



City of Maitland
1776 Independence Lane
Maitland, Florida 32751
407-539-6212

PETITION FOR PERMITTED CONDITIONAL USE

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- 1) General Public Summary Information
- 2) Petition Form

General Summary

The following is a guide designed to assist those persons who wish to obtain permission to develop a permitted conditional use within the corporate limits of Maitland. As such, it does not assure any approvals.

1. The applicant can find specific information with regards to this process in Chapter 7.5, Article VI of the Land Development Procedures. For applicable uses within each zoning district, the applicant may review the zoning code under each district heading. (The Zoning Code may be purchased at City Hall or obtained via the internet at www.itsmymaitland.com.)
2. A Permitted Conditional Use is valid for a period of two (2) years (730 days) from the date the conditional use is granted. If construction, as determined by the Building Official's application of the Standard Building Code, has not begun within the two-year time period, or if the building permit for construction has become void anytime after the two-year time period expires, the approval shall lapse.
3. Submit a written application, appropriate fees and all items on the petition form before noon on the day forty (40) days prior to the first Thursday of any month.
4. A \$5,000 review deposit, payable to the City of Maitland, must accompany this application, as specified in Article XVI, Chapter 7.5¹ (Section 7.5-143) of the City Code. *[The review deposit shall be utilized by the City to reimburse the City for the actual expenses incurred by the City as a result of the review of the development application. A waiver of this requirement may be acceptable under certain conditions, as specified in Section 7.5-143 (c)].*

The application fee is \$500.

If waiver of the review deposit is approved, a minimum payment of the application fee plus \$150 for advertisement costs for Board reviews and postage cost per mailing item must be submitted with the application. If additional fees exceeding \$150 are incurred, you will be billed under separate cover.

Application fees must be submitted at the time of application. Submittals without applicable fees will not be reviewed. The application fee is not refundable. Likewise, the applicant will pay for all advertisements of hearings concerning the application.

5. Within five (5) days of submission, the Community Development Department will review the petition for sufficiency and completeness, and will accept it or request corrections. If corrections are requested, the applicant has five (5) days to make all requested changes. If all information is not submitted as required, the application will not be considered complete and will not be accepted. The applicant will forfeit the application fee and application processing will be terminated. The balance of the review deposit shall be returned to the applicant as provided for in Article XVI, Chapter 7.5 (Section 7.5-144 Project Account) of the City Code.

¹ A copy of Ordinance No. 1160 creating Part II, Chapter 7.5, Article XVI, Section 7-5.2 – Pass-Through Fees is located via the internet at www.itsmymaitland.com (On-line Forms – Petition Application Forms).

6. A Planning and Zoning Commission² public hearing will be held the first Thursday of the month following submittal. Attend in person or by representative agent.
7. Following the public hearing, the Development Review Committee will meet and formulate a recommendation to the Planning and Zoning Commission. The applicant may attend in person or by agent or representative.
8. Within forty-five (45) days of the public hearing, the Planning and Zoning Commission shall make its findings and submit its recommendations to the City Council.
9. Following the Planning and Zoning Commission recommendation, the City Council will hold a public meeting to grant approval or deny the application.

***Please Note: Once a hearing is scheduled and advertised, the deadline for cancellation is no later than five (5) working days prior to the hearing. There is a \$50 fee in addition to postage cost for each mailing item, as well as payment for the hearing cancellation notice in the newspaper and for re-advertising the hearing at a later date.**

²The Planning and Zoning Commission of the City of Maitland, Florida, also sits as the Local Planning Agency and the Land Development Regulation Commission.

Petition Number _____
(office use only)



City of Maitland
1776 Independence Lane
Maitland, Florida 32751

PETITION FOR PERMITTED CONDITIONAL USE

PART I. APPLICANT INFORMATION (Part I to be submitted in triplicate.)

Please check box to indicate those who should receive all correspondence relating to this petition.

1. APPLICANT'S NAME _____

Address _____

Telephone No. () _____ Fax No. () _____

E-mail Address _____

(If more than one applicant, please attach list and signatures.)

