

CITY OF ALTAMONTE SPRINGS

REQUEST FOR PRE-APPLICATION CONFERENCE FOR DEVELOPMENT REVIEW PROJECTS

This form is for proposed development that will require a full site plan, a subdivision plat, or a planned unit development master land use plan.

This application must be completed and submitted by NOON of the first or third Thursday of the month to the Growth Management Department. If you have any questions, please call 407.571.8150 x8159. All meetings will be scheduled based on space available on the meeting agenda and will be scheduled for a maximum of one hour. The list of required submittal materials is provided on page 3. Instructions and additional information are provided on page 6.

Project Information	
Project Name: _____	
Project Address or Location: _____	<input type="checkbox"/> Inside City Limits <input type="checkbox"/> Outside City Limits
County Property Appraiser a. _____	
Tax Parcel ID Number(s): b. _____	
(Include all parcels)	<input type="checkbox"/> Check if attached <i>(Attach on separate page if lengthy)</i>
Description of request or project: _____	

Existing Site Information	
Future Land Use Map Designation: _____	
Zoning Map Designation: _____	
Is this property in an Activity Center?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Regional Business <input type="checkbox"/> West Town <input type="checkbox"/> East Town <input type="checkbox"/> Gateway
Is this property in a DRI?	<input type="checkbox"/> Yes <input type="checkbox"/> No Name: _____

Type and Scope of the Proposed Development			
Existing Use(s): <i>(indicate any DU or SF to be demolished)</i>	Land Acres:	Dwelling Units or Square Feet:	Existing DU/Acre or Floor Area Ratio (FAR):
Proposed Use(s):	Land Acres:	Dwelling Units or Square Feet:	DU/Acre or Floor Area Ratio (FAR):

Will this project be developed in phases? Yes No

<p style="text-align: center;"><i>For Office Use Only</i></p> <p>Date and Time Received: _____ By: _____</p> <p>Additional Rec'd Date/Time: _____ By: _____</p> <p>Application Status: ___ Complete ___ Incomplete</p>	<p>Application Project Number: _____ -100000 _____</p> <p style="text-align: center;">Pre-App Meeting Type:</p> <p style="text-align: center;">___ Level 1 ___ Level 2 (Directors)</p> <p>Meeting Scheduled for: Date: ____/____/____</p>
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Mobility Management and Trip Generation Information				
Multi-Modal Systems:			YES	NO
Are there residences within a ¼ mile (1320 feet) from the subject property?			<input type="checkbox"/>	<input type="checkbox"/>
Are there bus and/or transit stops within a ½ mile (2640 feet) of the subject property?			<input type="checkbox"/>	<input type="checkbox"/>
Are there dedicated bicycle lanes within a ½ mile (2640 feet) of the subject property?			<input type="checkbox"/>	<input type="checkbox"/>
Existing Use(s):	ITE Code:	Units:	Number of AM peak hour trips/use:	Number of PM peak hour trips/use:
Total number of existing peak hour trips:			AM	PM
Proposed Use(s):	ITE Code:	Units:	Number of AM peak hour trips per use:	Number of PM peak hour trips per use:
Total number of proposed peak hour trips:			AM	PM
NET NEW PEAK HOUR TRIPS: (proposed peak hour trips minus existing peak hour trips)			AM	PM
Estimated number of net new Average Daily Trips (proposed ADT minus existing ADT):				
Trip generation information must be based on the latest edition of the <i>ITE Trip Generation Manual</i> .				

Ownership and Project Team

The developer and all project team members with asterisks (*) must attend the pre-application conference.

The project engineer is considered the project manager for this pre-application application request and will receive all correspondence from the City related to this pre-application conference. The City will coordinate setting up the pre-app meeting through the project engineer.

