



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

## PETITION FOR SATELLITE DISH SITE PLAN REVIEW

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### General Summary

The following is a guide designed to assist those persons who wish to obtain site plan approval for locating more than one (1) satellite dish (greater than three feet in diameter) on a lot in a multi-family residential or any non-residential zoning district. An approved site plan is required prior to the issuance of any permits. It is unlawful for any person to locate more than one satellite dish on a lot without site plan approval.

1. Become familiar with Section 21-5 XV of the 1990 Maitland Zoning Code. Copies are available at City Hall or obtained via the internet at [www.itsmymaitland.com](http://www.itsmymaitland.com).
2. Submit petition and all required information, as outlined on the petition form, to the office of 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.
3. Fees for Satellite Dish Site Plan Review are \$150 plus postage and mailing cost per mailing item. Advertisement cost for Board Reviews is \$300. If additional fees exceeding \$300 are incurred, the applicant will be billed under separate cover. 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 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.
5. If installation of the satellite dish(es), as determined by the Building Official's application of the Standard Building Code, has not been accomplished within one (1) year, following approval of a site plan according to this procedure, or the building permit for installation of the satellite dish(es) has become void anytime after the one-year time period has expired, the approval of the site plan and use designated therein shall lapse. If approval of the site plan lapses, resubmission of a site plan is required and is subject to all review and approval processes regardless of any previous site plan or permit approvals acquired. The Building Official shall notify the property owner of the lapse of approval and inform the property owner that resubmission under the site plan review procedure 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 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 SATELLITE DISH SITE PLAN REVIEW

### 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. SATELLITE DISH INSTALLER'S NAME \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_

*(If more than one Contractor, please attach list.)*

5. Gross Acreage \_\_\_\_\_ Net Acreage \_\_\_\_\_ Parcel I.D. \_\_\_\_\_

Existing Use \_\_\_\_\_ Proposed Use \_\_\_\_\_

6. BRIEFLY STATE PETITION REQUEST:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. 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 Satellite Dish Site Plan Review 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)

\$150 plus postage cost 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. **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. 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** drawn to a noted scale and showing:

- The location of the property subject to the petition;
- Relationships to surrounding streets;
- Existing zoning and land use on the site and surrounding areas (within 500 feet);
- An arrow indicating north and scale.

2. **SITE PLAN**\* to include:

- 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;
- Street address (if applicable);
- An arrow indicating north and scale;
- Required yard and set back information;
- Screening and buffering techniques to be provided for satellite dish(es) (reference, type, dimensions and character);
- Existing and proposed building(s) located on site, indicating structural height.

The site plan may be submitted in one or more drawings that have a uniform scale.

3. **BUILDING ELEVATIONS** for all sides including structural heights.4. **EXISTING BUILDING USES**, listed for all buildings (if any) and intended use of each building or portion thereof.

# SATELLITE DISH SITE PLAN REVIEW APPLICATION PROCESS

