
CITY OF ALTAMONTE SPRINGS DEVELOPER'S GUIDE

Version 3.4

Revised 11.10.09

Subsequent to the publication of Version 3.4, which was a major update to the Guide, minor revisions and updates to individual documents have been produced. Version numbers are not assigned to minor updates. Refer to the Table of Developer's Guide Sections on Page iii, below, for individual document revision dates.

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www.altamonte.org/development/growth/guide

DEVELOPER'S GUIDE MAJOR REVISION HISTORY.

<i>Edition or Major Revision</i>	<i>Date Published</i>
1 st Version (Draft Version)	February, 1996
1998 Supplement	March, 1998
2 nd Version (2.0)	November 19, 2001
Version 2.1	July 18, 2002
CD-ROM Version	July 18, 2002
Posted on altamonte.org	2002
Version 2.2 (General Updating)	May 19, 2005
Version 2.3 (General Updating)	March 14, 2006
Version 2.4 (General Updating)	January 18, 2007
Version 3.0 (New Project Closeout Process)	April 23, 2007
Version 3.1 (General Updating)	June 7, 2007
Version 3.2 (Incorporated master flowchart, general updating)	June 14, 2007
Version 3.3 (Incorporated fee changes and general text updates)	November, 2007
Version 3.4 (Changed DRC site plan review schedules)	October 1, 2009

If you find any typos or inconsistencies in this version of the Developer's Guide, or have suggestions on how to improve the guide in later editions, please share them with us. You may use the feedback form located in the last section of this guide, or provide your written comments to:

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There were many staff members who have worked on this guide. Your comments will get to the person responsible for the information or section related to your comments.

TABLE OF DEVELOPER'S GUIDE SECTIONS.

Each section contains its own detailed table of contents.

Section #	Document Name	Document Rev. Date	Acrobat File Name (.pdf)
	DEVELOPER'S GUIDE COVER.	02.19.09	Dev Guide Cover
SECTION 0.	TABLE OF DEVELOPER'S GUIDE SECTIONS.	See date at the bottom of this page	Section 0 Text
SECTION 1.	INTRODUCTION AND SERVICES DIRECTORY.	07.15.10	Section 1 Text
SECTION 2.	PRE-APPLICATION CONFERENCES.	07.15.10	Section 2 Text
	<i>Forms:</i> Request for DRC Pre-application Conference.	02.08.11	DRC Pre-App Form
	Typical Agenda for a Pre-app Conference.	11.16.11	Typical Agenda for a DRC Pre-App
SECTION 3.	DEVELOPMENT FEE ESTIMATES.	08.31.09	Section 3 Text
	<i>Forms:</i> Request for Fee Estimate Packet.	08.31.09	Request for Fee Estimate Form
SECTION 4.	LAND DEVELOPMENT APPLICATION FEES.	09.25.07	Section 4 Text
	<i>Forms:</i> Land Development Code Order Form.	09.25.07	Form is part of Section 4 Text
SECTION 5.	CONCURRENCY MANAGEMENT SYSTEM AND TRAFFIC IMPACTS.	03.23.11	Section 5 Text
	<i>Forms:</i> Concurrency Management System Application.	12.20.11	Concurrency Form

SECTION 6.	SUBDIVISION PLAN & PLAT REVIEW PROCESS.	07.15.10	Section 6 Text
	<u>Forms and Checklists:</u>		
	1) Subdivision Plat DRC Review Application.	11.16.11	Plat DRC Application
	2) Subdivision Plan & Plat DRC Review Application Submittal Sufficiency Checklist.	10.01.09	Plat DRC Sufficiency
	3) Preliminary, Final, and Minor Subdivision Plan Review Checklist.	10.01.09	Plat Review Checklist
	4) City Surveyor & City Attorney Plat Review Application.	11.16.11	Plat PSM Application
	5) City Surveyor & City Attorney Plat Review Application Submittal Sufficiency Checklist.	10.01.09	Plat PSM Sufficiency
SECTION 7.	SITE PLAN REVIEW PROCESS.	04.14.11	Section 7 Text
	<u>Forms and Checklists:</u>		
	1) Site Plan Review Application.	11.16.11	Site Plan App Form
	2) Project Engineer's Letter of Acknowledgment.	04.23.07	Letter of Acknowledgement
	3) Project Landscape Architect's Letter of Acknowledgment.	04.23.07	Letter of Acknowledgement
	4) Project Surveyor's Letter of Acknowledgment.	04.23.07	Letter of Acknowledgement
	5) Site Plan Revision Application.	10.01.09	Site Plan Revision Form
	6) Preliminary and Final Plan Submittal Sufficiency Checklist.	10.01.09	Sufficiency Checklist
	7) Preliminary and Final Plan Review Checklist.	12.19.11	PF Review Checklist

