



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

PETITION FOR FINAL SUBDIVISION PLAT APPROVAL

CONTENTS:

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

General Summary

The following is a guide designed to assist those persons who wish to subdivide and develop land within the corporate limits of Maitland. As such, it does not assure any approvals.

1. The final subdivision plat and supplementary material must be submitted within twelve (12) months after approval of the preliminary plat. The final plat shall conform substantially to the preliminary plat, as approved.
2. All applications for a final subdivision plat shall be submitted to the Community Development Department. Applications must be submitted no later than noon, at least forty (40) days prior to the first Thursday of any month in which the petitioner desires the application to be heard.
3. 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 fees are as follows:

- \$300 + \$10 per residential lot
- \$300 + \$50 per acre for commercial platting
- A surveyor conformity review fee of \$650 for a single lot plat + \$15 for each additional lot (each additional review of same plat = \$255 + \$10 for each addition lot)

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.

4. 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 the application will not be processed. 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).

5. The Development Review Committee will hold a meeting to review the petition for any deviations from the approved plat and plans. The applicant should attend in person or by representative agent.
6. A Planning and Zoning Commission² meeting will be held the first Thursday of the month following submittal of the final plat and engineering designs.
7. The applicant must pay all final fees, fulfill land/fee dedication requirements and submit a performance bond. A performance bond is equal to 110% of the sum of the engineering and construction cost, including landfill, as determined by a construction contract proposal as prepared by a properly licensed contractor and approved by the Public Works Director.
8. At a regularly scheduled meeting, the City Council shall accept, accept with modifications or reject the final subdivision plat. Failure to comply with the provisions of these regulations and other applicable statutes and ordinances shall be cause for refusing to accept the final plat.
9. Submit the linen for signing by the Mayor and the Planning and Zoning Commission Chairman. It is the applicant's responsibility to record the final plat at Orange County.
10. Upon completion of all work under the bond, the developer shall submit a statement to the City Manager, certified and scaled by a professional engineer registered in the State of Florida, stating that the work has been entirely completed and that it conforms in all respects to the final plat and plans for required improvements.
11. Prior to the release of the performance bond, a maintenance bond must be submitted to the City in the amount of 10% of the sum of the engineering and construction costs.

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 FINAL SUBDIVISION PLAT APPROVAL

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. ENGINEER'S NAME _____

Address _____

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

E-mail Address _____

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

5. Gross Acreage _____ Net Acreage _____ Parcel I.D. _____

6. 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 Final Subdivision Plat 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 INFORMATION

1. 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 fees are as follows:
 - \$300 + \$10 per residential lot
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- If waiver of the review deposit is approved, a minimum payment of the application fee, the surveyor conformity review 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. **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.

3. **ENGINEER'S NAME.** The name of registered engineer(s), if applicable, responsible for the plat and supporting data.

4. **PLAT SUITABLE FOR RECORDATION.** The plat shall be clearly and legibly drawn in a format as required for filing for record in Orange County, in accordance with the design standards and provisions of Chapter 177, Florida Statutes.

Part III. REQUIRED 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. **PLAT PLAN REQUIREMENTS.** Where necessary, the plat may be on several sheets accompanied by an index sheet showing the entire subdivision. For large subdivisions, the final plat may be submitted for approval or acceptance progressively, in contiguous sections, satisfactory to the Planning and Zoning Commission. The plat shall also include the following:

- a. North arrow, graphic scale, date, and basis of bearing, (desire true bearing).
- b. Subdivision name or identifying title and name of recorded owner.
- c. 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.
- d. Subdivision to be referenced to nearest section corner.
- e. Location and description of all permanent reference monuments and a statement attesting that the permanent reference monuments have been established according to law and these regulations.
- f. Primary control points, approved by the City Public Works Director, or descriptions and "ties" to such control points, to which all dimensions, angles, bearings, and similar data on the plat shall be referred.
- g. Property lines of residential lots and other sites, with accurate dimensions, bearing or deflection angles and radii, acres and central angles to all curves. Distances to be accurate to hundredths of a foot and angles to the nearest second.
- h. The exact names, locations and widths, along property lines, of all existing or recorded streets intersecting or paralleling the boundaries of the tract.

Part III. SUPPLEMENTAL INFORMATION (Continued)

- i. The exact layout including street and alley lines and rights-of-way; street names, bearings and widths (including widths along the lines of any obliquely intersecting streets); lengths of arcs and radii, points of curvature and chord and length bearings; points of tangency or nontangency intersects; all easements owned by, or rights-of-way provided for, public utilities; all lot lines with dimensions in feet and hundredths and with bearings of angles (if other than right angles) to the street and alley lines. All street names shall conform to the city system.
 - j. Lots to be numbered in consecutive numerical order and blocks to be lettered in alphabetical order.
 - k. The accurate outline of all property which is to be dedicated, reserved or proposed for public use, including drainage courses and easements and all property that may be reserved by covenants in deeds for the common use of the property owners in the subdivision, with the purposes indicated thereon.
 - l. References to recorded subdivision plats of adjoining platted land by record number, name and date and adjacent portions of which may be shown in outline form. Adjacent, unplatted land shall be indicated by the words "not platted".
 - m. Space and form for the following necessary acceptances or approvals: (1) Chairman of the Planning and Zoning Commission; (2) Mayor of the City; and (3) Orange County Clerk of the Circuit Court.
 - n. Unreserved dedication (on the plat) which authorizes the City's right of entry into perpetuity to reconstruct, repair, inspect and maintain all facilities on, or in a dedicated right-of-way, which may have been constructed or installed for the public good and welfare and which may include any or all of the following: streets, alleys, gutters, curbs, sidewalks, street signs and posts, parks and parkways, water lines, sanitary sewers, storm sewers and their accoutrements, utility lines to include a minimum power, telephone, telegraph and television cable service, street lights and poles, power and transformer stations, sewage lift stations and all other facilities that shall be construed to be for the public good and welfare. Such dedication shall be subscribed to by the legal and equitable owners of such lands, which dedications shall be checked for accuracy of description by the Director of Public Works and attested by a notary public.
 - o. Dedications providing the City the right to clear trees, brush or any other impediment to reconstruction, maintenance, inspection or repair of the above listed facilities and providing prohibition against all others from planting, constructing or placing any object on the dedicated right-of-way without the explicit written permission of the Director of Public Works of the City.
2. **CONSTRUCTION DETAILS.** Cross-sections and profiles including, but not limited to, streets and any necessary drainage facilities shall be drawn to City standard scales and elevations shall be based on the United States Coast and Geodetic Survey datum plane. Likewise, locations and elevations of all walls, fences and entrance features, proposed for the subdivision to be maintained by the property owners, shall be included.
 3. **PROTECTIVE COVENANTS,** if any, in form of recording (all covenants are non-discriminatory in regard to race, color or creed).
 4. **TAX/LIEN INFORMATION.** Provide evidence to support that all taxes and improvement liens against the subject plats have been paid or discharged.
 5. **FINAL SUBDIVISION PLAT APPROVAL APPLICATION CHECKLIST.** The checklist is to be completed and submitted with the application.

