



PETITION FOR ZONING AMENDMENT MINOR/MAJOR PLANNED DEVELOPMENT FINAL PHASE

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

Please indicate Major or Minor PD with check mark in appropriate box.

- Minor PD (½ acre to 1½ acres in size)
 Major PD (greater than 1½ acres in size)

CONTENTS:

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

PLANNED DEVELOPMENT APPROVAL PROCEDURES

General Summary

The following is a guide designed to assist those persons who wish to submit an application for final approval for a planned development in the corporate limits of Maitland. As such, it does not assure any approvals.

1. After having obtained preliminary approval for the proposed Planned Development, the applicant has twelve (12) months from the date of change of zoning to PD to submit application for final approval. The applicant is to submit to the Community Development Department the petition (in triplicate) for Planned Development final approval along with twenty-two (22) copies of all required supplemental information, as specified in the petition. If an area of the PD is to be subdivided, submit as part of the final development plan the final subdivision plat, including engineering plans according to the subdivision regulations (Chapter 16 of the City Code).
2. The formal request and all materials must be submitted no later than noon, at least forty (40) days prior to a Planning and Zoning Commission¹ meeting.
3. 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 fees are as follows:

- \$750 + \$10 per dwelling unit for residential developments.
- \$750 + \$50 per acre for nonresidential developments.

If waiver of the review deposit is approved, a minimum payment of the application fee plus \$300 for advertisement costs for Board reviews and postage cost per mailing item must be submitted with the application. If additional fees exceeding \$300 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.

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 the 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.
5. Once the application is considered complete, the Development Review Committee will hold a meeting to review the final plan for consistency with the preliminary plan. Please attend in person or by representative agent.
6. The Planning and Zoning Commission will review the final plan at a scheduled meeting and send its recommendation to City Council.
7. The City Council will accept, reject or modify the final development plan at a scheduled meeting.
8. No later than once every three hundred and sixty-five (365) days, beginning the effective date of the Planned Development Ordinance, the property owner shall submit a monitoring report to the Zoning Administrator, detailing activity and completion of construction permitted within the Planned Development district. Annual reports shall not be required after a final report, detailing project completion according to the approved Planned Development, is submitted.
9. If construction of the building(s), as determined by the Building Official's application of the Standard Building Code, has not begun within five (5) years after the approval of a final development plan for the first phase of the PD, or the building permit for construction of the building(s) has become void after the five-(5)-year period has expired, the approval of the preliminary and final plans shall lapse. Upon request of the applicant, prior to the lapse of approval, the City Council may waive the above time limitation and grant a time extension for a period of up to one year (365 days) when the City Council deems such action is necessary to prevent injustice or to facilitate the proper development of the City of Maitland. At its discretion, and for good cause, the City Council may extend the period for beginning construction for one additional year. If the approved PD plans lapse under this provision, the Zoning Administrator shall notify the property owner of the lapse of approval for the Preliminary Development Plan and the Final Development Plan and inform the property owner that resubmission under the procedure outlined for this district will be necessary.

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 the 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)



City of Maitland
1776 Independence Lane
Maitland, Florida 32751

**PETITION FOR ZONING AMENDMENT
MINOR/MAJOR PLANNED DEVELOPMENT
FINAL PHASE**

Minor Planned Development 1/2 acre to 1 1/2 acres in size - Major Planned Development Greater than 1 1/2 acres in size.

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.)

5. ENGINEER'S NAME _____

Address _____

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

E-mail Address _____

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

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

Existing Use _____ Proposed Use _____

7. PETITION STATEMENT:

I (We) _____ of _____ hereby petition the City of Maitland, Florida to amend the OFFICIAL ZONING MAP and change the property bounded and legally described as follows (attach as necessary):

FROM _____ DISTRICT TO _____ DISTRICT.

8. 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 Minor/Major PD Final Phase 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:
 - Residential: \$750 + \$10 per dwelling unit.
 - Nonresidential: \$750 + \$50 per acre.
- If waiver of the review deposit is approved, a minimum payment of the application fee plus \$300 for advertisement costs for Board reviews and postage cost per mailing item must be submitted with the application. If additional fees exceeding \$300 are incurred, you will be billed under separate cover.

2. NOTED CHANGES. A detailed and itemized written description and explanation of any changes from the approved preliminary development plan.

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. 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. SITE PLAN* to include:

- 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 setback information;
- f. Required off-street: parking detail (number and location); (in text format, provide square footage requirement for off-street parking for each individual area as a percentage of total site area);
- 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);
- 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;

PART III. REQUIRED SUPPLEMENTAL INFORMATION (Continued)

- 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 manufacturer's 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.

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

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

3. **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 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 not be 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.

4. **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.

PART III. REQUIRED SUPPLEMENTAL INFORMATION (Continued)

- 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.
5. **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 Grading/Drainage Plan).
 6. **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.
 7. **BUILDING ELEVATIONS** for all sides including structural heights.
 8. **EXISTING BUILDING USES** listed for all buildings (if any) and intended use of each building or portion thereof.
 9. **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.
 10. **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'.
11. **SIGNS AND LIGHTING** (existing and proposed locations, elevations and typical sections) if any, for applicable phase.
 12. **DOCUMENTS FOR RECORDING.** Provide information on all covenants, grants of rights-of-way, easements, dedications or other restrictions and legal instruments for the management of common areas and other facilities, to be imposed on the use of the land, buildings, and structures including proposed easements for public and private utilities.
 13. **CONSTRUCTION DETAILS.** Typical sections showing street type and width, curb and gutter, sidewalks, storm drainage and designs of any proposed fences, walls and entrance structures to be maintained by property owner.

14. **TABLES.**

- a. Table specifying each residential use by type, acreage, maximum density, height, anticipated number of units and referencing parcel designation as indicated on the site plan.
- b. Table indicating the use, height, size, square footage and location of each proposed nonresidential land use area.
- c. Table showing specific delineation, use location, size and staging of development for each common open space, recreational area, and public or semi-public area. The amount of each space type shall be expressed as a percentage of the total site area.

15. **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.

16. **ENERGY EFFICIENCIES.** Description of energy-efficient site design techniques and land development practices proposed to reduce long-term energy commitments.

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

**ZONING AMENDMENT
 MINOR/MAJOR PLANNED DEVELOPMENT
 FINAL PHASE
 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 Zoning Amendment Minor/Major Planned Development Preliminary Phase **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. analysis 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 _____

FINAL PLANNED DEVELOPMENT APPLICATION PROCESS