	8)	Field Change Request Form	06.07.07	Field Change Request Form
SECTION 8.	WAIVERS AND VARIANCES.		07.15.10	Section 8 Text
	<i>Forms:</i>			
	1)	Waiver/Variance Application.	07.15.10	Variance Application
	2)	Variance Questionnaire.	07.15.10	Variance Questionnaire
	3)	Development Waiver Questionnaire.	11.08.07	Waiver Questionnaire
	4)	Seminole County Property Appraiser Variance Ownership Request. (01.18.07: Newly added form. Now an Acrobat fill-in form.)	01.05.07	SCPA Variance Ownership Form
SECTION 9.	GENERAL DEVELOPMENT REQUIREMENTS.		10.01.09	Section 9 Text
	<i>Forms:</i>	Power of Attorney for Filing a Land Development Application. (01.18.07: Now an Acrobat fill-in form)	01.05.07	Power of Attorney
SECTION 10.	STANDARD FORMS AND TEMPLATES.		07.18.02	Section 10 Text
	<i>Forms and Templates:</i>			
	1)	Performance Bond.	11.19.01	Prfbnd.wp5
	2)	Escrow Agreement and Performance Bond.	11.19.01	Prfescrw.wp5
	3)	Maintenance Bond.	11.19.01	Mtncbnd.wp5
	4)	Escrow Agreement and Maintenance Bond (w/ Escrow Agent).	11.19.01	Mtncesc-attny
	5)	Escrow Agreement and Maintenance Bond (w/o Escrow Agent).	11.19.01	Mtncesc-city
	6)	Bill of Sale, Absolute.	11.19.01	Bos.wp5
	7)	Easement.	11.19.01	Esmt.wp5

	8)	Meter Easement.	11.19.01	Mtresmt.wp5
	9)	Sidewalk Easement.	11.19.01	Sidewalkesmt
SECTION 11.	BUILDING PERMIT ISSUANCE, CONSTRUCTION, AND PROJECT CLOSE-OUT.		02.23.10	Section 11 Text
	<u>Forms and Checklists:</u> These forms are to be used by applicants.			
	1)	Site Improvement Permit Application with Request for Pre-Construction Conference.	11.28.11	Site Improvement Permit Application with Request for Pre-Construction Conference
	2)	Application for Project Completion and Final Site Inspection.	11.06.07	Project Completion and Final Site Inspection App
	3)	Commercial Site Engineering Inspection Report.	04.23.07	Engineering Inspection Report
	<u>Site Inspection Checklists:</u> These checklists will be used by the City's Engineering Site Inspector during the phased site inspections for development projects.			
	1000	FDEP NPDES CGP.	04.23.07	Inspection 1000 FDEP NPDES CGP
	1005	Tree Protection.	04.23.07	Inspection 1005 Tree Protection
	1015	Best Management Practices Installed.	04.23.07	Inspection 1015 Best Management Practices Installed
	1020	Temporary Construction Fencing, Screening, and Signs.	04.23.07	Inspection 1020 Temporary Construction Fencing Screening and Signs
	3010	Tracing Wire – Continuity Test (Potable Water).	04.23.07	Inspection 3010 Tracing Wire – Potable
	3210	Tracing Wire – Continuity Test (Reclaimed Water).	04.23.07	Inspection 3210 Tracing Wire – Reclaimed

	3415	Tracing Wire – Continuity Test (Gravity Sewer).	04.23.07	Inspection 3415 Tracing Wire – Gravity Sewer
	3620	Tracing Wire – Continuity Test (Force Mains).	04.23.07	Inspection 3620 Tracing Wire – Force Main
	5000	Lighting.	04.23.07	Inspection 5000 Lighting
	5005	Trash and Recycling Collection Facilities.	04.23.07	Inspection 5005 Trash and Recycling Collection Facilities
	5010	Buffer Walls and Fences.	04.23.07	Inspection 5010 Fence-Walls
	5020	Landscaping.	04.23.07	Inspection 5020 Landscaping
	5025	Parking Spaces / Signing & Markings.	04.23.07	Inspection 5025 Parking Spaces Signing & Markings
	5030	Site Furnishings and Amenities.	04.23.07	Inspection 5030 Site Furnishings and Amenities
	5035	Sidewalks, Pedestrian Connections, and Driveways.	04.23.07	Inspection 5035 Sidewalk Pedestrian Connections and Driveways
SECTION 12.	DEVELOPMENT FLOWCHARTS.		06.14.07	Section 12 Text
		Development Flowchart.	06.14.07	Development Flowchart
SECTION 13.	CUSTOMER FEEDBACK.		11.08.07	Feedback Form
	<u>Forms:</u>	Customer Feedback Form.	11.08.07	Feedback Form