2. CURRENT PROPERTY OWNER'S NAME(S) _____

Address _____

Telephone No. () _____ Fax No. () _____

E-mail Address _____

(Provide for each owner of real property that is subject to petition; please attach list and signatures.)

3. AGENT'S NAME _____

Address _____

Telephone No. () _____ Fax No. () _____

E-mail Address _____

(If more than one agent, please attach list.)

4. Indicate Section of Zoning Code under which the Permitted Conditional Use is sought

5. PROJECT INFORMATION: Project Name: _____

Project Address: _____

Acreage: _____ Existing Building Square Footage: _____

Proposed Building Square Footage: _____ No. of Building Stories: _____

Building Height: _____ No. of Dwelling Units: _____

6. BRIEFLY STATE GROUNDS FOR REQUEST:

7. APPLICATION CERTIFICATION:

I certify that, to the best of my knowledge, the submitted information and statements are true and correct.

I have received and read the Public Summary Information, which outlines the Permitted Conditional Use procedure.

(Attach signatures as required.)

Applicant's Signature

Date

NOTE: Any desire to amend or withdraw application must be submitted in writing to the Community Development Department. If ownership of any part of or all of the real property subject to the petition shall change during the pendency of the petition, the petitioning owner who has conveyed said parcel of real property shall be required to immediately advise the Community Development Department in writing.

PART II. REQUIRED APPLICATION INFORMATION1. **FEES.** (Payment required upon application submission)

- A \$5,000 review deposit, payable to the City of Maitland, as specified in Article XVI, Chapter 7.5 (Section 7.5-143) of the City Code. *(The review deposit shall be utilized by the City to reimburse the City for the actual expenses incurred by the City as a result of the review of the development application. A waiver of this requirement may be acceptable under certain conditions as specified in Article XVI, Chapter 7.5 [Section 7.5-143 (c)] of the City Code.*
- The application fee is \$500.
- If waiver of the review deposit is approved, a minimum payment of the application fee plus \$150 for advertisement costs for Board reviews and postage cost per mailing item must be submitted with the application. If additional fees exceeding \$150 are incurred, you will be billed under separate cover.

2. **LIST OF PROPERTY OWNERS.** A list of the names and mailing addresses of all property owners of real property within five hundred (500) feet of the outer perimeter of the subject property, taken from the most recent tax rolls in Orange or Seminole Counties shall be submitted. The five hundred feet distance shall be measured by a straight line from the point of the boundary of the subject property nearest to the point of the boundary of any property within five hundred (500) feet thereof.

3. **AUTHORIZATIONS.** If the applicant or agent is other than the property owner, the applicant or agent shall provide a notarized letter of authorization from the property owner.

PART III. SUPPLEMENTAL INFORMATION. Submit two sets of all plans and supplemental materials until application has been deemed sufficient. When sufficient, all supplemental information shall be submitted in sets of twenty-two (22) copies. All plans submitted must be in sets of **12 full-size** and **10 half-sheet** sets.

1. **VICINITY MAP** showing:

- a. The location of the proposed conditional use;
- b. Relationships to surrounding streets;
- c. Existing zoning and land use on the site and surrounding areas (within 500 feet); and
- d. An arrow indicating north and scale.

2. **SITE PLAN*** including:

- a. Boundary survey and the legal description of the property prepared by a surveyor registered by the state of Florida under a surveyor's seal and certified to the City;
- b. Street address (if applicable);
- c. An arrow indicating north and scale;
- d. Existing and proposed easements and rights-of-way;
- e. Required yard and set back information;
- f. Required off-street: parking detail (number and location)(In text format, provide square footage requirement for off-street parking for each area as a percentage of site.);
- g. Loading areas, service and refuse areas;
- h. The layout of bikeways and pedestrian ways;
- i. Locations of ingress/egress to property (existing and proposed);
- j. Open space (provide total for open space);
- k. Recreation areas (if applicable);
- l. Permeable and impermeable surface areas (describe and provide total in text form as well);

PART III. REQUIRED SUPPLEMENTAL INFORMATION (Continued)

