



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

PETITION FOR ZONING AMENDMENT

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ZONING AMENDMENT PROCEDURE

General Summary

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

1. Specific zoning information for the City of Maitland may be found in Chapter 21 of the City Code (a copy of the Zoning Code may be purchased at City Hall or may be obtained on the internet at www.itsmymaitland.com). An applicant for a zoning change should be familiar with the pertinent information in this chapter. Except for the extension of an existing district boundary, no change in zoning classification shall be considered which involves a land area of less than fifty thousand (50,000) square feet and a street frontage of less than two hundred (200) feet.
2. Likewise, any proposed change must be allowable in the City's Use Districts of its Comprehensive Plan. (Copies of the Comprehensive Plan are available for purchase at City Hall) If the change is not allowable, the applicant first needs to apply for a Comprehensive Plan amendment to allow the change.
3. No petition will be accepted if it involves any part or all of the same property for which any prior zoning actions have been made within one year.
4. Submit petition and all required information at least forty (40) days prior to the first Thursday of the month in which the Planning and Zoning Commission¹ hearing will be held.
5. A \$5,000 review deposit, payable to the City of Maitland, must accompany this application, as specified in Article XVI, Chapter 7.5² (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 \$750.

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.

¹ The Planning and Zoning Commission of the City of Maitland, Florida, also sits as the Local Planning Agency and the Land Development Regulation Commission.

² 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).

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.

6. 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 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.
7. A Planning and Zoning Commission public hearing will be held the first Thursday of the month appropriate for the submittal date (at least forty (40) days from the submittal deadline). Please attend in person or by representative agent.
8. 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.
9. Within forty-five (45) days of the first public hearing, the Planning and Zoning Commission will make its recommendation to City Council at a scheduled meeting.
10. If the request involves less than five percent (5%) of the total land area of the City, the City Council shall hold one public hearing with official notice on the matter. If the request involves more than five percent (5%) of the total land area of the City, the Council shall hold two public hearings on the matter. Should the City Council not act on the Planning and Zoning Commission's recommendation within ninety (90) days, the petition will be considered denied.

***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.**

Petition Number _____
(office use only)



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PETITION FOR ZONING AMENDMENT

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

Please check box for 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. Gross Acreage _____ Net Acreage _____ Parcel I.D. _____
Existing and Proposed Land Use _____

5. PETITION REQUEST:

(I) (We) _____ of _____ hereby petition the
City of Maitland, Florida to amend the OFFICIAL ZONING MAP/ZONING CODE (Circle
one) and change the property bounded and legally described, or Code Section, as follows
(attach, if necessary):

FROM _____ DISTRICT TO _____ DISTRICT
(If Code Section amendment is requested, please attach revised wording.)

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 Zoning Amendment 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 fee is \$750.
- 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. If specific property is involved, 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 most recent tax rolls in Orange or Seminole Counties, shall be submitted. The five hundred (500) 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. An arrow indicating north and scale;
- b. The location of the property or properties subject to the petition;
- c. Relationships to surrounding streets; and
- d. Existing zoning and land use on the site and surrounding areas (within 500 feet).

2. BOUNDARY SURVEY AND 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.

*Except for Zoning Code Amendment.

3. MINIMUM SIZE REQUIREMENT. If area is not contiguous to the same district as being requested, information must be submitted illustrating that the area meets minimum size requirements: fifty thousand (50,000) square feet lot area or more and two hundred (200) feet of street frontage or more.**4. WRITTEN STATEMENT,** detailing how the proposed change is allowable in the subject Land Use District in the City's Comprehensive Development Plan.

ZONING AMENDMENT APPLICATION PROCESS

