



City of Maitland
1776 Independence Lane
Maitland, Florida 32751

PETITION FOR 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 any projects which involve the construction of any facility, other than single-family dwellings or major appurtenances thereto (e.g.; private swimming pool, yard fence, etc.) or duplex residential units. Redevelopment projects that do not add to the total square footage of the structure are also exempt from this process. An approved site plan is required prior to the issuance of any permits. It is unlawful for any person to proceed with a project without site plan approval.

1. Become familiar with the Land Development Procedures, Article X, Chapter 7.5 of the City Code. Copies are available at City Hall, as well as the zoning district's requirements. Specific zoning information for the City of Maitland may be found in Chapter 21 of the City Code, which may be obtained via the internet at www.itsmymaitland.com or a copy of the Zoning Code may be purchased at City Hall.
2. A pre-application meeting with the Development Review Committee may be required prior to submittal of the application.
3. Submit petition and all required information, as outlined on the petition form, to the Community Development Department. For properties with frontage on Maitland Avenue, non-residential development in the RS-4 zoning district or special districts designated in the Comprehensive Plan for which design criteria have been established, applications must be submitted no later than noon, at least forty (40) days prior to the first Thursday of any month.
4. A \$5,000 review deposit, payable to the City of Maitland, must accompany this application, as specified in Article XVI, Chapter 7.5¹ (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:

- \$250 for Administrative reviews
- \$800 for Board reviews

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.

¹ 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).

5. 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 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.
6. For applicable developments not in a special district, the Development Review Committee will hold a meeting to review the petition and shall approve, approve with changes or deny the application within twenty-one (21) days of the date the application is determined sufficient by the Community Development Department.

For properties in special districts designated in the Comprehensive Plan, the Development Review Committee shall recommend approval, approval with changes or denial to the Planning and Zoning Commission² or designated Design Review Board.

The applicant should attend this meeting in person or by representative agent.

7. For properties in special districts, a Planning and Zoning Commission public hearing will be held the first Thursday of the month following submittal to approve, approve with changes or deny the application. The applicant should attend in person or by representative agent.
8. If construction of the building(s), as determined by the Building Official's application of the current edition of the Florida Building Code, has not begun within one (1) year following approval of a site plan according to this procedure, or the building permit for construction of the building(s) 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.

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.

² The Planning and Zoning Commission of the City of Maitland, Florida, also sits as the Local Planning Agency and the Land Development Regulation Commission.

Petition Number _____
(office use only)



City of Maitland
1776 Independence Lane
Maitland, Florida 32751

PETITION FOR 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. CONTRACTOR'S NAME _____

Address _____

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

E-mail Address _____

(If more than one contractor, 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 and Proposed Land Use _____

7. BRIEFLY STATE PETITION REQUEST:

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 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)

- 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:
 - \$250 for Administrative reviews.
 - \$800 for Board reviews.
- 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. For Board reviews, 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 subject property, taken from the most recent tax rolls in Orange or Seminole Counties, is required. 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 showing:

- a. The location of the property subject to the petition;
- b. Relationships to surrounding streets;
- c. Existing zoning and land use on the site and surrounding areas (within 500 feet); and,
- 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), loading areas, service and refuse areas;
- g. The layout of bikeways and pedestrian ways;
- h. Locations of ingress/egress to property (existing and proposed);
- i. Open space (provide total for open space);
- j. Recreation areas (if applicable);
- k. Permeable and impermeable surface areas (describe and provide total in text form as well);
- l. Existing and proposed building(s) located on site and indicate structural height and square footage (indicate floor area ratios in text form);

PART III. SUPPLEMENTAL INFORMATION (Continued)

- m. Width, pavement type and laneage of all adjacent rights-of-way;
- n. Indicate handicap parking, including details, location and accessible route to building with elevations;
- o. Indicate the total square footage along with the square footage on a floor-by-floor basis for the facility;
- p. Type of occupancy;
- q. Type of construction;
- r. Distance to any other structures on site;
- s. 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';
- t. 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;
- u. 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. All existing and proposed utilities on or adjacent to the site, including connection details;
- c. Location, size and description of drainage, sewage collection and water distribution systems, including location of any proposed or existing fire hydrants;
- d. Note finished floor elevation and perimeter;
- e. Plan(s) to include footprint of existing and proposed site improvements for evaluating the grading and drainage systems.

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;
- f. The minimum required fire flow per building shall be provided by the Fire Marshal;
- g. 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;
- h. The hydraulic calculations shall be submitted to the Fire Marshal for review and acceptance prior to the Development Review Committee meeting.

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.

PART III. 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);
 - 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.
 - e. Clearances of seven and one-half feet (7 ft – 6 in) in front of and to the sides of fire hydrants and four feet (4 ft) behind fire hydrants shall be provided and maintained. Clearances of seven and one-half feet (7 ft – 6 in) in front of and to the sides of fire protection system appliances such as a Fire Department Connections (FDC) shall be provided and maintained. (Sec. 3-5.6, FFPC, '01 Ed.) Low-growth plants, maximum of 8 inches in height, may be planted in these areas.
6. **TOPOGRAPHY MAP** showing existing contours at one-foot intervals, based on U.S. Geodetic Datum and extending 25 feet beyond the property boundaries. 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. (The 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 and of special concern and all preservable trees 6" D.B.H. or more in diameter.
- * **All plans are to be drawn at a scale of at least 1"= 60'**
8. **BUILDING ELEVATIONS** for all sides including structural heights.
9. **EXISTING BUILDING USES** listed for all buildings (if any) and intended use of each building or portion thereof.
10. **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, a schedule of improvements that 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.
11. **SOILS MAP** and detailed soils report based on the findings of a professional soils expert supporting proposed construction activity.
12. **DETAILS.** Listed below are examples of details which are attached for reference and are to be included with application:
- a. Water/Sewer details
 - b. Dumpster details
 - c. Tree Save details
13. **SITE PLAN APPLICATION CHECKLIST** to be completed and submitted with application.

FIRE FLOW CALCULATION ACCEPTANCE	WATER/SEWER 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
_____ Date	_____ Date
Fire Marshal or Designee	NOTE: Attach demand calculations.
Copy of Sealed Calculations attached	

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 Site Plan Review 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 _____