- m. Existing and proposed building(s) located on site and indicate structural height and square footage; (indicate floor area ratios in text form);
- n. Width, pavement type and laneage of all adjacent rights-of-way (existing and proposed);
- o. Clearly identify existing and proposed land uses on site;
- p. Indicate handicap parking, including details, location and accessible route to building with elevations;
- q. Indicate the total square footage along with the square footage on floor-by-floor basis for the facility;
- r. Type of occupancy;
- s. Type of construction;
- t. Distance to any other structures on site;
- u. Access to all new buildings by fire/rescue apparatus shall be as required by applicable sections of the Florida Fire Prevention Code, current edition, and Chapter 6, City Fire Code. Site plan showing fire access shall be to scale, no greater than 1"=60';
- v. Turning radii for fire engines shall be 20 inside and 40 outside diameter; turning radii for ladder or aerial trucks shall be 25 inside and 50 outside in accordance with manufacturers specifications;
- w. Roadways shall be designed to sustain the weight of fire apparatus; minimum design weight of 32 tons (64,000 lbs).

The site plan may be submitted in one or more drawings that have a uniform scale.

3. GRADING/DRAINAGE/UTILITY PLAN* to include:

- a. Note finished floor elevation and perimeter;
- b. Proposed contour lines and spot elevations on site and extending 25 feet beyond the property boundary. Existing contour lines screened as background;
- c. Location, size and description of drainage, sewage collection and water distribution systems, including location of any proposed or existing fire hydrants;
- d. All existing and proposed utilities on or adjacent to the site, including connection details;
- e. Plan(s) to include footprint of existing and proposed site improvements for evaluating the grading and drainage systems.

4. FIRE FLOW. To meet gpm requirements for the proposed project the following information shall be provided to the Fire Marshal prior to submitting application:

- a. Type of construction for the proposed facility;
- b. Floor-by-floor/and/or total square footage;
- c. Type of occupancy or use for the proposed facility;
- d. Whether the building is protected with fire sprinklers;
- e. Distance from property lines and/or neighboring structures within 150 feet of the proposed building. The minimum required fire flow per building shall be provided by the Fire Marshal;
- f. Engineered hydraulic calculations shall be accomplished to prove the required fire flow is available; the minimum acceptable design pressure shall be not less than 25 psi for these calculations;
- g. The hydraulic calculations shall be submitted to the Fire Marshal for review and acceptance prior to the Development Review Committee meeting.

PART III. REQUIRED SUPPLEMENTAL INFORMATION (Continued)**5. LANDSCAPE PLAN**

- a. The landscape plan shall be drawn at a noted scale of at least 1"=30' and be signed and sealed by a Landscape Architect.
 - b. The landscape plan shall clearly identify the following:
 - i) Species of tree, caliper and condition of existing trees greater than 6" DBH;
 - ii) Proposed landscape areas, including berms and buffers (reference species type, dimensions and character at planting, as well as spot elevations and contours for berms);
 - iii) Location, height and material for walkways, fences, walls and other manmade landscape features;
 - iv) Existing vegetation to be preserved (reference species type, dimensions and character);
 - v) Relocation and/or preservation management process, if applicable;
 - vi) Irrigation plan (note G.P.D./usage); and
 - vii) An arrow indicating north.
 - c. Plan must include screening and buffering (reference, type, dimensions and character) and interior parking and service areas.
 - d. Signs and Lighting (existing and proposed locations, elevations and typical sections) if any.
6. **TOPOGRAPHY MAP*** indicating existing one-foot contour intervals. The topography map must delineate the mean high water elevations for each water body and the one hundred-year flood elevations throughout the site, if applicable. (Topography Map may be included on the Grading/Drainage Plan).
7. **VEGETATION MAP** (for applications with property one (1) acre or larger)* showing existing vegetation species, caliper and condition and including all species that are threatened, endangered or of special concern and all preservable trees 6" DBH or more in diameter.
8. **BUILDING ELEVATIONS** for all sides including structural heights.
9. **EXISTING BUILDING USES**, listed for all buildings (if any) and intended use of each building or portion thereof.
10. **LEVEL OF SERVICE DATA AND ANALYSIS** illustrating that all adopted levels of service affecting the property are met or, if any service levels are not met, schedule of improvements which will be provided to ensure that all service levels are met; and a detailed analysis of parking requirements, including time of use and function, to support request. Data shall include, but not be limited to, traffic, storm water drainage, water, sewer, and parks; and be in a format acceptable to the Community Development Director. Include the attached Water/Sewer Level of Service Analysis signed and sealed by an engineer.
11. **SOILS MAP** and detailed soils report based on the findings of a professional soils expert supporting proposed construction activity.
- * **All plans are to be drawn at a scale of at least 1" = 60'.**
12. **PHASING PLAN.** A description of the priority and phasing of development including time frames and the manner in which each phase of development can exist as an independent unit capable of creating an environment of sustained desirability and stability.
13. **COMMON AREA/FACILITY MANAGEMENT.** A statement indicating the type of legal instruments that will be created and provisions for the management of common areas and facilities.