**FINAL SUBDIVISION
PLAT APPROVAL
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 Final Subdivision Plat Approval **MAY BE DEEMED INSUFFICIENT**. Please check a Yes or No for **each** of the items listed below:

YES NO

1. Survey signed and sealed Certified to the City of Maitland.
2. I understand if my application and plans are not complete, it WILL NOT BE REVIEWED.

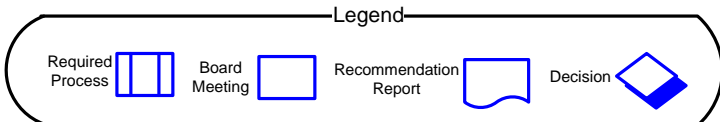
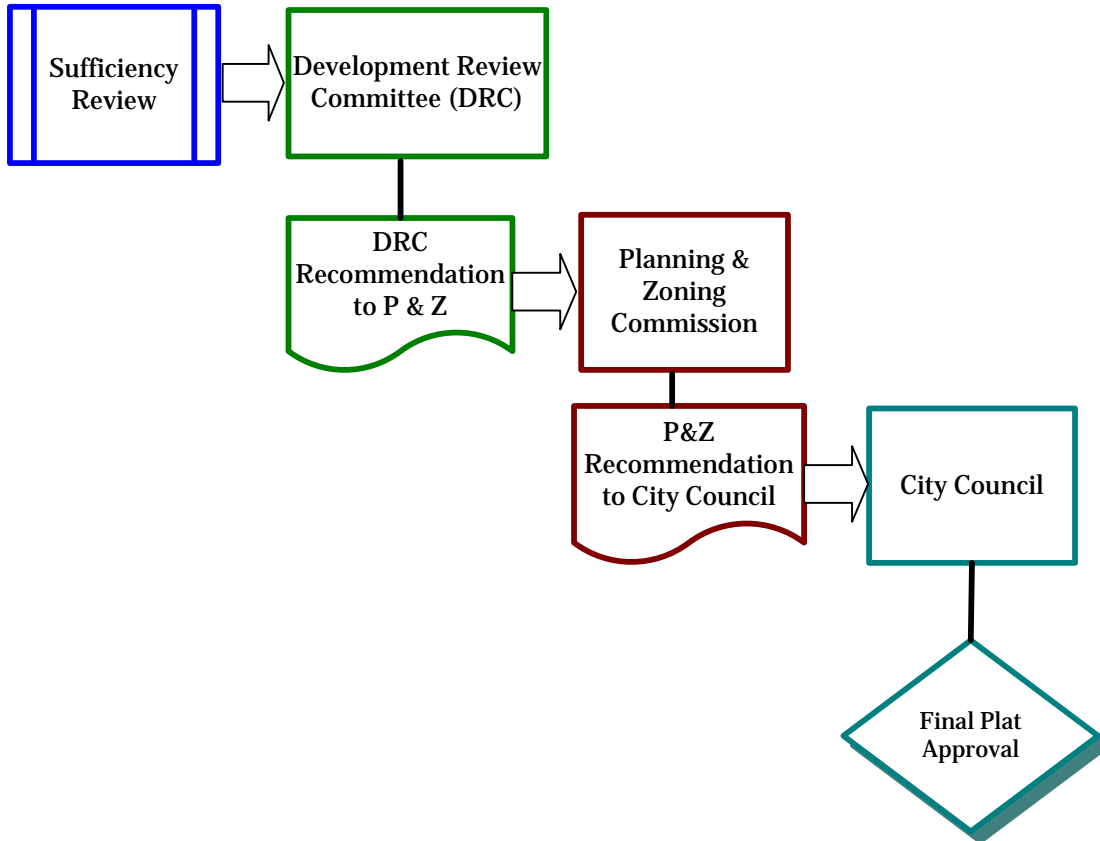
CERTIFICATION

