However, in certain limited cases, the City and the Applicant may agree to certain terms and conditions of a proposed development project in a written

development agreement approved by the City Commission. The Non-binding preliminary review process is not subject to appeal because no final action is taken by the City. In addition, the City Commission reserves the unconditional right not to enter into a development agreement and such decision is not subject to appeal. However, if a development agreement is approved by the City Commission, the Applicant is advised that any final decision made at the meetings or hearings with respect to the development agreement or any related matter considered at the meetings or hearings, may be subject to appeal by other parties and the Applicant may need a record of the proceedings for such purposes to ensure that a verbatim record of the proceedings is made, at their cost, which includes the testimony and evidence upon which the appeal is to be based, per 286.0105, Florida Statutes.

THE FOLLOWING ITEMS MUST BE PROVIDED WITH THIS APPLICATION:

A. An optional preliminary review (**without development agreement**) requires a proposed site layout and building elevation designs in schematic or sketch form.

B. An optional preliminary review (**with a proposed development agreement**) may require, on a case-by-case basis, some or all of the following:

- a. A current up-to-date site survey.
- b. A current up-to-date tree survey.
- c. A site plan, drawn to scale, which shall indicate:
 - 1. Building locations and orientations, and landscape areas;
 - 2. Parking locations and number of spaces;
 - 3. Paved surfaces, materials and location(s);
 - 4. Site location diagram and legal description; and
 - 5. Signage.
- d. Building elevations illustrating all sides of structures facing public streets or spaces.
- e. A parking analysis justifying the proposed parking solution (such as Shared Parking, by Barton Aschman Associates, The Urban Land Institute).
- f. An economic fiscal impact report, prepared by a duly qualified expert, in compliance with the requirements set forth in the City's Comprehensive Plan and Code, if applicable.
- g. Other reasonable supporting documents to indicate intentions and/or any other items reasonably required by the development review committee to determine whether or not the proposed development is in compliance with the City's Comprehensive Plan and Code.

If a Development Agreement is being considered, the Applicant is required to consult with the Community Development Department to determine which requirements will apply.

C. Applications shall be deemed incomplete if the required supporting documentation is not provided. Incomplete applications will not be presented to the City Commission.

APPLICATION FEE: FEES are as SHOWN BELOW plus any ACTUAL COSTS incurred for the City's REIMBURSEMENT for TECHNICAL and/or PROFESSIONAL SERVICES (including the City Attorney) which may be required in connection with the review, inspection or approval of any development (based on accounting submitted by the City's Consultant) , payable prior to approval of the pertinent stage of development.

APPLICATION FOR TOWN CENTER NON-BINDING PRELIMINARY REVIEW: **\$250.00**

CITY LIMITED RIGHT OF ENTRY: By submitting this Application you hereby grant temporary right of entry for city officials to enter upon the subject property for purposes of evaluating this Application.

SUMMARY OF OPTIONAL NON-BINDING REVIEW PROCESS:

Town Center District Code - Section 20-321 (b)(2), Optional preliminary review: Applicants may, at their option and sole cost and risk, submit site layout and building elevation designs in schematic or sketch form to the development review committee for a non-binding and preliminary review as an initial courtesy to the applicant. These submittals are subject to a more formal application process which requires the submission of more detailed plans and specifications and requires a more detailed review and final consideration of approval by the DRC. Comments and statements made by City officials at the preliminary review are non-binding unless memorialized in a written agreement approved by the City Commission. City staff and the applicant shall only seek feedback from the Commission and City staff shall not make a formal recommendation regarding the proposed project at this time, unless the application is accompanied by a written development agreement being proposed by City staff for the Commission’s approval. In which case, the City staff shall make a recommendation regarding the application and proposed agreement. This non-binding and preliminary review shall not be relied upon by the applicant as a final decision and shall not be construed in any manner as creating any vested right or entitlement for the development of the subject property. By requesting and participating in the optional preliminary review process, the applicant shall be deemed to have read and agreed to this code provision and to hold the City and its officials harmless for any future actions they may have taken based on the results of a preliminary review pursuant to this section.

APPLICANT’S AUTHORIZATION: I desire to make Application for Town Center Non-binding Preliminary Review for the aforementioned project and have read and agree to the terms contained herein. I understand and agree that this non-binding and preliminary review shall not be relied upon by the applicant as a final decision and shall not be construed in any manner as creating any vested right or entitlement for the development of the subject property. By requesting and participating in the optional preliminary review process, the Applicant shall hold the City and its officials and employees harmless for any actions they may take or omissions regarding the Application and any future actions they may take based on the results of a preliminary review pursuant to Section 20-321(b)(2), Winter Springs Code.

In addition, if the Applicant is a corporate entity, the undersigned hereby represents and warrants that he/she is authorized to act on behalf of, and bind, the corporate entity.

Signature of APPLICANT

Print Name/Title: _____

Sworn to and subscribed before me this
_____ day of _____ 20__.

Notary Public
My Commission expires:

____ Personally Known

____ Produced Identification:

(Type)_____

____ Did take an Oath

____ Did Not take an Oath

FOR USE WHEN APPLICANT IS NOT OWNER OF THE SUBJECT PROPERTY:

I, _____ do hereby with my notarized signature
allow _____ to proceed with Site Planning
on my property.

The property is identified as: Tax Parcel Number(s)_____

Located at _____
and as further identified on the Metes and Bounds description provided with this Application.

Signature of APPLICANT

Sworn to and subscribed before me this
_____ day of _____ 20__.

Notary Public

My Commission expires:

___ Personally Known

___ Produced Identification:

(Type) _____

___ Did take an Oath

___ Did Not take an Oath