



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

PETITION FOR DEVELOPMENT AGREEMENT FOR AFFORDABLE HOUSING

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General Summary

The following is a guide designed to assist those persons who wish to establish an agreement with the City of Maitland for the development of affordable housing within the corporate limits of the City of Maitland. As such it does not assure any approvals.

1. Become familiar with the City's Comprehensive Development Plan (Copies of the Comprehensive Development Plan are available for purchase at City Hall). Also, be familiar with the City's Zoning Code as well as other City ordinances and infrastructure elements. A copy of the Zoning Code can be purchased at City Hall or may be obtained on the internet at www.itsmymaitland.com.
2. Submit a complete written petition and all required supplementary information to the Community Development Department by noon, at least forty (40) days prior to the intended meeting with City Council.
3. Fees for application are \$500 plus postage cost for each mailing item and are required to be submitted at the time of application. The applicant will also be responsible for all advertising costs as they are incurred. No application will be reviewed for sufficiency unless accompanied by a fee payment. Fees are not refundable, other than for unused postage costs.
4. Within five (5) days of submission, the Community Development Department will review the application 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.
5. After receipt of a complete application, the Community Development Department will schedule a Development Review Committee (DRC) meeting. The DRC will review the application and make recommendations to City Council. The applicant should attend this meeting in person or by representative agent.
6. Following the Development Review Committee meeting, and within thirty (30) days of the date the application was certified to be complete, City Council will hold its first public hearing to review the application. City Council will approve, approve with changes, deny the application or request additional information. If approved, a second hearing will be scheduled to consider adoption of the Agreement. The applicant should attend hearings in person or by representative agent.

Please note: Once a hearing is scheduled and advertised, the deadline for cancellation is no later than five 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)



PETITION FOR DEVELOPMENT AGREEMENT FOR AFFORDABLE HOUSING

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. REQUEST STATEMENT:

I (We) _____ of _____
hereby petition the City of Maitland, Florida to enter into a development agreement
negotiation with the following considerations from the City:

5. 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 Development Agreement for Affordable Housing 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.)
\$500.00 plus postage per mailing item.
\$300 for advertisement costs for Board reviews. If additional fees exceeding \$300 are incurred, the applicant 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. **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 outer perimeter of subject property, taken from most recent tax rolls in Orange or Seminole Counties, shall be provided. 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.

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. **PROJECT DESCRIPTION.** A description of the proposed project, including location, proposed development density and characteristics (mix of owner/renter occupancy proposed, mix of detached/attached housing, and price range of development for potential occupants) shall be provided.
2. **VICINITY MAP** drawn to a noted scale and showing:
 - The location of the proposed project;
 - Relationships to surrounding streets; and
 - Existing zoning and land use on the site and surrounding areas (within 500 feet).
3. **DEVELOPER STATUS.** State whether the firm responsible for development (owner/developer) is local, national or international and indicate the firm's legal status (i.e., corporation, partnership, etc.).
4. **EXPERIENCE.** Provide a complete description of firm's experience with similar housing projects and development team. The description should include, but not be limited to, the following:
 - The firm's background in developing, constructing, and/or providing housing units for low and moderate income families and the capacity to work with public concerns to accomplish proposed task.
 - The specific members of the firm who will work on the project, indicating the responsibilities and providing a resume of each.
 - The financing of similar projects and outcomes, especially with respect to costs paid by eventual occupants, either through mortgage or monthly rents.

PART III. REQUIRED SUPPLEMENTAL INFORMATION (Continued)

5. **FINANCIAL PROFILE.** Submit documentation that demonstrates the financial ability of the firm to complete the proposed project (i.e.; borrowing capacity, established lines of credit, arrangements or agreements for temporary or permanent financing, etc.).
6. **DEVELOPMENT COSTS.** Provide a pro forma for development costs; including, but not limited to, the following:
 - Building construction costs (per unit and totals for project)
 - Land costs (including actual contract for sale, if applicable, and appraisal by certified appraising individual not associated with project firm)
 - Site improvement costs
 - Soft costs
 - Any costs necessary to bring development to operational completion
 - Total project cost
7. **OPERATIONAL COSTS.** Provide a pro forma for operational costs and income for at least a twenty-year period, including rent and mortgage levels by individual types of units.
8. **FINANCE MECHANISMS.** Provide a summary of finance mechanisms for proposed project, including a name, address and telephone number of a contact person for each source.
9. **LEGAL DESCRIPTION** of property involved and street address, if applicable (legal should include section, township, range and lot or parcel number).

**CONSIDERATION IN DEVELOPMENT
AGREEMENT FOR AFFORDABLE HOUSING
APPLICATION PROCESS**

