



City of Maitland
1776 Independence Lane
Maitland, Florida 32751

Petition Number _____
(office use only)

**PETITION FOR ZONING AMENDMENT
PLANNED DEVELOPMENT – OPTION 2**

PART I. APPLICANT INFORMATION (Part I-Submit one original and two copies)

Please check box to indicate those who should receive all correspondence relating to this petition.

1. APPLICANT'S NAME Enzian Theater, Inc.
Address 1300 S. Orlando Avenue
Maitland, FL 32751

Telephone No. (407) 698-1088 Fax No. (407) 629-6870

E-mail Address emukherjee@enzian.org

(If more than one applicant, please attach list and signatures.)

2. CURRENT PROPERTY OWNER'S NAME(S) Eastgate Farms, Inc.
Address 320 Holt Avenue

Winter Park, FL 32790-0910

Telephone No. (407) 646-2110 Fax No. (407) 629-6870

E-mail Address emukherjee@enzian.org

(Provide for each owner of real property that is subject to petition; please attach list and signatures.)

3. AGENT'S NAME Robert J. High, H. J. High Construction Company
Address 1015 West Amelia Street

Orlando, FL 32805

Telephone No. (407) 422-8171 Fax No. (407) 841-4820

E-mail Address rhigh@hjhigh.com

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

4. ENGINEER'S NAME Jay Jackson, P.E., Kimley Horn and Associates, Inc.
Address 3660 Maguire Blvd.

Orlando, FL 32803

Telephone No. (407) 898-1511 Fax No. (407) _____

E-mail Address jay.jackson@kimley-horn.com

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

5. Gross Acreage 3.03 Net Acreage 3.03 Parcel I.D. 36-21-29-0000-00-121
Existing Use 3200 - Theater/Auditorium Proposed Use 3200 - Theater/Auditorium

6. PETITION STATEMENT:
I (We) Elizabeth Mukherjee of Eastgate Farms/Enzian Theater 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):

W 743.5 FT OF NE1/4 OF SE1/4 LYING S OF MAITLAND BRANCH & N OF CLAY RD (LESS HWY R/W ON W & LESS N 40.06 FT) IN SEC 36-21-29

FROM PD-NON DISTRICT TO Amended PD-NON DISTRICT.

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.
(Attach signatures as required)

Elizabeth Mukherjee
Applicant's Signature

10/28/15
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. To be considered sufficient and complete, the Planned Development district zoning amendment and development plan application, in conjunction with properly identified exhibits and supporting materials, must be supplied as follows: Submit 2 sets of all plans and supplemental materials until application has been deemed sufficient. When sufficient, all plan sets shall be submitted in sets of twenty-two (22) copies, with 12 full-size and 10 half-sheet sets. For supplemental materials such as soils borings and stormwater calculations, four sets shall be submitted. All other supplemental information shall be submitted in sets of twenty-two (22). (A CD of all application materials is requested in conjunction with the application submittal.)

(a) *Completed application form.* A completed application form for Planned Development, with the name, address and telephone number of applicant(s), property owner(s), and agent(s), statement indicating the request, and appropriate signatures. 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 such parcel of real property shall be required to immediately advise the Community Development Department in writing. Any intent to amend or withdraw application must be submitted in writing to the Community Development Department.

(b) *List of property owners.* The names and mailing addresses of all property owners of real property within five hundred (500) feet of outer perimeter of subject property, taken from the most recent tax rolls in Orange or Seminole Counties. The five-hundred foot 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 surrounding property.

(c) *Authorization.* If the applicant or agent is other than the property owner, the applicant shall provide a notarized letter of authorization from the property owner.

(d) *Supplemental information.*

1. Vicinity map drawn to a noted scale and showing:

- a. The location of the proposed planned development;
- b. Relationships to surrounding streets; and
- c. Existing zoning and land use on the site and surrounding areas (within five hundred (500) feet).