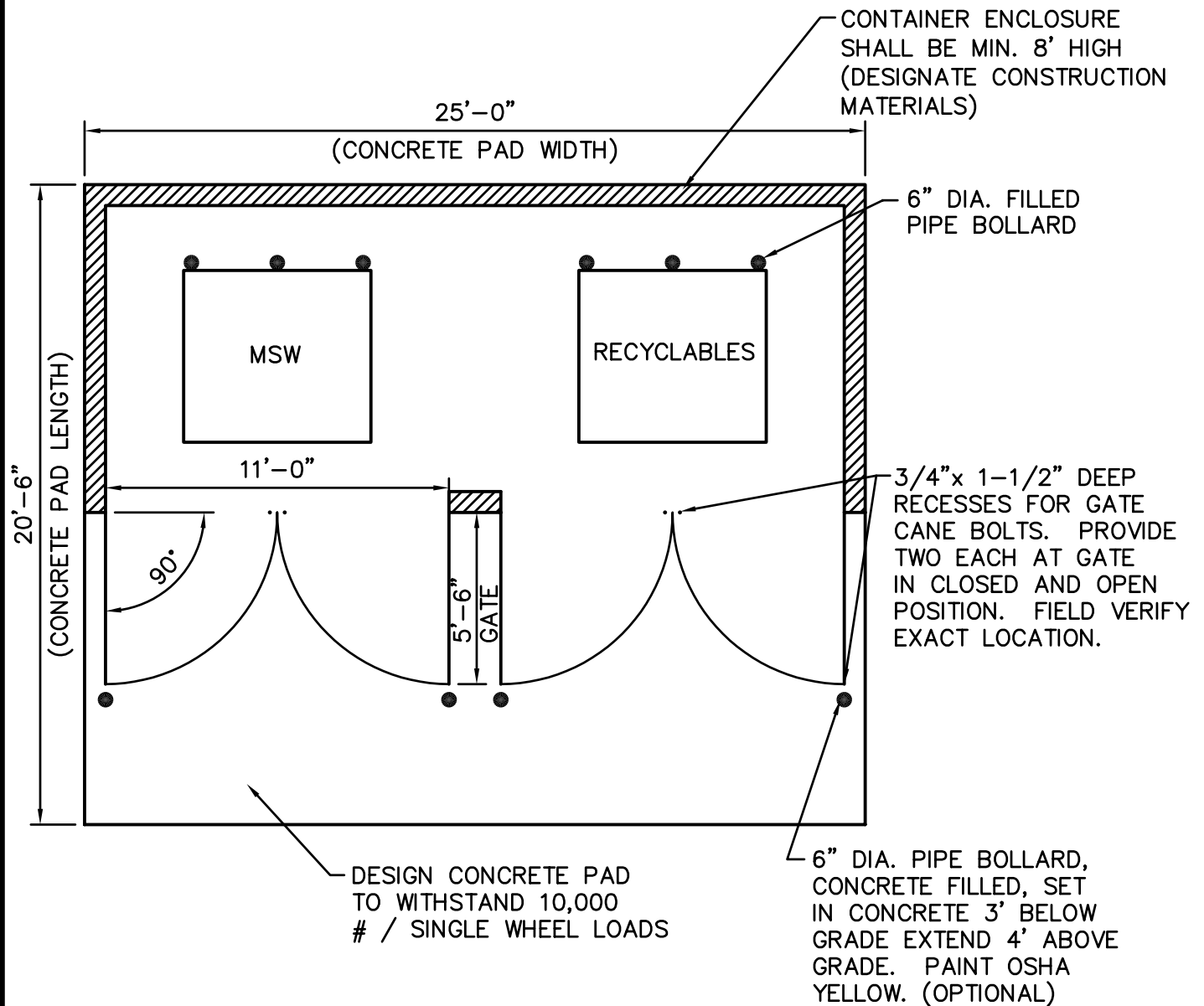
I do hereby certify that I, the undersigned, have read the above information and have full understanding to the best of my knowledge and belief that all information supplied with this application is true and accurate.

Signature _____ Date _____
 Owner Applicant

Print Name

FINAL SUBDIVISION PLAT APPROVAL PROCESS



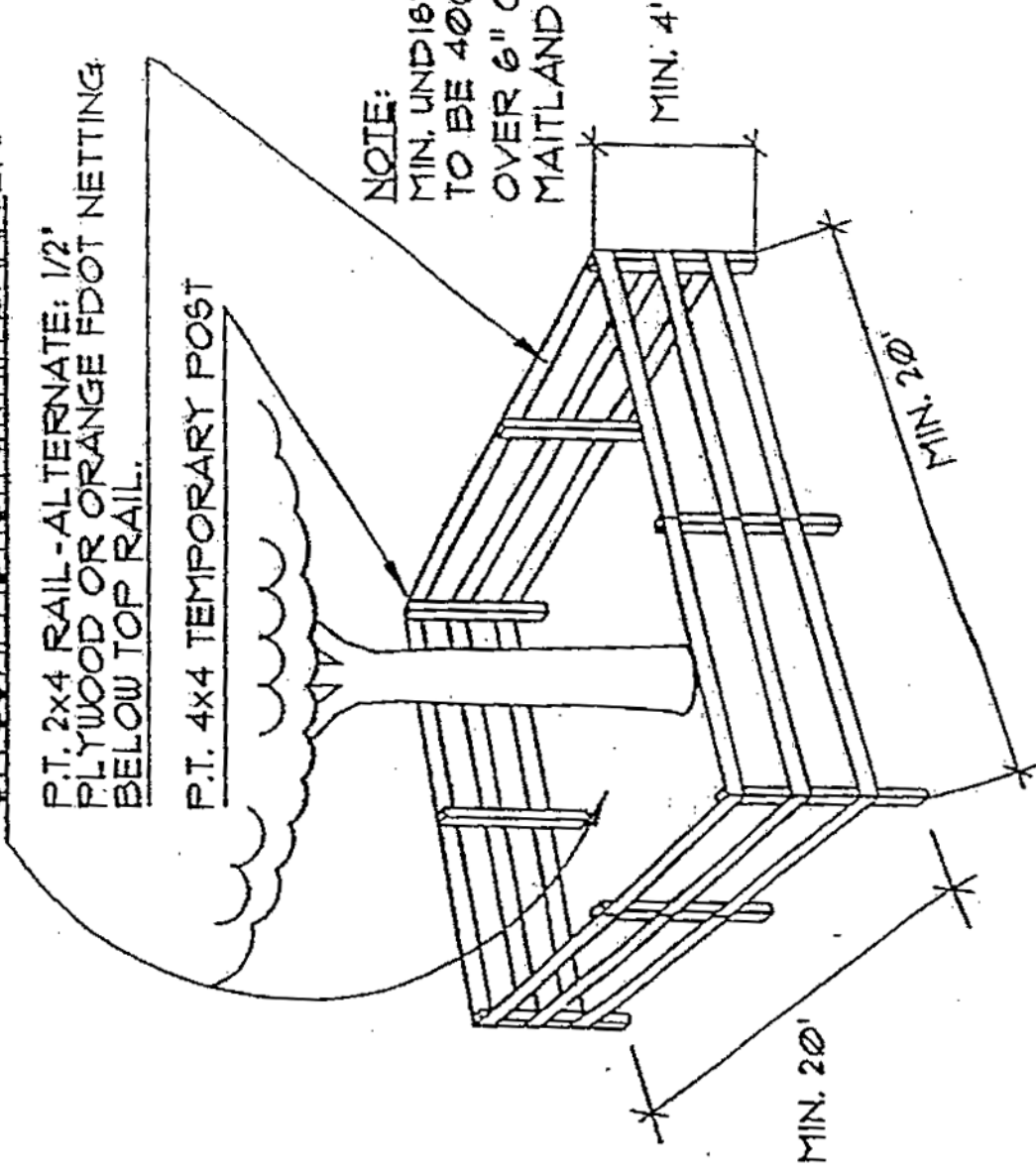


NO EQUIPMENT, DEBRIS, SOIL,
OR COMPACTION WITHIN BARRIER.

