



# CITY OF WINTER SPRINGS

COMMUNITY DEVELOPMENT DEPARTMENT

1126 STATE ROAD 434

WINTER SPRINGS, FL 32708

407-327-5966

FAX: 407-327-6695

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## APPLICATION FOR CONCEPTUAL DEVELOPMENT PLAN APPROVAL

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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:

PROJECT NAME: \_\_\_\_\_

LOCATION OR ADDRESS: \_\_\_\_\_

TAX PARCEL NUMBER(S): \_\_\_\_\_

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

\_\_\_\_\_

Square Feet

\_\_\_\_\_

Acres

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

FUTURE LAND USE Designation: \_\_\_\_\_

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 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 ARE TO BE SUPPLIED WITH THIS APPLICATION:**

- Current Signed and Sealed SITE SURVEY of the subject property, not more than one (1) year old, at the same scale as the Conceptual Development Plan, with TOPOGRAPHIC CONTOURS at no greater than two (2) foot vertical intervals, and including a depiction of all WETLANDS on the site.
- LEGAL DESCRIPTION of the property and a SITE LOCATION DIAGRAM.
- Current TREE SURVEY of the subject property, not more than 1 year old, at the same scale as the Conceptual Development Plan including location, caliper size, and species identified with common and scientific name. Trees with a caliper of 4" or greater, shall be included. Trees with a caliper of 24" or greater, shall be highlighted. (Caliper is to be measured at 12" from the soil level.)
- Proposed CONCEPTUAL DEVELOPMENT PLAN, at a scale no smaller than 1"=50', along with an electronic copy, including:  
 North Arrow, Scale and Date;  
 Identification of various BUILDING TYPES, LOCATIONS and ORIENTATIONS;  
 LANDSCAPE AREAS, including places where larger trees are located or preserved;  
 STREET TYPES with parking locations and number of spaces; and  
 PAVED SURFACES, materials and location(s).
- BUILDING ELEVATIONS illustrating all sides of structures facing public streets or spaces;
- CROSS SECTIONS of site illustrating grade changes and relationship of buildings, streets, alleys and adjacent properties;
- PARKING ANALYSIS justifying the proposed parking solution (such as Shared Parking, by Baron Aschman Associates, The Urban Land Institute) (Town Center only)
- OTHER reasonable supporting documents to indicate intentions and/or any other items as may be reasonably required in the Staff review, including justification and a listing of any proposed inconsistencies from the Code.
- SUBMITTED DRAWINGS are to be "D"-size drawings (24"x36"):  
 For Staff review: Twelve (12) copies, folded;  
 For Planning & Zoning Board: Ten (10) copies, folded; (Projects in the Town Center do not go to the Planning & Zoning Board)  
 For City Commission: Twenty (20) copies, folded plus one (1) pdf electronic copy.
- 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 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.

CONCEPTUAL DEVELOPMENT PLAN (includes 2 Staff reviews)	\$ 500
RESUBMITAL OF CONCEPTUAL DEVELOPMENT PLAN (each Staff review)	\$ 300

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

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