

MASTER PLAN APPLICATION

DID YOU REMEMBER TO?

Have a pre-application meeting within the last 60 days

Have an Affidavit notarized by both the owner and applicant (even if same person)

Complete the submittal checklist and development plan checklist

Fold oversize copies so that they are no larger than 8 1/2" by 14"

Submit all information as required at the pre-application meeting

Collate all required information into 17 individual packages (including one package containing originals)

Submit prior to 2 p.m. on the application deadline

Check this box if this package contains full-size plans



Updated October 1, 2010

PROJECT LOCATION

Parcel Identification Number

Property Address/Location

OWNER/APPLICANT INFORMATION

Owner Name, Title

Applicant Name, Title

Company

Company

Street Address

Street Address

City State Zip

City State Zip

Telephone Number

Telephone Number

Fax Number

Fax Number

E-Mail Address

E-Mail Address

TO BE COMPLETED BY CITY STAFF

Pre-Application Mtg. Verification

Date

Project Name

Case Description

1 2 3 4 5 6

Sub-Type (New or Amend)

Commissioner District
(circle one)

Case # Assigned

PROJECT INFORMATION

**TO BE COMPLETED BY
CITY STAFF**

Zoning District

Future Land Use Designation

GMP Subarea/Policies

Related to Rezoning?

SURROUNDING ZONING

N	
S	
E	
W	

PROJECT SUMMARY TABLE

The purpose of this table is to identify general use and phasing information. More detail regarding specific use types (retail, eating and drinking, townhouse, warehouse etc.) should be provided on the development plan in accordance with the requirements of the development plan checklist.

PROPOSED USE	ACRES	EXISTING	DEMOLITION	PHASE 1	PHASE 2	TOTAL
Single-Family Residential (du)						
Multi-Family Residential (du)						
Office (sq. ft.)						
Commercial (sq. ft.)						
Industrial (sq. ft.)						
Civic/Public Benefit Use (sq. ft.)						
Other:						
TOTAL						

SURROUNDING LAND USES

(Single-Family, Multi-Family, Townhouse, Convenience Store, Supermarket, Vacant, etc.)

North	
South	
East	
West	

CERTIFICATION

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

Applicant Signature

Date

SUBMISSION PACKAGE

The following table contains the requirements for submitting a master plan application. The first check box on the left indicates what is required. The item must be submitted unless waived by a planner at the pre-application meeting. Complete the checklist by placing a checkmark (✓) in each box to the right of a required item to indicate that it has been submitted. All items required shall be collated into **17** individual packages prior to submittal of the application. Since a limited number of full-size plans and surveys are required, please identify the packages that contain full-size plans on the first page of the application by marking the box for full-size plans. For packages that contain only reduced plans/surveys, leave the box blank. Applications are due by **2:00 P.M.** on the deadline date. Please ensure that your application package is complete and submitted on-time to avoid being deferred to the next posted deadline date and board meeting. **Applications must be submitted within 60 days of the pre-application meeting.**

