



Request for Growth Management Pre-Application Conference

For annexations, conditional uses, easement and right-of-way abandonments, Future Land Use Map amendments, rezonings, sign variances, and zoning variances.

Pre-app Project No.
-102000
(To Be Completed By City)

Date: _____

► **Petitioner (Applicant) Information**

Name: _____

Address: _____

Tel: _____ Fax: _____ E-mail: _____

► **Property Owner Information**

Name: _____

Address: _____

Tel: _____ Fax: _____ E-mail: _____

► **Subject Property Information**

Address: _____

Legal Description or Parcel ID#: _____

Zoning: _____ Existing Use: _____

Proposed Use or Improvement: _____

Description of Request: _____

Have You Had a Building Permit Application Denied for this Project?: _____

Submit with this form: (1) A complete legal description; (2) Written summary of the request with specific details (ie. hours, square feet, etc.) (3) A boundary survey or concept plan which shows appropriate information as to allow staff to evaluate the request, its important features, all surrounding properties, existing improvements including utility information (if available), and the site's compatibility with the proposed use or improvement.

Note: You must schedule and attend a pre-application meeting with staff at least two weeks prior to making a public hearing application submission.

Submit completed form to: City of Altamonte Springs Growth Management Department, 225 Newburyport Avenue, Altamonte Springs, FL 32701.

Have questions? Call the Growth Management Department at 407.571.8150 x8147.