Property Owner		*Project Engineer <i>(The project engineer is the city's contact for this application)</i>	
Firm Name:		Firm Name:	
Address:		Address:	
City:	State:	City:	State:
Zip:		Zip:	
Phone:		Phone:	
Email:		Email:	
Contact Person:		Contact Person:	

*Developer		*Surveyor <i>(Surveyor required when a subdivision plat or replat is involved)</i>	
Type: <input type="checkbox"/> Property Owner <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Contract Purchaser			
Firm Name:		Firm Name:	
Address:		Address:	
City:	State:	City:	State:
Zip:		Zip:	
Phone:		Phone:	
Email:		Email:	
Contact Person:		Contact Person:	

Transportation Engineer		Other: _____	
Name:		Name:	
Address:		Address:	
City:	State:	City:	State:
Zip:		Zip:	
Phone:		Phone:	
Fax:		Fax:	
Email:		Email:	
Contact Person:		Contact Person:	

Acknowledgement and Signature

I hereby acknowledge that I have read the advisements and provided the City with complete and accurate pre-application support materials, and will ensure that the property owner and all required project team members attend the pre-application conference.

Signature: _____ **Date:** ____/____/____

Print Name: _____

Check Appropriate Box: Owner Developer Project Engineer

Required Submittal Materials

All of the following items are required to be submitted with a Request for Pre-Application Conference. Incomplete forms or accompanying materials will not be processed. Seven complete sets of the submittal package are required,

- Completed Request for **Pre-Application Conference Form** including Utility Concurrency Estimation Worksheets (*7 copies*).
- Seven (7) sets of the following items (no larger than 11" x 17" in size):
 - Written description of the development proposal, including identification of necessary waivers or variances. (*7 Copies*)
 - Project concept plan (11"x17") with analysis of basic site data (for new construction projects or expansions in excess of 5,000 square feet or 35 dwelling units). (*7 Copies*)
 - Vicinity map showing the relationship of proposed development to surrounding streets at a scale of at least 1" = 2,000'. (*7 Copies*)
 - A complete legal description. (*7 Copies*)
 - Boundary survey which shows appropriate information as to allow staff to evaluate the site, its important features, all surrounding properties, existing improvements including utility information (if available), and the site's compatibility with the proposed uses(s). (*7 Copies*)
 - Proof of current ownership, such as a printout of the Seminole County Property Appraiser Property Record Card/info sheet for all parcels associated with the development proposal. (*7 Copies*)
 - Power of Attorney or notarized authorization from Property Owner for the authorized agent or contract purchaser to submit the Pre-Application Conference Request. (*1 Original, 6 copies*)
 - Other documents or renderings to support the development proposal. (*7 copies*)
 - One (1) Compact Disk (CD) with all documents listed above in PDF format.

Utility Concurrency Estimation Worksheet

Potable Water and Sanitary Sewer Capacity Table

EXISTING USE

This form is used to develop an estimate of the capacity required by the proposed project.

Existing Uses (Complete for all existing uses, if applicable)

A = Type of Use List each use separately	B = Units (SF, DU, Population, Seat, etc.)	C = Calculation Method	EXISTING POTABLE	EXISTING SANITARY
			D = Potable Water GPD	E = Sanitary Sewer GPD
			D = (B x C)	E = (B x C)
Commercial		175 GPD per 1,000 sq. ft.		
Office		150 GPD per 1,000 sq. ft.		
Industrial		25 GPD per 1,000 sq. ft.		
Hotel/Motel		175 GPD per room		
Single Family Residential		300 GPD per unit		
Multifamily Residential		135 GPD per unit		
Public Education Facilities		15 GPD per student and instructor		
Restaurant - using reusable service articles and operating 16 hours or less per day		40 GPD per seat		
Restaurant – using reusable service articles and operating more than 16 hours per day		60 GPD per seat		
Restaurant - using single service articles only and operating 16 hours or less per day		20 GPD per seat		
Restaurant – using single service articles only and operating more than 16 hours per day		35 GPD per seat		
Bar and Cocktail Lounge (add per pool table or video game)		20 GPD per seat (15 GPD per table or game)		
Drive-in restaurant		50 GPD per car space		
Carry-out only, including caterers: 1. floor space calculation + 2. employee calculation		1.50 GPD per 100 sq. ft. + 8 GPD per employee per 8-hour shift		
Other: _____				
TOTALS FOR EXISTING USES:				

Utility Concurrency Estimation Worksheet

Potable Water and Sanitary Sewer Capacity Table

PROPOSED USE

This form is used to develop an estimate of the capacity required by the proposed project.