Application Fee \$2,000	A user fee established by City Council to partially off-set the administrative and direct costs of processing an application. <u>The application fee does not in any way ensure the applicant a favorable decision.</u> All applications will be reviewed on the merits of the request alone, regardless of the application fee. All application fees are non-refundable, except for applications that are withdrawn within five (5) working days of the application submittal date. <u>The Project Planner must receive a request for withdrawal by 5:00 p.m. on the day of the withdrawal deadline for the fee to be refunded.</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Application Form	Completed and signed. Pages 1-6 of this form are required to be completed by the applicant prior to submittal. Additional appendices must be submitted if required below.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Project Description	Brief description of the proposed development, including the existing condition of subject property and the character of the surrounding area. The project description should include the purpose of the proposed development and its relationship to surrounding properties. The description should also identify how the proposed development is consistent with the City's Growth Management Plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Boundary Survey	A recent, accurate survey showing all existing improvements on the property and certified by the surveyor, drawn to scale. (See "Existing Conditions" on the Development Plan checklist for specific items that must be shown on the survey) A minimum of 10 packages shall contain full-size, to-scale surveys as well as a reduced copy of the survey no greater than 11" by 17". The remaining 7 packages are only required to have reductions of the survey. Packages containing full-size surveys are required to be identified by the applicant prior to submittal of the application.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Topographic Survey	Must show the existing contours at one-foot intervals, as delineated by U.S. Geological Survey maps or other competent expert evaluation and extending 50 feet beyond the property boundaries or to the centerline of the road. A minimum of 10 packages shall contain full-size, to-scale surveys as well as a reduced copy of the survey no greater than 11" by 17". The remaining 7 packages are only required to have reductions of the survey. Packages containing full-size surveys are required to be identified by the applicant prior to submittal of the application.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Development Plan	Consistent with the checklist contained in this application. A minimum of 10 packages shall contain full-size, to-scale plans as well as a reduced copy of the plan no greater than 11" by 17". The remaining 7 packages are only required to have reductions of the Plan. Packages containing full-size plans are must be so labeled prior to application submittal. NOTE- The Plan <i>must</i> include a Landscape Plan and Architectural Elevations as detailed on Page 6, unless specifically waived by staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ownership Affidavit	Required for all applications, regardless of applicant's relationship to property owner. Fill in all blanks and ensure <i>each</i> signature is notarized. (Appendix A).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Environmental Assessment	An environmental assessment shall be prepared to determine if environmentally sensitive lands are present and to classify those lands using the City's three-tiered system (Appendix B)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Information:		<input checked="" type="checkbox"/>	<input type="checkbox"/>

DEVELOPMENT PLAN REQUIREMENTS

The following table contains the requirements for Development Plans. The first check box on the left indicates what is required. The item must be submitted unless waived by a planner at the pre-application meeting. Complete the checklist by placing a checkmark (✓) in each box to the right of a required item to indicate that it has been submitted.

GENERAL INFORMATION			
Legend	(a) Name of the Development (b) Legal Description of property to be developed (c) Acreage of the property to be developed (d) Scale—Engineering, no more than 1":200' (e) North Arrow (f) Existing Zoning on the property, including any overlay districts (g) Date of Preparation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contact Information (Name, Address, Phone #)	(a) Property Owner(s) (b) Developer(s) (c) Engineer(s) (d) Surveyor(s) (e) Agent(s) of the property owner or others involved in the project	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vicinity Map	Showing relationship of proposed development to surrounding streets and public facilities (at a scale not less detailed than 1":2,000') and including: (a) Existing Zoning and Overlay Districts (b) Existing Land Uses (noting any public facilities, open space, or recreation areas (c) Future Land Use Designations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EXISTING CONDITIONS			
Lot Lines and Easements	(a) Existing lot lines and easements on the property indicating the purpose of each easement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Physical Improvements (On and within 50 ft. of the development)	(a) Location and use of existing buildings and structures (b) Vehicular use areas and other impervious surfaces (c) Location and dimensions of existing signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Existing Streets (On and within 300 ft. of the development)	(a) Street names (b) Location of each street (c) Right-of-Way width of each street (d) Centerline of each street (e) Pavement location (where applicable) on each street (f) Curb and gutter locations (g) Driveway approach locations (h) Sidewalk locations (i) Locations and types of medians and median cuts (j) Any other improvements in the right-of-way	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Utility/Drainage Infrastructure (Location and Size)	(a) Sanitary and storm sewers (b) Culverts (c) Water mains (d) Fire hydrants	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Topographic Map	As delineated by U.S. Geological Survey maps or other competent expert evaluation, and extending 50 feet beyond the property boundaries.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
100 Year Flood Elevation	(a) Minimum habitable floor elevation (b) Limits of the 100 year flood plain for all sites extending into Flood Zone "A" (c) Note if not within 100 year flood area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Surface Drainage	Show direction of flow and methods of stormwater retention	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Water Bodies, Wetlands, Streams and Canals	(a) Show normal high water elevation or boundary for each surface water body, wetland stream and canal (b) Show any watercourses, bridges, lakes, marshes, sinkholes and other physical conditions present on the site and within 50 feet. (c) Attendant drainage areas for each surface water body, wetland, stream and canal (d) Vegetative communities for each wetland, showing approximate location by species	<input checked="" type="checkbox"/>	<input type="checkbox"/>