P.T. 2x4 RAIL - ALTERNATE: 1/2"
PLYWOOD OR ORANGE FOOT NETTING
BELOW TOP RAIL.

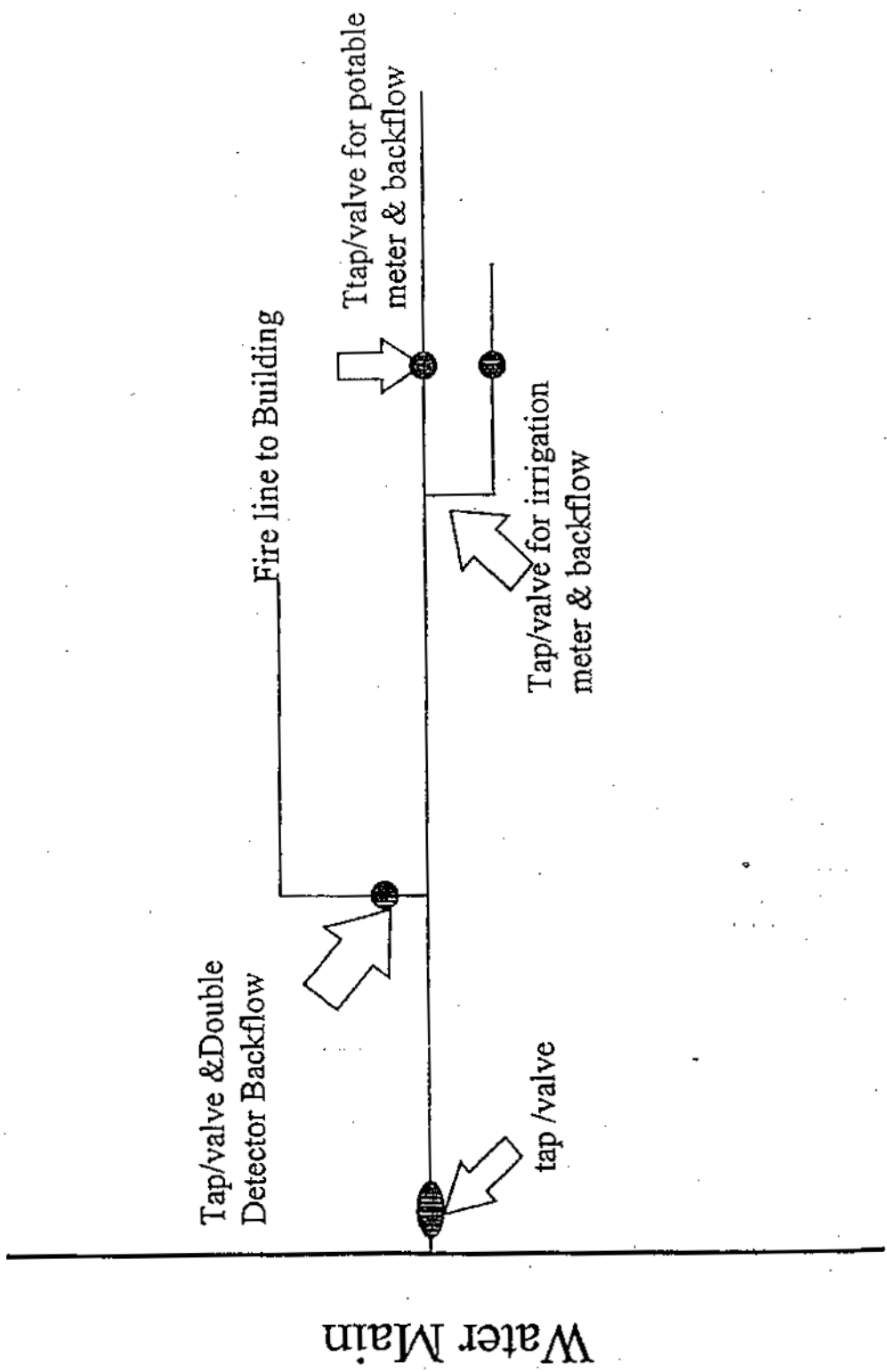
P.T. 4x4 TEMPORARY POST

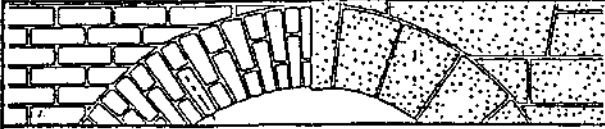
NOTE:
MIN. UNDISTURBED AREA
TO BE 400 SF FOR THE TREES
OVER 6" CAL. PER CITY OF
MAITLAND CODE.



TREE SAVE DETAIL

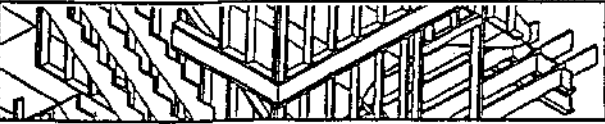
Example of a watermain tap with fire lines and potable domestic/irrigation lines





RAMSEY/SLEEPER

ARCHITECTURAL GRAPHIC STANDARDS



TENTH EDITION

JOHN RAY HOKE, JR., FAIA
EDITOR IN CHIEF



JOHN WILEY & SONS, INC.

