



CITY OF WINTER SPRINGS

COMMUNITY DEVELOPMENT DEPARTMENT

1126 STATE ROAD 434

WINTER SPRINGS, FL 32708

407-327-5966

FAX: 407-327-6695

APPLICATION FOR SITE PLAN REVIEW

- PRELIMINARY Site Plan
- FINAL Site Plan
- COMBINED PRELIMINARY / FINAL
- Site Plan Sales Trailer
- RESUBMITTAL

APPLICANT:

Last

First

Middle

MAILING ADDRESS: _____

City

State

Zip Code

PHONE & EMAIL: _____

If Applicant does NOT own the property:

PROPERTY OWNER:

Last

First

Middle

MAILING ADDRESS: _____

City

State

Zip Code

PHONE & EMAIL _____

This request is for a:

RESIDENTIAL PROJECT

NON-RESIDENTIAL PROJECT

PROJECT NAME: _____

PROPERTY ADDRESS: _____

TAX PARCEL NUMBER: _____

SIZE OF PARCEL: _____

Square Feet

Acres

EXISTING LAND USE: _____

Current ZONING Classification: _____

Current FUTURE LAND USE Classification: _____

The PLANNING & ZONING BOARD shall review Site Plan Applications and make a written recommendation to the City Commission. The CITY COMMISSION shall render all final decisions regarding Preliminary and Final Engineering Plans and may impose reasonable conditions on any approved plans to the extent deemed necessary and relevant to ensure compliance with applicable criteria and other applicable provisions of the City Code and Comprehensive Plan. All formal decisions shall be based on the applicable criteria as set forth in the City's Code of Ordinances Chapter 9, Land Development and Chapter 20, Zoning.

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 a recent SURVEY of the subject property.
- A copy of the LEGAL DESCRIPTION.
- TREE SURVEY. Trees with a caliper of 4" or greater, shall be included. Trees with a caliper of 24" or greater, require approval of City Commission for removal and shall be highlighted. (Caliper is to be measured at 12" from the soil level.); For TREE REMOVAL MITIGATION, see Chapter 5 Tree Protection and Preservation.
- Notarized AUTHORIZATION of the Owner, IF the Applicant is other than the Owner or Attorney for the Owner (see following page).
- 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;
 - For City Commission: Twenty (20) copies, folded plus one (1) pdf electronic copy.
- 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.

RESIDENTIAL SITE PLAN

PRELIMINARY SITE PLAN Engineering (includes 2 reviews)	\$1000 + \$5/unit
FINAL SITE PLAN Engineering Plans (includes 2 reviews)	\$1000 + \$5/unit
COMBINED PRELIMINARY/FINAL (includes 4 reviews)	\$2000 + \$10/un

NON-RESIDENTIAL SITE PLAN

PRELIMINARY SITE PLAN Engineering (inc. 2 reviews)	\$1000
FINAL SITE PLAN Engineering Plans (includes 2 reviews)	\$2500
COMBINED PRELIMINARY/FINAL (includes 4 reviews)	\$3500

SALES TRAILER SITE PLAN

\$200

RESUBMITTAL (each review)

\$500

TOTAL DUE

\$ _____

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