



## PETITION FOR ZONING AMENDMENT MINOR/MAJOR PLANNED DEVELOPMENT PRELIMINARY 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 a planned development in the corporate limits of Maitland. As such, it does not assure any approvals.

1. Article VII, Chapter 7.5 of the City Code specifically addresses the process and regulations. The applicant should also become familiar with Chapter 21 of the City's Zoning Code. The Zoning Code is available via the internet at [www.itsmymaitland.com](http://www.itsmymaitland.com) or may be purchased at City Hall.
2. The land proposed for a Planned Development (PD) must be at a minimum 21,780 square feet (1/2 acre). The intensity/density of the PD may not exceed the intensity/density of the zoning districts set forth in the City's Land Use District of the Comprehensive Development Plan.
3. Before submitting an application, the applicant shall schedule a pre-application meeting with the Development Review Committee to review the proposed development. The applicant should obtain a list of the necessary materials for the meeting from the Community Development Department. The applicant shall receive written comments prior to the Development Review Committee pre-application meeting.
4. Submit to the Community Development Department a petition (in triplicate) for a zoning change to a planned development and twenty-two (22) copies of all required supplemental information, as specified in the petition. Also, submit a list of the property owners within five hundred (500) feet of the boundaries of the proposed planned development. The formal request and all materials must be submitted by noon, at least forty (40) days prior to the first Thursday of the month in which the Planning and Zoning Commission<sup>1</sup> 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 7.5<sup>2</sup> (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).]*

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

<sup>2</sup> 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](http://www.itsmymaitland.com) (On-line Forms – Petition Application Forms).

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.

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 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.
7. The Planning and Zoning Commission shall review the preliminary development plan application at a public hearing. The applicant may attend in person or by agent or representative.
8. Following the public hearing, the Development Review Committee will meet and formulate a recommendation to the Planning and Zoning Commission. The Development Review Committee must make a recommendation to the Planning and Zoning Commission within sixty (60) days of the public hearing.
9. Within ninety (90) days of the public hearing the Planning and Zoning Commission shall issue written recommendations to City Council. The applicant should attend this meeting in person or by representative agent.
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, consistent with the requirements of the Florida Statutes. Should Council fail to act within ninety (90) days of receipt, the petition shall be deemed to have been denied.
11. If the planned development includes a subdivision plat, submit the preliminary subdivision plat, in accordance with the subdivision regulations, after the application for a preliminary PD has been submitted. The final PD must be submitted with the final subdivision plat.
12. As specified in Article VII, Chapter 7.5 of the City Code, application for final PD approval must be submitted to the Zoning Administrator within twelve (12) months from the date of change of zoning to PD.

**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  
PRELIMINARY 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 Preliminary 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. 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 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. 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. VICINITY MAP** showing:

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

### **2. 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 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);

**PART III. REQUIRED SUPPLEMENTAL INFORMATION (Continued)**

- 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;
- q. Indicate the total square footage along with the square footage on a 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. 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 connection 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.
- 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 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.

**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 the intended use of each building or portion thereof.

10. **LEVEL OF SERVICE DATA AND ANALYSIS.** Data 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 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. **LIST OR LETTER identifying requested code variations or flexibility and unique characteristics or design enhancements to benefit City.**
20. **DETAILS.** Listed below are examples of details which are attached for reference and are to be included with application:
  - a. Water/sewer detail
  - b. Dumpster detail
  - c. Tree save detail
21. **ZONING AMENDMENT MINOR/MAJOR PLANNED DEVELOPMENT PRELIMINARY PHASE APPLICATION CHECKLIST.** The checklist is to be completed and submitted with application.

<b>FIRE FLOW CALCULATION ACCEPTANCE</b>	<b>WATER /SEWER LEVEL OF SERVICE ANALYSIS</b>
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 _____ Date _____
Fire Marshal or Designee _____ Date _____	
Copy of Sealed Calculations attached	NOTE: Attach demand calculations signed and sealed by Engineer of Record.

**ZONING AMENDMENT  
 MINOR/MAJOR PLANNED DEVELOPMENT  
 PRELIMINARY 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 & 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<br>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 \_\_\_\_\_

# PRELIMINARY PLANNED DEVELOPMENT APPLICATION PROCESS

NOTE: A pre-application conference with DRC shall be required prior to submittal.