New York • Chichester • Weinheim • Brisbane • Singapore • Toronto

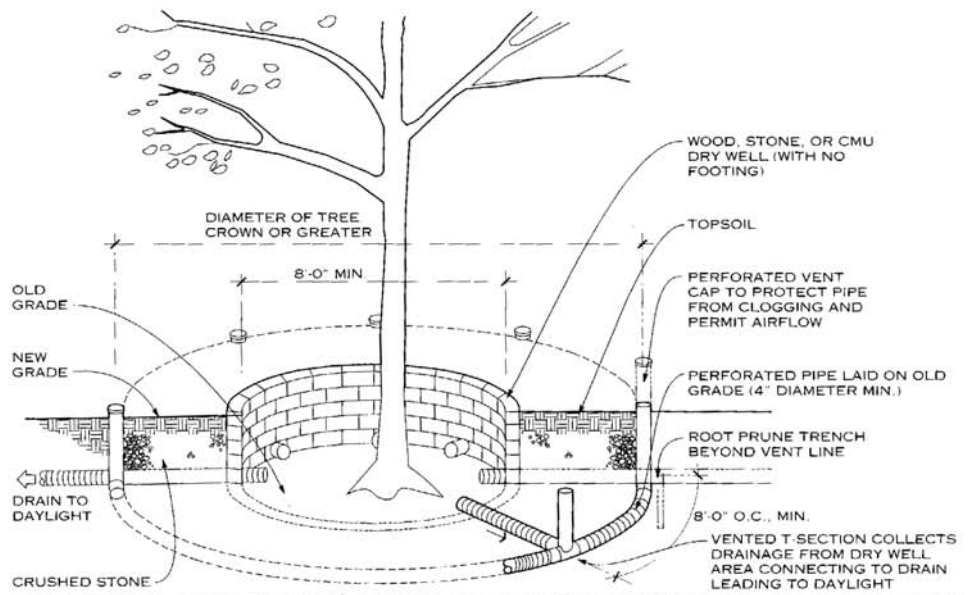
CONSTRUCTION AROUND EXISTING TREES

Great care should be taken not to compact, cut, or fill the earth within the crown area of existing trees. Most tree roots are located in the top 6 to 18 in. of the soil and often spread considerably farther than the drip line of the tree. Compaction can cause severe root damage and reduce the movement of water and air through the soil. To avoid compacting the earth, do not operate equipment or store materials within the crown spread.

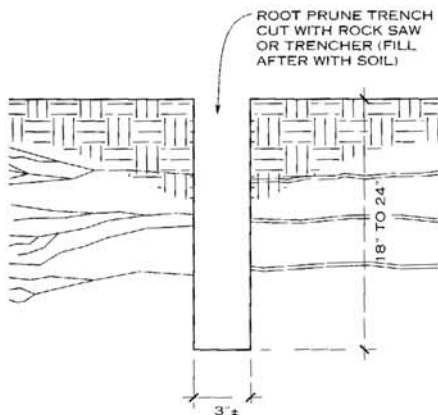
Before construction begins, inject the soil within the crown area of nearby mature trees with commercially prepared kelp-based fertilizer and mycorrhiza fungus developed to invigorate tree roots. Prune tree roots at the edge of the root save area, as roots pulled during grading can snap or split well into the root save area. Rot and disease that enters dying roots in compacted or filled areas can move into the tree if root pruning has not been carried out. Install tree protection fencing and silt protection at the limits of construction activity near trees.

During construction, apply additional water in the canopy area to compensate for any root loss beyond the crown spread. Have all mature trees inspected by a certified arborist before construction begins to identify any special problems. Remove all deadwood and treat all trees for existing insect and disease problems. When possible, begin fertilization and problem treatments at least one full growing season before construction.

Removal of significant portions of the crown will affect the health of a tree by reducing its ability to photosynthesize in proportion to the mass of its trunk. Younger, healthier trees withstand construction impacts better than older trees.



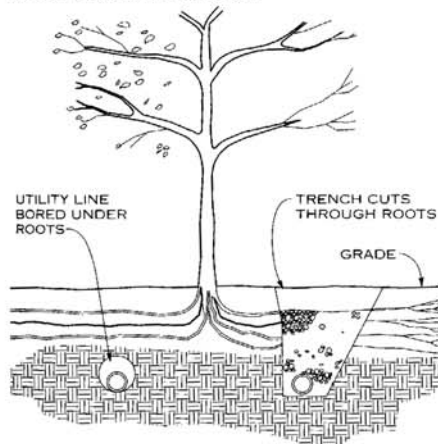
FILLING AROUND EXISTING TREE



NOTE

A root prune trench severs roots with a clean cut, protecting remaining roots from cracking, rot, and disease.

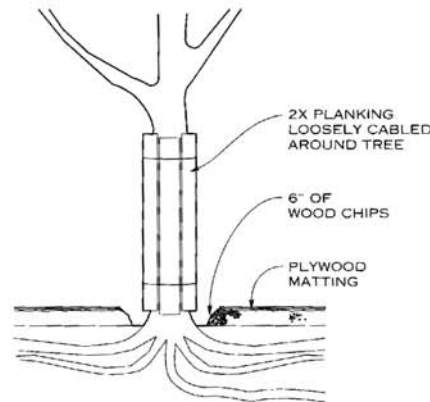
ROOT PRUNE TRENCH



NOTE

Fewer roots are severed by tunneling under a tree than by digging a trench beside it.

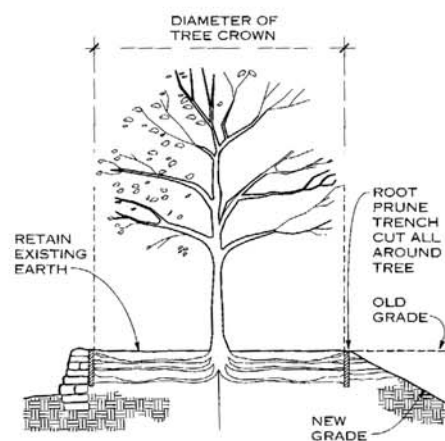
UNDERGROUND UTILITY LINE NEAR EXISTING TREES



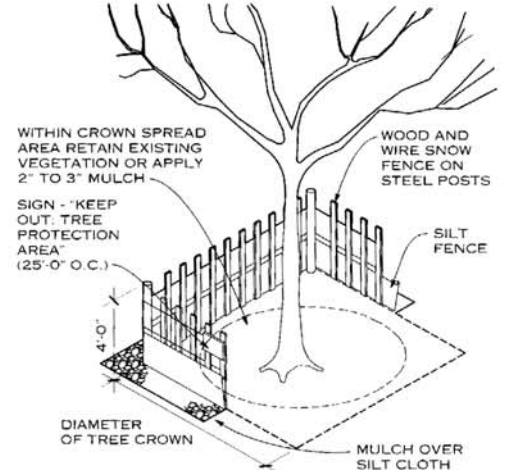
NOTE

If construction operations must take place within the crown spread area, install 6 in. of wood chips on top of the soil to protect it. Use plywood matting over mulch in areas where equipment must operate. Protect the trunk of the tree with planking loosely cabled around the tree to reduce scarring by equipment. Remove planking, matting, and mulch as soon as operations are finished.

