



# CITY OF WINTER SPRINGS

COMMUNITY DEVELOPMENT DEPARTMENT

1126 STATE ROAD 434

WINTER SPRINGS, FL 32708

407-327-5967

FAX: 407-327-6695

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## APPLICATION FOR COMPREHENSIVE PLAN AMENDMENT

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APPLICANT:

\_\_\_\_\_

Last

\_\_\_\_\_

First

\_\_\_\_\_

Middle

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

PHONE: \_\_\_\_\_

If Applicant does NOT own the property:

PROPERTY OWNER:

\_\_\_\_\_

Last

\_\_\_\_\_

First

\_\_\_\_\_

Middle

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

PHONE: \_\_\_\_\_

This request is for the property described below:

PROPERTY ADDRESS: \_\_\_\_\_

TAX PARCEL NUMBER: \_\_\_\_\_

SIZE OF PARCEL: \_\_\_\_\_

\_\_\_\_\_

Square Feet

\_\_\_\_\_

Acres

Existing Land Use: \_\_\_\_\_

Current FUTURE LAND USE Classification: \_\_\_\_\_

REQUEST for a Change to City of Winter Springs FUTURE LAND USE Classification: \_\_\_\_\_

Please state the reasons or justification for your Comprehensive Plan Amendment (Future Land Use Change): \_\_\_\_\_

\_\_\_\_\_

If you are requesting an Amendment to the Goals, Objectives, & Policies of the City's Comprehensive Plan, set forth the proposed Amendment in detail and provide supporting documentation.

Current ZONING Classification: \_\_\_\_\_

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COMPREHENSIVE PLAN AMENDMENTS are subject to the Approval of the City Commission. Each action is only effective when the Notice and Vote Requirements of Chapter 166 and 171, Florida Statutes have been achieved.

LARGE SCALE COMPREHENSIVE PLAN AMENDMENTS are subject to Approval by the Florida Department of Community Affairs and are not effective until the Department of Community Affairs issues a "Notice of Intent" to find the Comprehensive Plan Amendment in compliance with the requirements of Chapter 163.3184 and 163.3187, Florida Statutes. Unless otherwise provided by law, the Comprehensive Plan of the City of Winter Springs shall be amended only *twice per year* in accordance with 163.3187(1) F.S. and Winter Springs Code of Ordinances, Section 15-32 as follows:

Application submittal deadlines:

*Spring*- No later than 5:00 p.m. on the first Wednesday in February. The application(s) will be reviewed at a meeting of the local planning agency to be held in April or as otherwise practicable.

*Fall*- No later than 5:00 p.m. on the first Wednesday in August. The application(s) will be reviewed at a meeting of the local planning agency to be held in October or as otherwise practicable.

SMALL SCALE AMENDMENTS may be approved without regard to statutory limits on the frequency of consideration of amendments to the Comprehensive Plan under the conditions approved by law. (see 163.3187 F.S.).

APPLICANTS are advised, that if they decide to appeal any decisions made at the meetings or hearings, with respect to any matter considered at the meetings or hearings, they will need a record of the proceedings and, for such purposes, they will need to insure 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 ARE TO BE SUPPLIED WITH THIS APPLICATION:**

- A copy of the most recent SURVEY of the subject property with Metes and Bounds description.
- A copy of the LEGAL DESCRIPTION.
- 11 x 17 MAP showing ADJACENT STREETS and ZONING AND LAND USE classifications on the ADJACENT PROPERTY.
- JUSTIFICATION for the Request based on Code Section 20-102(d). (See Attached List)
- NAMES and ADDRESSES of each property owner within 150 ft. of each property line.
- Notarized AUTHORIZATION of the Owner,  
IF the Applicant is other than the Owner or Attorney for the Owner (see below).
- APPLICATION FEES:

FEES are as SHOWN BELOW plus ACTUAL COSTS incurred for ADVERTISING or NOTIFICATION, and for REIMBURSEMENT for TECHNICAL and/or PROFESSIONAL SERVICES 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.

COMPREHENSIVE PLAN AMENDMENT per Applicant		\$ _____
Small Scale (Generally 10 acres or fewer)	\$ 500	
Large Scale (Generally More than 10acres; Text Amendments)*	\$ 1000	

\* Pursuant to Chapter 163, Florida Statutes.

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**TOTAL DUE** \$ \_\_\_\_\_.

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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.

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**FOR USE WHEN APPLICANT IS OWNER OF THE SUBJECT PROPERTY:**

This is to certify that I am the Owner in fee simple of subject lands described within this Application for Comprehensive Plan Amendment:

\_\_\_\_\_  
Signature of Owner

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 and Oath

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

I, \_\_\_\_\_ do hereby, with my notarized signature, allow  
\_\_\_\_\_ to represent me in the change of land use of 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 Owner(s)

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission expires:  
\_\_\_\_\_

\_\_\_\_\_ Personally Known  
\_\_\_\_\_ Produced ID: (Type) \_\_\_\_\_  
\_\_\_\_\_ Did take an Oath  
\_\_\_\_\_ Did Not take and Oath

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## **COMPREHENSIVE PLAN REQUEST**

*Taken from Winter Springs Code of Ordinances, Section 15-36.*

Address each of the following factors related to the request. Attach additional paper as necessary:

- What effect will the proposed amendment have on the City's budget or the economy of the region?

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- Describe how the City might provide adequate services from public facilities to the affected property. Will the amendment promote the cost effective use of or will it unduly burden public facilities?

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- Describe the impact that the proposed amendment will have on the Level of Service (LOS) of public facilities including sanitary sewer, solid waste, drainage, potable water, traffic circulation, and recreation.

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- What impact will the proposed amendment have on the environment, natural resources, historical resources of the City or the region?

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Identify surrounding neighborhoods and land use. Is the amendment compatible with these surrounding uses and land use designations?

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Will the proposed amendment promote or adversely affect the public health, safety, welfare, economic order, or aesthetics of the City or region?

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Identify how the request is consistent with the Goals, Objectives and Policies of the Comprehensive Plan. Will approval of the amendment cause the Comprehensive Plan to be internally inconsistent?

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Describe how the proposed amendment is consistent with the goals, objectives, and policies of the State Comprehensive Plan set forth in Chapter 187, Florida Statutes, and the East Central Florida Regional Policy Plan, adopted by Rule 29 F-19.001, Florida Administrative Code.

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# **TYPICAL TABLE OF CONTENTS FOR CONSULTANT'S REPORT RELATED TO A LARGE SCALE COMPREHENSIVE PLAN AMENDMENT:**

**1- Introduction**

**2- Application, Legal Description, Acreage, Survey**

**3- Maps of Subject Property with Abutting Properties, Boundaries & Surrounding Street Network**

- **Proposed Future Land Use Map**
- **Present Future Land Use Map**
- **Existing Land Use Map**
- **Subject Property Acreage**

**4- Availability & Demand on Public Facilities:**

- **Sanitary Sewer**
- **Solid Waste**
- **Drainage**
- **Potable Water**
- **Traffic Circulation**
- **Recreation**

**5- Compatibility of the Proposed Land Use Amendment with the Land Use Element Objectives and Policies, and those of Other Affected Elements**

**6- Supplementary Materials**

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