2. Site plan drawn to a noted scale including:

- 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 including total acres of site, with gross and net land area provided, which may be on a separate sheet; and the date of certification not in excess of one year;

PART II. REQUIRED APPLICATION INFORMATION (continued)

- b. Street address (if applicable);
 - c. North arrow and noted scale;
 - d. Required yard and setback information;
 - e. Required off-street parking detail (number and location), loading areas, service and refuse areas;
 - f. Indicate accessible parking, including details, location and accessible route to building with elevations;
 - g. The layout of bikeways and pedestrian ways; including location and proposed dimension of sidewalk(s) and walkway(s) and connections to facilities in adjacent developments;
 - h. Any proposed streets, alleys and access easements and any connections to adjacent property(ies);
 - i. Locations of ingress/egress to property (existing and proposed);
 - j. Demonstrate internal traffic circulation patterns;
 - k. Open space (provide total for open space);
 - l. Recreation areas (if applicable);
 - m. Permeable surface area (describe and provide total in text form as well);
 - n. Existing and proposed building(s) located on site and indicate structural height and square footage (indicate floor area ratios in text form);
 - o. Width, pavement type and laneage of all existing, proposed, and all adjacent rights-of-way;
 - p. Clearly identify existing and proposed land uses on site;
 - q. Items to be demolished;
 - r. Indicate whether the proposed development is a gated Community;
 - 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;
 - t. Turning radii for fire engines shall be twenty (20) feet inside and forty (40) feet outside turning radii for ladder or aerial trucks shall be twenty-five (25) feet inside and fifty (50) feet outside in accordance with manufacturer's specifications or a more detailed analysis as approved by the Fire Marshal;
 - u. Roadways shall be designed to support the imposed loads of fire apparatus and shall be provided with an all weather driving surface; and
 - v. Dead-end fire department access roads in excess of one-hundred fifty (150) feet in length shall be provided with approved provisions for the fire apparatus to turn around.
3. Grading/Drainage/Utility Plan to include:
- a. Proposed contour lines or spot elevations on site and extending twenty-five (25) feet beyond the property boundary. Existing contour lines or points shall be screened as background;
 - b. Location, size and description of stormwater drainage, sewage collection and water distribution systems, any transmission lines, bridges, or public utility easements existing and proposed, 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 ground floor elevation and perimeter elevations;
 - e. Water based fire protection system supply mains and any appliances attached thereto shall be illustrated. Fire protection water mains shall be designed and installed in accordance with applicable provisions of NFPA 24 and NFPA 13 as adopted in Florida Fire Prevention Code.

PART II. REQUIRED APPLICATION INFORMATION (continued)

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 per Florida Building Code;
 - b. Total square footage;
 - c. Whether the building is protected with fire sprinklers; and
 - d. 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; and
 - e. The hydraulic calculations shall be submitted to the Fire Marshal, or designee for review and acceptance.
5. Landscape Plan. The landscape plan shall be drawn at a noted scale of at least 1"=30', signed and sealed by a Landscape Architect.
 - a. Species of tree, caliper and condition of preservable existing trees greater than 6" DBH;
 - b. Proposed landscape areas, including berms and buffers (reference species type, dimensions and character at planting, as well as spot elevations and contours for berms);
 - c. Screening and buffering (reference, type, dimensions, and character);
 - d. Existing vegetation to be preserved (reference species type, dimensions and character);
 - e. Relocation and/or preservation management process, if applicable;
 - f. Irrigation plan (note G.P.D./usage); and
 - g. Location, height, and material for walls, fences, walkways, and other manmade landscape features;
6. Transportation plan drawn to a noted scale and showing:
 - a. The layout of major roads in the project, along with traffic controls and any mass transit facilities to be provided and mobility enhancements or strategies proposed if any;
 - b. The layout of bikeways and pedestrian ways with typical cross sections
7. Soils map and detailed soils report based on the findings of a professional soils expert supporting proposed construction activity. Indicate depth and location of all muck and peat areas.
8. 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. Jurisdictional wetland lines shall be surveyed, flagged and illustrated, if applicable. (Topography Map may be included on Grading/Drainage Plan).
9. Vegetation map (for applications with property one (1) acre or larger) showing existing vegetation type, caliper and condition, and including all threatened, endangered or of species of special concern and all preservable 6" DBH or more in diameter.
10. Building elevations for all sides including structural heights, and proposed building materials listed as well as color renderings.
11. Existing building uses listed for all buildings (if any) and intended use of each building or portion thereof.
12. 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.