DEVELOPMENT PLAN REQUIREMENTS

EXISTING CONDITIONS			
Tree & Woodlands Survey	(a) Tree cover approximate limits and generalized tree communities (b) Location, Type and Size of Medium and large size trees (circumference of 18" or more, measure 4.5 ft. from the ground (dbh) or groupings of such trees (c) Other generalized existing vegetation, including native plant communities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Orange County Geodetic Information	Approximate location of any Orange County Geodetic Information System monument(s) and/or Certified Sectional Corner(s), whose coordinate values have been determined by the County-wide Survey Project, which are within the proposed development and/or the surrounding 300-foot area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PROPOSED DEVELOPMENT			
Project Description	Description of the type, intended use, nature and phasing of the proposed development. For residential developments, this includes such information as proposed number of lots, floor areas, kinds of amenities, number of parking spaces per unit, number of bedrooms per unit, etc. For non-residential land uses, provide types of land uses, square feet of floor area, number of parking spaces, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phasing Plan	(a) Sequence and timing of development (b) Maximum intensity, expressed in density, number of units, non-residential floor area and/or floor area ratio for the proposed development and estimated intensity of each phase	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lot Layout	(a) Lot and building site approximate locations and dimensions (b) General land uses including the approximate locations, acreage and intensity of each, expressed in terms of the number of dwelling units and square feet for non-residential use (c) Any density or intensity bonuses requested (d) Recreational facilities and open space	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Street System	(a) Street names (b) Location of each street, including Major Thoroughfares (see Chapter 61 of the LDC) (c) Right-of-Way width for each street (d) Sidewalk location (e) Median and median cut locations (f) Any other proposed improvements in right-of-way	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proposed Improvements	(a) Location of proposed improvements: buildings, structures, outdoor display areas, vehicular use areas, open space, etc. (b) Intended use and nature of each (c) Approximate dimensions and height of each building/structure (d) Proposed setbacks (e) Gross floor area of all buildings and uses (f) Maximum Impervious Surface Ratio (ISR) expressed as a percentage of the individual and total site area (g) Sign plan—type, location, size (h) Lighting plan-type, location, size, intensity at perimeter of property (footcandles)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vehicular Circulation	Location, dimensions, type of construction and number of: (a) Major streets and access points (b) Driveway approaches and curbcuts (c) Aisles and travelways (d) Parking spaces, including bus spaces, if any (e) Loading berths (f) Sidewalks and other pedestrian use areas (g) Bicycle use areas (h) Mass transit facilities (i) Through-access corridors and cross-access easements (j) Remote parking encumbrance, if required (k) Other vehicular use areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>

