CITY OF ALTAMONTE SPRINGS

SITE PLAN OR DEVELOPMENT PLAN REVIEW APPLICATION

PROJECT INFORMATION			
Date Submitted:		**Pre-app Meeting Date:**	
Type of Application:	__ Site Plan Application __ Subdivision Development Plan Application		
Type of Plan:	__ Preliminary Plan __ Supplemental Plan (projects in County) __ Concept Plan __ Final Plan __ Combined Preliminary/Final Plan __ Site Plan Extension		
Seminole County Property Appraiser Tax Parcel ID Number(s):	**a.** _____ **b.** _____ **c.** _____		
Project Name:			
Project Address or Location:			
Concurrency Test Results Attached?: ___Yes ___ No **Date Test Submitted:** _____ **Are Waivers or Variances Requested?** ___Yes ___ No **If Yes:** ____<=15% ____>15% **(Attach Request Forms)** **Are Development Bonuses Requested?** ____Yes ____ No **If Yes:** ____<=15% ____>15%			

EXISTING SITE INFORMATION			
Future Land Use Map Designation: _____ **Current Zoning Designation:** _____ **Is the Property in an Activity Center?** __ **Yes** __ **No** [__ Regional Business __ West Town __ East Town __ Gateway]			
Total Acres on Site:		**Total Gross Sq Ft:**	
Existing Use(s):	_____ **Acres:** _____ **DU or Sq Ft:** _____ _____ **Acres:** _____ **DU or Sq Ft:** _____ _____ **Acres:** _____ **DU or Sq Ft:** _____ **(As Outlined in Article III of the Land Development Code. Attach additional sheets if necessary)**		
Proposed Use(s):	_____ **Acres:** _____ **DU or Sq Ft:** _____ **FAR:**_____ _____ **Acres:** _____ **DU or Sq Ft:** _____ **FAR:**_____ _____ **Acres:** _____ **DU or Sq Ft:** _____ **FAR:**_____ _____ **Acres:** _____ **DU or Sq Ft:** _____ **FAR:**_____		

FOR CITY USE ONLY	
City Application/ Project Number:	**1__-40000__ __ __**

AUTHORIZED AGENT OR CONTRACT PURCHASER				PROJECT ENGINEER INFORMATION			
Firm Name:				**Firm Name:**			
Address:				**Address:**			
City:		**State:**		**City:**		**State:**	
Zip:				**Zip:**			
Phone: ( )				**Phone: ( )**			
Fax: ( )				**Fax: ( )**			
E-mail:				**E-mail:**			
Contact Person:				**Contact Person:**			

The person listed as Project Engineer will be the City's contact person for all issues related to this application, and is responsible for coordinating with all other parties regarding the application.

PROPERTY OWNER INFORMATION (Property Owner is the Applicant)	
Name:	
Address:	
City/St/Zip	
Phone: ( )	**Fax: ( )**
E-Mail:	**Owner Since (date):**

Attach Proof of Current Ownership and Appropriate Power of Attorney or Authorization for Authorized Agent or Contract Purchaser.

READ AND COMPLETE THE FOLLOWING (Initial YES or NO as appropriate)

YES	NO	Questions to Developer
		I have read and understand the following information and make the following affirmations: 1. NO SITE WORK may begin until Building and Arbor permits are issued. 2. NO BUILDING PERMIT will be issued until the following have been submitted: a) D.O.T. Driveway and Utility Permit; b) D.E.P. Water, Sewer, Dredge and Fill Permit; c) Seminole County Driveway and Utility Permit, if required; and d) Developer's Agreement, if required by this review. 3. PRIOR TO FINAL INSPECTION AND OCCUPANCY, the following must be submitted: a) Conveyance of proposed easements, if any; b) D.E.P. Certification; c) Maintenance Bond on facilities to be taken over by the City. 4. PLAN APPROVAL DOES NOT permit construction. Building permit required prior to construction of project. 5. All items addressed by the Land Development Code for Site Plan Review have been included. 6. I have read the Developer's Guide and have included all items in my submittal. 7. I understand if my application for Plan Review is not complete it will not be reviewed. 8. I understand that approval of this plan does not permit any waiver of the City's Land Development Code unless a waiver or variance is specifically requested and approved.

PROPERTY OWNER'S CERTIFICATE

I do hereby certify that I, the undersigned, have read the above information and have full understanding, and to the best of my knowledge and belief, all information supplied with this application is true and accurate.

Signature: _____**Date:**_____
Property Owner or Authorized Agent/Contract Purchaser as Listed in Application

Print Name: _____

Refer to the Land Development Code and Developer's Guide for a list of submittal materials that must accompany this application.

GROWTH MANAGEMENT USE ONLY

Application Fees	
Concept Plan or Preliminary Plan Submittal:	
Concept Plan or Preliminary Plan (1 Submission)	$1,500.00
Waiver/Variance Requests >15% (Public Hearing Required)	
- First Request	$500.00
- Each Additional Request (or each admin. request)	$100.00
Resubmittal of plan (1 Resubmittal)	$750.00
Each Additional Waiver/Variance Request	$200.00
Final Plan Submittal:	
Final Plan Submittal (Incl. 3 Submissions)	$2,500.00
+ Waiver/Variance Application Fees	
After 3 Submissions, per Submittal	$500.00
Combined Preliminary/Final Plan Submittal:	
Combined Prelim/Final Plan (Incl. 3 Submissions)	$3,000.00
+ Waiver/Variance Application Fees	
After 3 Submissions, per Submittal	$500.00
Supplemental Plan Submittal: *(Outside of City Limits)*	
Supplemental Plan (Inc. 3 Submissions)	$1,500.00
After 3 Submissions, per Submittal	$500.00
Final Plan Extension Submittal: (submit 60 calendar days (two months) prior to plan expiration)	
Site Plan Extension Application	$1,000.00
Administrative Variance or Wavier Application to DRC:	
-Submitted with 1st plan submittal, each request	$100.00
-Submitted after the 1st plan submittal, each request	$200.00

Planning Board Threshold Analysis	
Does use require Board approval?	Yes / No
Is project residential?	Yes / No
Does density/intensity require Board approval? (1,000 ADT's, max. 60,000 SF or 2,000 ADT's, max 100,000 SF in RBC)	Yes / No
Any waivers/variances requiring a public hearing? (>15%)	Yes / No
Any Development Bonuses >15%?	Yes / No
Any special needs for Board approval?	Yes / No
Growth Mgt. Director requiring Board approval?	Yes / No
ITE Daily Rate:	
ADT's:	
Based on this analysis, is Planning Board approval required?	**Yes / No**
Analysis By: _____ Date: _____	
Notes:	

End of Site Plan Review Application.