PART II. REQUIRED APPLICATION INFORMATION (continued)

13. Signs and lighting (existing and proposed locations, elevations and typical sections) if any, for applicable phase. Provide height and overall square footage for each sign proposed; provide elevations, type, height, location and illumination data for lighting proposed.
14. 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.
15. Construction details. Typical sections showing street type and width, curb and gutter, sidewalks, stormwater drainage and designs of any proposed fences, walls and entrance structures to be maintained by property owner.
16. Tables.
 - a. Table specifying each residential use by type, acreage, maximum density (include gross and net density, proposed unit size(s)) and height.
 - b. Table indicating the use, height, size, square footage, floor area ratio and location of each proposed nonresidential land use area. Indicate Site FAR for Downtown Maitland, if applicable.
 - 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.
17. Wildlife inventory. An inventory of wildlife species on site, including species categorized as endangered, threatened or of special concern status. A description of techniques and practices proposed to protect endangered, threatened, or species of special concern status.
18. Energy efficiencies. Description of energy-efficient site design techniques and land development practices proposed to reduce long-term energy commitments.

Should an item listed under the category of Supplemental Information above be determined by the Community Development Director (or designee) as not applicable to a particular application, the item(s) may be waived upon request of the applicant and authorization by the City, without affecting the sufficiency of the application.

<p>FIRE FLOW CALCULATION ACCEPTANCE</p> <p>Address of project: 1300 S. Orlando Avenue</p> <hr/> <p>Required Fire Flow per City: <u>812</u> gpm</p> <p>Fire Flow available for Project per Engineered Calculations: <u>2014.20</u> gpm</p> <p>Accepted by: <u>[Signature]</u> <u>11/30/15</u> Fire Marshal or Designee Date</p> <p>Copy of Sealed Calculations attached</p>	<p>WATER /SEWER LEVEL OF SERVICE ANALYSIS</p> <p>Address of project: 1300 S. Orlando Avenue</p> <hr/> <p>water gpd: <u>10,084 ADF</u></p> <p>sewer gpd <u>8,643 ADF</u></p> <p><u>[Signature]</u> <u>11-17-15</u> Engineer's Signature Date</p> <p>NOTE: Attach demand calculations signed and sealed by Engineer of Record.</p>
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**ZONING AMENDMENT
PLANNED DEVELOPMENT
OPTION 2**

I understand if my application and plans are not complete, the application may not be accepted.

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.