Proposed Uses (Complete for all proposed uses, if applicable)

A = Type of Use List each use separately	B = Units (SF, DU, Population, Seat, etc.)	C = Calculation Method	PROPOSED POTABLE	PROPOSED SANITARY
			D = Potable Water GPD	E = Sanitary Sewer GPD
			D = (B x C)	E = (B x C)
Commercial		175 GPD per 1,000 sq. ft.		
Office		150 GPD per 1,000 sq. ft.		
Industrial		25 GPD per 1,000 sq. ft.		
Hotel/Motel		175 GPD per room		
Single Family Residential		300 GPD per unit		
Multifamily Residential		135 GPD per unit		
Public Education Facilities		15 GPD per student and instructor		
Restaurant - using reusable service articles and operating 16 hours or less per day		40 GPD per seat		
Restaurant – using reusable service articles and operating more than 16 hours per day		60 GPD per seat		
Restaurant - using single service articles only and operating 16 hours or less per day		20 GPD per seat		
Restaurant – using single service articles only and operating more than 16 hours per day		35 GPD per seat		
Bar and Cocktail Lounge (add per pool table or video game)		20 GPD per seat (15 GPD per table or game)		
Drive-in restaurant		50 GPD per car space		
Carry-out only, including caterers: 1. floor space calculation + 2. employee calculation		1.50 GPD per 100 sq. ft. + 8 GPD per employee per 8-hour shift		
Other: _____				
TOTALS FOR PROPOSED USES:				

INSTRUCTIONS AND ADDITIONAL INFORMATION FOR REQUESTS FOR PRE-APPLICATION CONFERENCES

Pre-application conferences are required for several reasons, such as to identify potential issues related to the project, introduce staff to the project, introduce the applicant to the review process, and identify what development review needs are associated with the project. Staff will not necessarily be able to provide answers to all issues that arise, but the purpose of the pre-app is to get the issues on the table for further research or discussion.

- Submittal Deadline:** On or before 12:00 Noon on the first or third Thursday of the month.
- Submittal Location:** City of Altamonte Springs Growth Management Department.
- Pre-app Meetings:** Scheduled for a meeting on a Wednesday, 13 days after the submittal deadline, and based on space available on the meeting agenda. Pre-app conferences are scheduled for a maximum of one hour.

Advisements:

1. Pre-application conferences are required before a site plan or plat application is submitted for review.
2. It is recommended that you schedule and attend a pre-application conference at least four weeks prior to the site plan submittal date.
3. The Developer’s Guide is available on the City’s website which outlines the City’s development review process and has all the forms required for site plan and plat submittals. (www.altamonte.org/index.aspx?nid=412)
4. A list of typical Site Data necessary to support a pre-application conference is available by contacting the Development Services Manager at 407-571-8164.
5. An incomplete or illegible application or submittal package will not be scheduled.
6. If your project will generate more than 20 net new peak hour trips, a Mobility Solutions Report is required to be submitted. For properties located on SR 434 or SR 436, projects that will generate more than 40 net new peak hour trips will require a Mobility Solutions Report to be submitted. The applicant and a traffic engineer (registered in the State of Florida) must schedule and attend a Methodology Meeting prior to the submittal of the Mobility Solutions Report and the site plan, development plan or plat. Such meetings, when required, are the applicant’s responsibility and should be requested soon after the pre-application meeting. See Developer’s Guide Section 5 for Methodology Meeting request form (www.altamonte.org/index.aspx?nid=412). [Ref. LDC Article II Division 4 Mobility Management]
7. The project engineer is required to attend the pre-app. The developer and all project team members with asterisks (*) on page 2 of this application must attend the pre-application conference.
8. Pre application conferences are not required for Site Plan Revisions unless specifically requested by Growth Management or Public Works staff.

Return this form and accompanying materials to:	City of Altamonte Springs Growth Management Department 225 Newburyport Avenue Altamonte Springs, FL 32701	Tel: 407.571.8159
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