DEVELOPMENT PLAN REQUIREMENTS

PROPOSED DEVELOPMENT			
Public Use Areas	Location, size (gross land area), scaled dimensions, type and terms (ownership and maintenance) of all parcels of land proposed for common or public use, including: (a) Street rights-of-way (b) Easements for drainage, utilities, stormwater management, pedestrian ways, sidewalks, bike paths, etc. (c) Land dedications/reservations for open space, recreational facilities, parks, schools, public facilities, stormwater management, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Landscape Plan	Location, size, conceptual plant types and use of native vegetative communities for: (a) Buffer areas (b) Vehicular use areas (c) Other landscaping areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tree Protection Plan	(a) Existing medium and large trees or groupings of trees proposed to be retained, including the location of each and dimensions of the proposed undisturbed area (b) Proposed grade changes on the development site which may adversely affect any existing medium or large trees to be retained (c) Any Specimen or Historic Tree designation being requested (See Chapter 60, LDC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Architectural Elevations	Provide conceptual building elevations or design statements as to what types of features and design the proposed development will incorporate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Utility Infrastructure	Approximate location, type and size of: (a) Sanitary sewers (b) Storm drainage facilities (c) Culverts (d) Water mains (e) Fire hydrants (f) Electric and other utilities (g) Refuse/recycling/dumpster pad	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finished Grade	Proposed finished grade of the property	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Drainage/Erosion	Conceptual drainage and erosion plan showing direction of flow and methods of stormwater retention	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Information			
Consistency with GMP	Statement demonstrating the consistency of the proposed development with the City's adopted Growth Management Plan (GMP)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Actions	Identify other actions necessary for project approval such as Rezoning, Zoning Variance, Conditional Use, Annexation, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Density/Intensity Bonuses	Identify any requests for density / intensity bonuses and describe how the proposed development complies with the standards for granting a density bonus	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Information	Provide additional information and material as may be required by the Planning Official	<input checked="" type="checkbox"/>	<input type="checkbox"/>



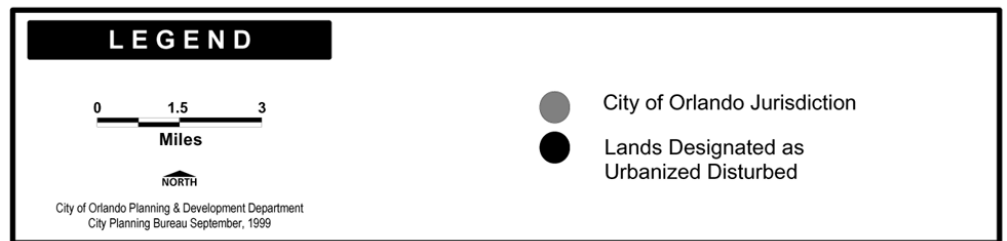
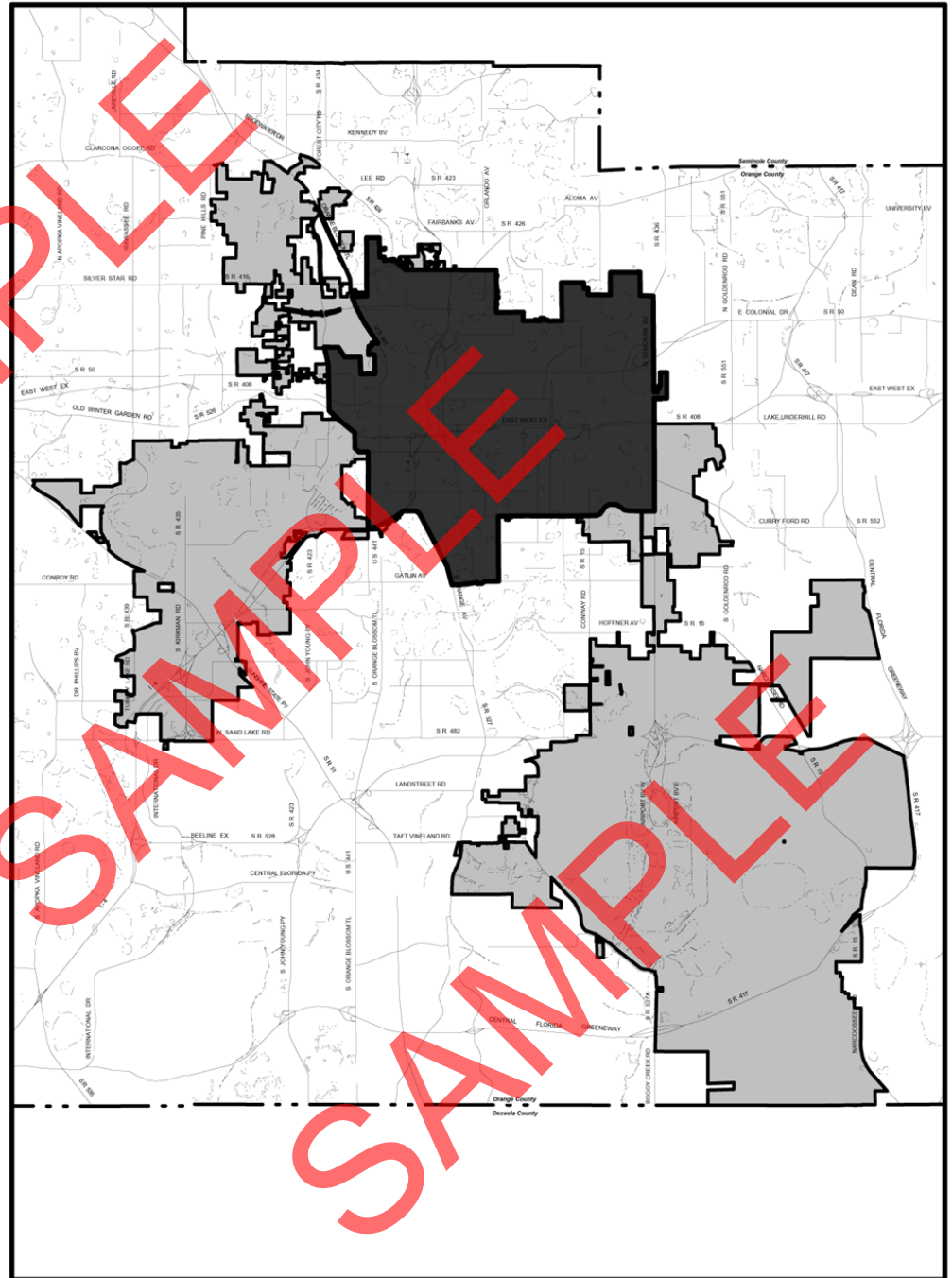
APPENDIX B: ENVIRONMENTAL ASSESSMENT

