

# CITY OF ALTAMONTE SPRINGS

## REQUEST FOR PRE-APPLICATION CONFERENCE (NON-DRC)

**For Annexations, Future Land Use Map Amendments, Rezonings, Conditional Uses, Zoning Variances, Sign Variances, Abandonment of Easement or Right-of-Way, and Utility Connections Outside of City Limits.**

Property Information	
Project Name: _____	
Project Address or Location: _____	<input type="checkbox"/> Inside City Limits or <input type="checkbox"/> Outside City Limits
County Property Appraiser Tax Parcel ID Number(s):	a. _____ b. _____
Existing Future Land Use Map Designation: _____	
Existing Zoning District Designation: _____	
Existing Use: _____	
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 (DRI Name: _____) <input type="checkbox"/> No
Description of request or project: _____	

Type of Application to be Discussed (check all that apply)
<input type="checkbox"/> Annexation (Level 1)
<input type="checkbox"/> Future Land Use Map Amendment (Level 1). <i>Proposed Future Land Use Designation:</i> _____
<input type="checkbox"/> Rezoning (Level 1). <i>Proposed Zoning District Designation:</i> _____
<input type="checkbox"/> Conditional Use (Level 1) <i>Proposed Use</i> _____
<input type="checkbox"/> Zoning Variance (Level 1)
<input type="checkbox"/> Sign Variance (Level 1)
<input type="checkbox"/> Abandonment of Easement or Right-of-Way (Level 2, requires Public Works Staff Attendance).
<input type="checkbox"/> Utility Connections for Properties Outside the City (Level 2, requires Public Works Staff Attendance).

Meeting Requestor Information		Property Owner Information	
Name: _____		Name: _____	
Address: _____		Address: _____	
City: _____	State: _____	City: _____	State: _____
Zip: _____		Zip: _____	
Phone: _____		Phone: _____	
Email: _____		Email: _____	
Firm Name: _____		Firm Name: _____	

<u>For Office Use Only</u>	
Date and Time Received: _____ By: _____	Application Project Number: _____-102000_____
Additional Rec'd Date/Time: _____ By: _____	Meeting Scheduled for: Date: ____/____/____
Application Status: <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete	Level 1 or Level 2 Work Class? <input type="checkbox"/> 1 <input type="checkbox"/> 2

### Required Submittal Materials

All of the following items are required to be submitted with a Request for Pre-Application Conference form. Requests with incomplete forms or accompanying materials will not be processed. Submit four (4) Complete sets of the Submittal Materials.

- Completed **Request for Pre-Application Conference** form (*1 original and 3 copies*).
- Four (4) sets of the following items:
  - A copy of the Seminole County Property Appraiser's Parcel ID Card for each parcel that is part of the request. (*4 copies*)
  - A complete legal description. (*4 copies*)
  - Written description of the proposed project with specific details (i.e. concept plan layout, type of uses, hours of operation, square feet, setbacks, etc.). (*4 copies*)
  - A boundary survey or a concept plan which shows appropriate information as to allow staff to evaluate the site and the site's compatibility with the proposed uses(s), site's important features, all surrounding properties, existing improvements including utility information (if available), and any support documentation. (*4 copies*)
- One (1) Compact Disk (CD) with all application materials saved in PDF format.

## ADVISEMENTS FOR PRE-APPLICATION CONFERENCES

1. For an Abandonment of Easement and Right-of-Way, Sign Variance, and Zoning Variance applications, you must schedule and attend a pre-application conference at least two weeks prior to the goal submission of the public hearing application.
2. Future Land Use Map Amendment, Rezoning, and Conditional Use applications may require a Mobility Solutions Methodology Meeting and Mobility Solutions Report Level 1 prior to submission of the public hearing application. [Ref. LDC 2.1.3] This will be discussed at the pre-application conference.
3. Representatives from the City's Public Works and Utilities Department will attend Pre-application Conferences that involve Abandonments or Utility Connection inquiries.
4. City staff will contact the applicant to confirm meeting date and time once availability has been established for all required staff members.

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