TREE AND ROOT PROTECTION

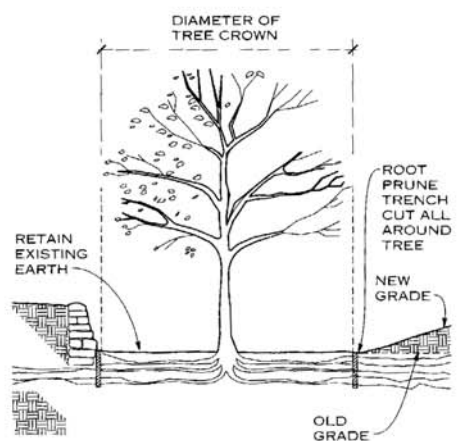


CUTTING GRADE AROUND EXISTING TREE

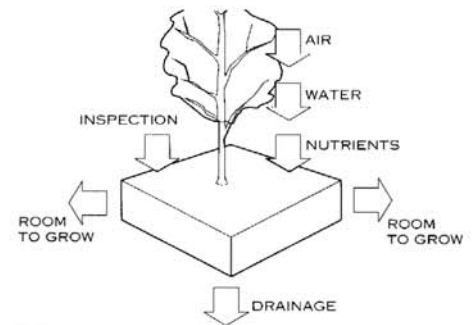
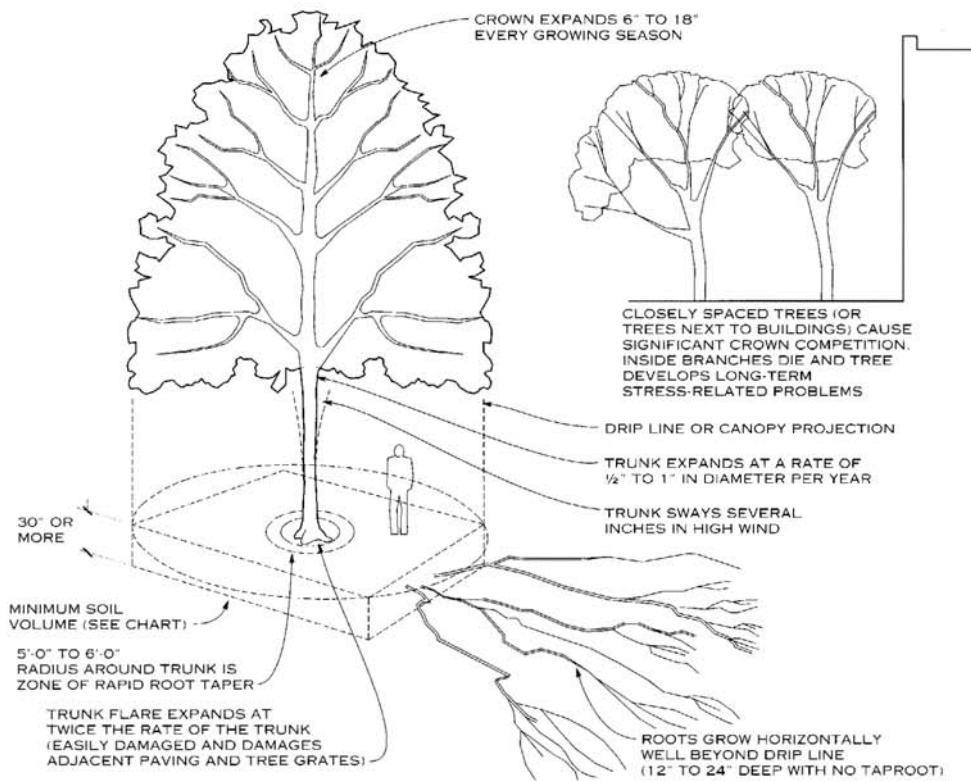


NOTE

A barrier such as that illustrated can keep construction equipment and personnel from compacting the soil around tree roots.

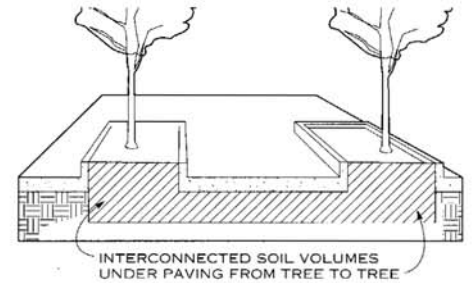


FILLING GRADE AROUND EXISTING TREE



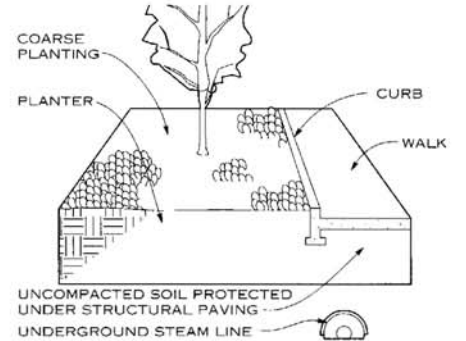
NOTE
Soil volume provided for trees in urban areas must be sufficient for long-term maintenance.

SOIL VOLUME—REQUIREMENTS FOR TREES



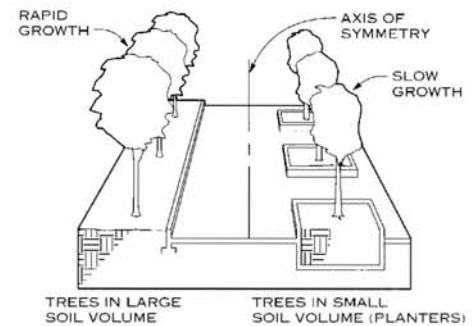
NOTE
The interconnection of soil volumes from tree to tree has been observed to improve the health and vigor of trees.

SOIL VOLUME—INTERCONNECTION



- NOTES**
1. Coarse plantings keep pedestrians out of planters.
 2. Curbs protect planters from pedestrians and deicing salts.
 3. Underground steam lines must be insulated or vented to protect planter soil.