An environmental assessment is required to be submitted as part of this application unless the subject site is within the area designated as "Urbanized Disturbed" shown to the right. Areas designated as "urbanized disturbed" are exempt from the environmental assessment requirement.

There are three levels of environmental assessments. Applicants may choose which level of information to submit in initial applications to the city, but the city shall determine if the submittal is appropriate on a case-by-case basis. The requirements for the various levels of environmental assessment are shown on the following page.

The city shall consider the findings of the environmental assessment and shall apply the appropriate policies of the Conservation Element. Recommendations may include:

- Protection of environmentally significant lands consistent with the applicable environmental regulatory agencies, including requiring the applicant to submit signed copies of all environmental permits prior to issuance of engineering permits by the City.
- Require site design to minimize impact of development on environmentally sensitive features of protected wetlands and wetlands under 0.5 acres.
- Require creation of buffers and conservation easements
- Request other permitting agencies to protect wetlands of special value to the city which may otherwise be exempt from their permitting process
- Require a contribution to the Environmental Trust Fund. Such conditions shall become part of the development approval.



ENVIRONMENTAL ASSESSMENT: GENERAL REQUIREMENTS		LEVEL A	LEVEL B	LEVEL C
LEVEL A: Environmental Description LEVELS B AND C: Site visit and brief environmental assessment from a qualified environmental professional		<ul style="list-style-type: none"> ▪ Legally Cleared Land ▪ Sparse or No Vegetation 	<ul style="list-style-type: none"> ▪ Not cleared of vegetation ▪ May contain wetlands ▪ Low probability of Endangered, Threatened or Species of Special Concern 	<ul style="list-style-type: none"> ▪ Native vegetation ▪ Wetlands ▪ High probability of Endangered, Threatened or Species of Special Concern
Location Map	<ul style="list-style-type: none"> ▪ Note Section, Township and Range 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Aerial Photograph	<ul style="list-style-type: none"> ▪ Scale no smaller than 1":600' ▪ Outline subject property 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Photographs	<ul style="list-style-type: none"> ▪ Ground level panoramic ▪ Adequate to determine vegetative condition of site 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wetland Map	<ul style="list-style-type: none"> ▪ Jurisdictional boundaries and acreage of all wetlands 		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Q-Wet Ranking	<ul style="list-style-type: none"> ▪ For all wetlands, complete Q-Wet Ranking System form to estimate quality of wetlands on site 		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ecosystems	<ul style="list-style-type: none"> ▪ General description of locations and types 		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Endangered, Threatened, or Species of Special Concern	<ul style="list-style-type: none"> ▪ Statement which justifies the opinion of the biologist/consultant that the site does not support or harbor Endangered, Threatened or Species of Special Concern 		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Environmental Impacts Map	<ul style="list-style-type: none"> ▪ Any proposed impacts or alterations to wetlands 		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Vegetation Map	<ul style="list-style-type: none"> ▪ With ecosystems identified per Class III FLUCCS codes, as defined in FDOT's "Florida Land Use Cover and Forms Classification System," latest edition 			<input checked="" type="checkbox"/>
Wetlands	<ul style="list-style-type: none"> ▪ Delineation of any wetlands within the landward extent of Waters of the State 			<input checked="" type="checkbox"/>
Endangered, Threatened, or Species of Special Concern Map	<ul style="list-style-type: none"> ▪ All transects and study areas ▪ Survey dates ▪ Delineation of any endangered, threatened, or species of special concern observed (including nests, burrows, or other signs) and their habitats 			<input checked="" type="checkbox"/>
Environmental Impacts Map	<ul style="list-style-type: none"> ▪ Any proposed impacts or alterations to endangered or threatened species or their habitat ▪ Any proposed impacts or alterations to natural aquifer recharge areas 			<input checked="" type="checkbox"/>
Written Report	<ul style="list-style-type: none"> ▪ Ecological description of upland and wetland habitats on site, including dominant species, wildlife usage, hydrology (for wetlands), relative ecological quality, and observed effects of previous impacts ▪ Endangered species survey per specification of Florida Game and Fresh Water Fish Commission's "Wildlife Methodology Guidelines," latest edition, except that no herp arrays, trapping or night observations shall be required. ▪ Statement of whether site falls within natural aquifer recharge area identified in Chapter 63 			<input checked="" type="checkbox"/>

Q-WET RATING SYSTEM FORM

(PLEASE CIRCLE THE APPROPRIATE POINT VALUE)

PARAMETER	POINT VALUE
A. SIZE	
Large (>46 acres)	2
Medium (10-45 acres)	1
Small (0.5-9 acres)	0
B. LINKAGE	
Major Connection (Waters of the State)	2
Minor Connection (runoff wetlands, ditch, low velocity flow)	1
Isolated (Cypress dome, marsh, bayhead)	0
C. BUFFER ZONE	
Excellent	2
Adequate	1
Poor	0
D. EXISTING VEGETATION	
High ecological quality	2
Moderate quality	1
Low Quality	0
E. HYDROLOGY	
Adequate	2
Modified	1
Severely Modified	0
F. UNIQUENESS (as related to the City)	
Very Scarce	2
Somewhat Common	1
Common	0
G. PRODUCTIVITY	
Hydic Hammock, Mixed Hardwood Swamp, Deep Marsh	2
Bayhead, Shallow Marsh	1
Cypress Dome, Wet Prairie	0
H. LISTED SPECIES	
Observed	2
Likely	1
Not Likely	0
I. OBSERVED WILDLIFE USAGE	
High	2
Moderate	1
Low	0
J. ACTIVE & PASSIVE RECREATION VALUE	
High	2
Moderate	1
Low	0