PART III. REQUIRED SUPPLEMENTAL INFORMATION (Continued)

14. **REDUCED SITE PLAN.** A reduced copy of the preliminary site plan with land use information, on 8½" x 11" paper suitable for copying and mailing.
15. **ANALYSIS** of the City's ability to provide adequate public services to the proposed use (e.g., police, fire, garbage, etc.).
16. **TABLES.**
 - a. A table showing acreage for each category of land use, including roads, open space and recreation.
 - b. A table of proposed gross and net densities for residential land uses.
17. **WILDLIFE INVENTORY/PROTECTION PLAT.** An inventory of wildlife species on site, including species categorized as endangered, threatened or of special concern and a description of techniques and practices proposed to protect them.
18. **ENERGY EFFICIENCIES.** Description of energy-efficient site design techniques and land development practices proposed to reduce long-term energy commitments.
19. **DETAILS.** Listed below are examples of details, which are attached for reference and to be included with application:
 - a. Water/sewer detail
 - b. Dumpster detail
 - c. Tree save detail
20. **PERMITTED CONDITIONAL USE CHECKLIST.** The checklist is to be completed and submitted with application.

<p>FIRE FLOW CALCULATION ACCEPTANCE</p> <p>Address of project: _____ _____</p> <p>Required Fire Flow per City: _____ gpm</p> <p>Fire Flow available for Project per Engineered Calculations: _____ gpm</p> <p>Accepted by: _____ _____</p> <p>Fire Marshal or Designee _____ Date _____</p> <p>Copy of Sealed Calculations attached</p>	<p>WATER /SEWER LEVEL OF SERVICE ANALYSIS</p> <p>Address of project: _____ _____</p> <p>water gpd: _____</p> <p>sewer gpd _____</p> <p>_____ Engineer's Signature _____ Date _____</p> <p>NOTE: Attach demand calculations signed and sealed by Engineer of Record.</p>
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**PERMITTED CONDITIONAL USE
APPLICATION CHECKLIST**

The following items must be included with the application before it can be deemed sufficient. If all items on this application are not addressed, the application for Permitted Conditional Use **MAY BE DEEMED INSUFFICIENT**. Please check a Yes or No for **each** of the items listed below:

YES NO

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Signed Fire Flow Calculation Acceptance sheet |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Water/Sewer details |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Paving and Hardscape details |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Dumpster Enclosure detail |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. SJRWMD Permit Application |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Tree Save detail |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Signs and lighting detail |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Traffic Impact Analysis |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Survey signed and sealed <u>Certified to the City of Maitland</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. L.O.S. sheet attached, signed and sealed by Engineer. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Landscape plans signed and sealed by a Landscape Architect |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. I understand if my application and plans are not complete, the application. WILL NOT BE REVIEWED. |

CERTIFICATION

I do hereby certify that I, the undersigned, have read the above information and have full understanding to the best of my knowledge and belief that all information supplied with this application is true and accurate.

Signature _____ Date _____
 Owner Applicant

Print Name _____

PERMITTED CONDITIONAL USE APPLICATION PROCESS

