



CITY OF WINTER SPRINGS

COMMUNITY DEVELOPMENT DEPARTMENT

1126 STATE ROAD 434

WINTER SPRINGS, FL 32708

407-327-5966

FAX: 407-327-6695

APPLICATION FOR SUBDIVISION REVIEW

- PRELIMINARY Subdivision Plan
- FINAL Subdivision Plan
- COMBINED PRELIMINARY / FINAL
- Subdivision 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 plus one (1) pdf electronic copy;
 - 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 SUBDIVISION PLAN

PRELIMINARY SUBDIVISION PLAN Engineering (includes 2 reviews)	\$1200 + \$5/lot
FINAL SUBDIVISION PLAN Engineering Plans (includes 2 reviews)	\$1000 + \$10/lot
COMBINED PRELIMINARY/FINAL (includes 4 reviews)	\$2200 + \$15/lot

NON-RESIDENTIAL SITE PLAN

PRELIMINARY SUBDIVISION PLAN Engineering (inc. 2 reviews)	\$3000+\$5/lot
FINAL SUBDIVISION PLAN Engineering Plans (includes 2 reviews)	\$2500+\$10/lot
COMBINED PRELIMINARY/FINAL (includes 4 reviews)	\$5500+\$15/lot

SALES TRAILER PLAN

\$200

RECORD PLAT + actual cost

\$500

RESUBMITTAL (each review)

\$500

TOTAL DUE

\$ _____

-

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.

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 Site Plan Review:

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

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 Owner(s)

Signature of Owner(s)

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