

**CITY OF ALTAMONTE SPRINGS**  
**SITE PLAN OR DEVELOPMENT PLAN**  
**REVIEW APPLICATION**

PROJECT INFORMATION			
<b>Date Submitted:</b>		<b>Pre-app Meeting Date:</b>	
<b>Type of Application:</b>	<input type="checkbox"/> Site Plan Application <input type="checkbox"/> Subdivision Development Plan Application		
<b>Type of Plan:</b>	<input type="checkbox"/> Preliminary Plan <input type="checkbox"/> Supplemental Plan (projects in County) <input type="checkbox"/> Concept Plan <input type="checkbox"/> Final Plan <input type="checkbox"/> Combined Preliminary/Final Plan <input type="checkbox"/> Site Plan Extension		
<b>Seminole County Property</b>	<b>a.</b>	_____	
<b>Appraiser Tax Parcel</b>	<b>b.</b>	_____	
<b>ID Number(s):</b>	<b>c.</b>	_____	
<b>Project Name:</b>			
<b>Project Address or Location:</b>			
<b>Concurrency Test Results Attached?:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Date Test Submitted:</b> _____ <b>Are Waivers or Variances Requested?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If Yes:</b> <input type="checkbox"/> <=15% <input type="checkbox"/> >15% (Attach Request Forms) <b>Are Development Bonuses Requested?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If Yes:</b> <input type="checkbox"/> <=15% <input type="checkbox"/> >15%			
EXISTING SITE INFORMATION			
<b>Future Land Use Map Designation:</b> _____			
<b>Current Zoning Designation:</b> _____			
<b>Is the Property in an Activity Center?</b> <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 ]			
<b>Total Acres on Site:</b>		<b>Total Gross Sq Ft:</b>	
<b>Existing Use(s):</b>	_____	<b>Acres:</b> _____	<b>DU or Sq Ft:</b> _____
	_____	<b>Acres:</b> _____	<b>DU or Sq Ft:</b> _____
	_____	<b>Acres:</b> _____	<b>DU or Sq Ft:</b> _____
(As Outlined in Article III of the Land Development Code. Attach additional sheets if necessary)			
<b>Proposed Use(s):</b>	_____	<b>Acres:</b> _____	<b>DU or Sq Ft:</b> _____ <b>FAR:</b> _____
	_____	<b>Acres:</b> _____	<b>DU or Sq Ft:</b> _____ <b>FAR:</b> _____
	_____	<b>Acres:</b> _____	<b>DU or Sq Ft:</b> _____ <b>FAR:</b> _____
	_____	<b>Acres:</b> _____	<b>DU or Sq Ft:</b> _____ <b>FAR:</b> _____
<b>FOR CITY USE ONLY</b>	<b>1__-40000__</b>		
<b>City Application/Project Number:</b>			

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):
<i>Attach Proof of Current Ownership and Appropriate Power of Attorney or Authorization for Authorized Agent or Contract Purchaser.</i>	

READ AND COMPLETE THE FOLLOWING (Initial YES or NO as appropriate)		
YES	NO	Questions to Developer
		<p><b>I have read and understand the following information and make the following affirmations:</b></p> <ol style="list-style-type: none"> <li>NO SITE WORK may begin until Building and Arbor permits are issued.</li> <li>NO BUILDING PERMIT will be issued until the following have been submitted:               <ol style="list-style-type: none"> <li>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.</li> </ol> </li> <li>PRIOR TO FINAL INSPECTION AND OCCUPANCY, the following must be submitted:               <ol style="list-style-type: none"> <li>Conveyance of proposed easements, if any; b) D.E.P. Certification; c) Maintenance Bond on facilities to be taken over by the City.</li> </ol> </li> <li>PLAN APPROVAL DOES NOT permit construction. Building permit required prior to construction of project.</li> <li>All items addressed by the Land Development Code for Site Plan Review have been included.</li> <li>I have read the Developer's Guide and have included all items in my submittal.</li> <li>I understand if my application for Plan Review is not complete it will not be reviewed.</li> <li>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.</li> </ol>

**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		Planning Board Threshold Analysis	
<b><u>Concept Plan or Preliminary Plan Submittal:</u></b>		Does use require Board approval?	Yes / No
Concept Plan or Preliminary Plan (1 Submission)	\$1,500.00	Is project residential?	Yes / No
Waiver/Variance Requests >15% (Public Hearing Required)		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
- First Request	\$500.00	Any waivers/variances requiring a public hearing? (>15%)	Yes / No
- Each Additional Request (or each admin. request)	\$100.00	Any Development Bonuses >15%?	Yes / No
Resubmittal of plan (1 Resubmittal)	\$750.00	Any special needs for Board approval?	Yes / No
Each Additional Waiver/Variance Request	\$200.00	Growth Mgt. Director requiring Board approval?	Yes / No
<b><u>Final Plan Submittal:</u></b>		ITE Daily Rate:	
Final Plan Submittal (Incl. 3 Submissions)	\$2,500.00	ADT's:	
+ Waiver/Variance Application Fees		<b>Based on this analysis, is Planning Board approval required?</b>	<b>Yes / No</b>
After 3 Submissions, per Submittal	\$500.00	Analysis By: _____	
<b><u>Combined Preliminary/Final Plan Submittal:</u></b>		Date: _____	
Combined Prelim/Final Plan (Incl. 3 Submissions)	\$3,000.00	Notes:	
+ Waiver/Variance Application Fees			
After 3 Submissions, per Submittal	\$500.00		
<b><u>Supplemental Plan Submittal:</u> (Outside of City Limits)</b>			
Supplemental Plan (Inc. 3 Submissions)	\$1,500.00		
After 3 Submissions, per Submittal	\$500.00		
<b><u>Final Plan Extension Submittal:</u></b> (submit 60 calendar days (two months) prior to plan expiration)			
Site Plan Extension Application	\$1,000.00		
<b><u>Administrative Variance or Wavier Application to DRC:</u></b>			
-Submitted with 1 <sup>st</sup> plan submittal, each request	\$100.00		
-Submitted after the 1 <sup>st</sup> plan submittal, each request	\$200.00		

*End of Site Plan Review Application.*