SOIL PROTECTION FROM COMPACTION AND DEGRADATION



NOTE
If visually symmetrical tree planting is required, symmetrical soil volumes are also required to produce trees of similar crown size.

VISUALLY SYMMETRICAL TREES

TREE STRUCTURE—PARTS AND GROWING CHARACTERISTICS

GENERAL

Areas of dense urban development leave little room for tree roots to develop. Large areas of pavement, competition with foundations and utilities for space below ground, and extensive soil compaction and disruption limit the amount of soil available for trees. When the area of ground around the tree open to the rain and sun is less than 400 to 500 sq ft per tree, the following design guidelines should be followed to encourage the growth of large healthy trees.

Five major parts of the tree structure must be accommodated in the design process:

CROWN GROWTH: The tree crown expands every growing season at a rate of 6 to 18 in. per year. Once the crown reaches a competing object such as a building or another tree canopy, the canopy growth in that area slows and then stops. Eventually the branches on that side of the tree die. As the canopy expansion potential is reduced, the overall growth rate and tree health are also reduced.

TRUNK GROWTH: The tree trunk expands about 1/2 to 1 in. per year. As the tree increases in size, the lower branches die and the trunk lengthens. Tree trunks move considerably in the wind, especially during the early years of development, and are damaged by close objects.

TRUNK FLARE: At the point where the trunk leaves the ground, most tree species develop a pronounced swelling or flare as the tree matures. This flare grows at more than twice the rate of the main trunk diameter and helps the tree remain structurally stable. Any hard object placed in this area, such as a tree grate or confining pavement, will either damage the tree or be moved by the tremendous force of this growth.

ZONE OF RAPID ROOT TAPER: Tree roots begin to form in the trunk flare and divide several times in the immediate area around the trunk. In this area, about 5 to 6 ft away from the trunk, the roots rapidly taper from about 6 in. in diameter to about 2 in. Most damage to adjacent paving occurs in this area immediately around the tree. Keeping the zone of rapid taper free of obstructions is important to long-term tree health. Once a tree is established, the zone of rapid taper is generally less susceptible to compaction damage than the rest of the root zone.

ROOT ZONE: Tree roots grow radially and horizontally from the trunk and occupy only the upper layers (12 to 24 in.) of the soil. Trees in all but the most well-drained soils do not have taproots. A relationship exists between the amount of tree canopy and the volume of root-supporting soil required (see the accompanying chart). This relationship is the most

critical factor in determining long-term tree health. Root-supporting soil is generally defined as soil with adequate drainage, low compaction, and sufficient organic and nutrient components to support the tree. The root zone must be protected from compaction both during and after construction. Root zones that are connected from tree to tree generally produce healthier trees than isolated root zones.

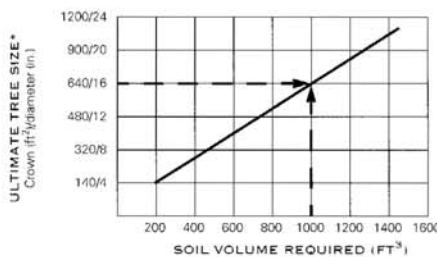
SOIL MODIFICATIONS

Thoroughly till organic matter into the top 6 to 12 in. of most planting soils to improve the soil's ability to retain water and nutrients. (Do not add organic matter to soil more than 12 in. deep.) Use composted bark, recycled yard waste, peat moss, or municipal processed sewage sludge. All products should be composted to a dark color and be free of pieces with identifiable leaf or wood structure. Recycled material should be tested for pH and certified free of toxic material by the supplier. Avoid material with a pH higher than 7.5.

Modify heavy clay or silt soils (more than 40% clay or silt) by adding composted pine bark (up to 30% by volume) and/or gypsum. Coarse sand may be used if enough is added to bring the sand content to more than 60% of the total mix. Improve drainage in heavy soils by planting on raised mounds or beds and including subsurface drainage lines.

Modify extremely sandy soils (more than 85% sand) by adding organic matter and/or dry, shredded clay loam up to 30% of the total mix.

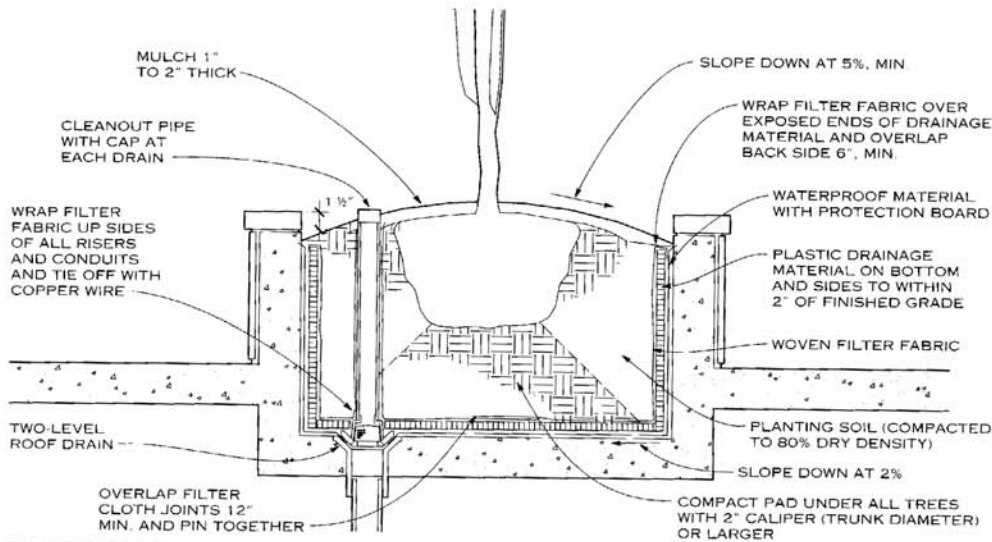
SOIL VOLUME FOR TREES



*The ultimate tree size is defined by the projected size of the crown and the diameter of the tree at breast height.

NOTE

For example, a 16-in. diameter tree requires 1000 cu ft of soil.



ROOFTOP PLANTER

SELECTING PLANTS FOR ROOFTOP PLANTING

When choosing plants for a rooftop setting, consider the factors outlined below:

WIND TOLERANCE: Higher elevations and exposure to wind can cause defoliation and increase the transpiration rate of plants. High parapet walls with louvers can reduce wind velocity and provide shelter for plants.

HIGH EVAPORATION RATE: The drying effects of wind and sun on the soil in a planter reduce soil moisture rapidly. Irrigation, mulches, and moisture-holding soil additives (diatomaceous earth or organic matter) help reduce this moisture loss.

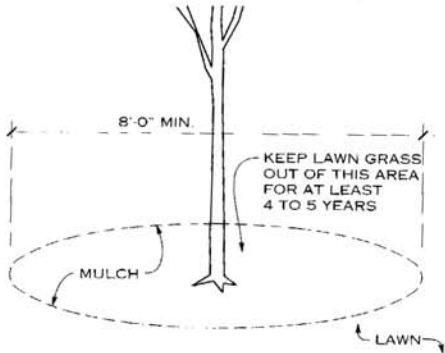
RAPID SOIL TEMPERATURE FLUCTUATION: The variation in conduction capacity of planter materials results in a broad range of soil temperatures in planters of different materials. Cold or heat can cause severe root damage in certain plant species. Proper drainage helps alleviate this condition.

TOPSOIL: Improve topsoil in planters to provide optimum growing conditions for the plants selected. A general formula calls for adding fertilizer (determined by soil testing) and one part peat moss to five parts sandy loam topsoil. More specific requirements for certain varieties of plants or grasses should be considered.

ROOT CAPACITY: Choose plant species carefully, considering their adaptation to the size of the plant bed. If species with shallow, fibrous roots are used instead of species with a coarse root system, consult with a nursery advisor. Consider the ultimate maturity of the plant species when sizing a planter.

PLANTING DETAILS

SOIL DEPTH: Minimum soil depth in a planter varies with the plant type: for large trees, the soil should be 36 in. deep or 6 in. deeper than the root ball; for small trees, 30 in. deep;



NOTE

Young trees planted in lawn areas face substantial competition from the roots of grasses.

TREES PLANTED IN LAWNS

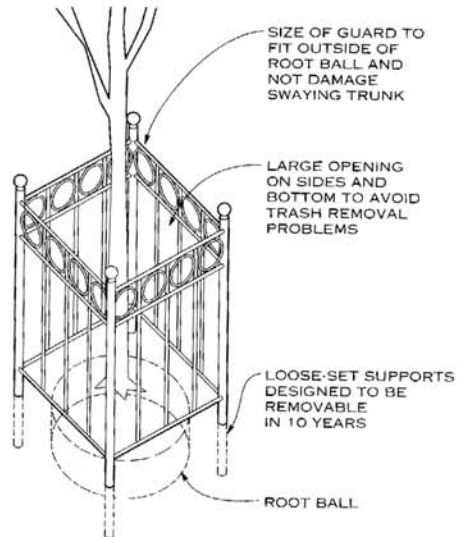
for shrubs, 24 in. deep; and for lawns, 12 in. deep (10 in. if irrigated).

SOIL VOLUME: To determine sufficient soil volume, see chart on Soil Volumes for Trees (on another AGS page in this section).

SOIL WEIGHT: The saturated weight of normal soil mix ranges from 100 to 120 pcf, depending on soil type and compaction rate. Soils can be made lighter by adding expanded shale or perlite. Soils lighter than 80 pcf cannot provide structure adequate to support trees.

DRAINAGE FABRIC: Plastic drainage material should be a minimum of 1/2 in. thick. Most drainage material comes with a filter fabric attached, but the overlap joints provided are not wide enough for the unconsolidated soils found in planters. A second layer of woven filter fabric, delivered in rolls greater than 10 ft in width, should be installed. Tuck the fabric over the exposed top of the drainage material to keep soil out of the drainage layer.

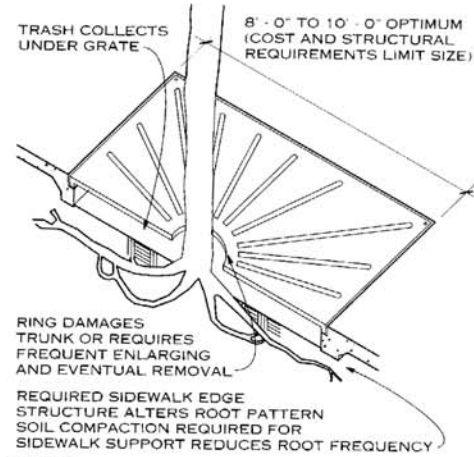
INSULATION: Most planters do not require insulation; however, in colder climates planters with small soil volumes located over heated structures may require insulation. Consult local sources for a list of cold-hardy plants.



NOTE

Tree guards can protect young trees from trunk damage caused by bicycles. If made too small, however (less than 30 in. in diameter), they can damage the tree as it grows and are difficult to remove. The high cost and potential harm to trees outweigh the minor protection tree guards afford a trunk. They should only be used in areas with particularly high traffic.

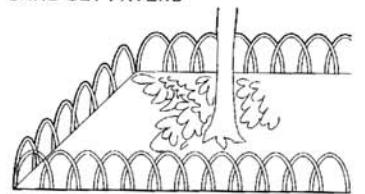
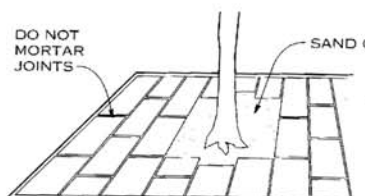
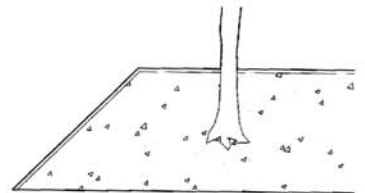
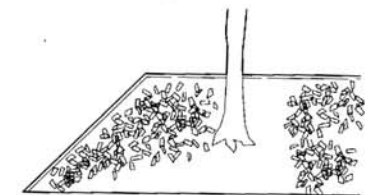
TREE GUARDS



NOTE

Tree grates decorate the base of a tree but provide no significant benefit. Many aspects of tree grates can damage a tree or reduce its potential for growth.

TREE GRATES



NOTE

Alternatives to tree grates (and guards) include softer, organic coverings that suit the purpose better, are less expensive, and require less maintenance over the life of the tree.

TREE BASE PROTECTION