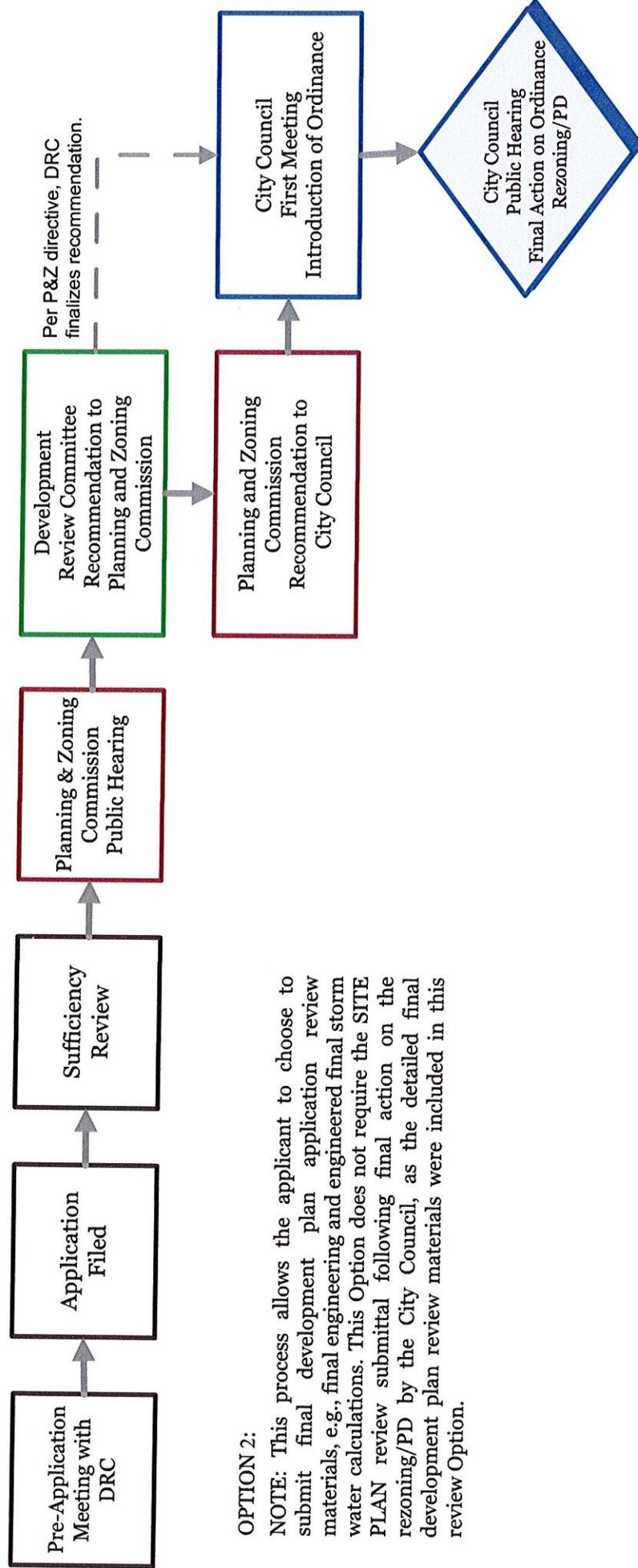
Signature [Signature]
 Owner Applicant

Date 11-19-15

Print Name Robert High

PLANNED DEVELOPMENT APPLICATION PROCESS OPTION 2

PD Approval



OPTION 2:

NOTE: This process allows the applicant to choose to submit final development plan application review materials, e.g., final engineering and engineered final storm water calculations. This Option does not require the SITE PLAN review submittal following final action on the rezoning/PD by the City Council, as the detailed final development plan review materials were included in this review Option.

Chapter 7.5 Land Development Procedures
Article XVI. Pass-Through Fees

ARTICLE XVI. - PASS-THROUGH FEES

Sec. 7.5-141. - Authority.

The city is hereby authorized to assess and collect fees, deposits, costs and expenses relating or pertaining to the review, inspection, regulation and defense of development related activities pursuant to this article.

(Ord. No. 1160, § 1, 1-14-08)

Sec. 7.5-142. - Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

Applicant shall mean and refer to an owner or an owner's authorized agent who submits an application, proposal, petition or project to the city.

Application, for purposes of this article, shall mean and refer to an application, petition or proposal submitted to the city pertaining to development for which city approval is required, and shall be limited to the following, except as the provisions of section 7.5-143(b) shall apply:

- (1) Comprehensive plan amendment.
- (2) Concurrency determination.
- (3) Development agreement, formulation and review.
- (4) Development of regional impact.
- (5) Final subdivision plat, including any revisions to a previously approved or existing subdivision or plat.
- (6) Permitted conditional use.
- (7) Planned development.
- (8) Preliminary subdivision plat.
- (9) Rezoning (with or without a comprehensive plan amendment).
- (10) Site plan review.
- (11) Substantial change in any of the above.

City shall mean and refer to the City of Maitland, Florida.

City consultant shall mean and refer to those companies, private consultants, governments, individuals or other entities under contract with the city to provide services to or for the city or who provide services to or for the city or who provide technical or legal expertise to or for the city, including but not limited to, attorneys, engineers and surveyors.

City staff shall mean and refer to city employees.

Total development review amount shall mean and refer to the total amount of the review deposit to be paid by an applicant pursuant to section 7.5-143 and any fees authorized to be collected by the city pursuant to its Code of Ordinances.

Owner shall mean and refer to an owner or group of owners of fee simple title to a particular lot, tract, or parcel of real property.

Owner's authorized agent shall mean and refer to an agent of the owner duly authorized to submit and process an application. If the applicant is not the property owner, a proper authorization must accompany the application. Such authorization shall be evidenced by a power of attorney signed by the owner and notarized specifically authorizing the agent to represent the owner in connection with the application and as to the owner's real property which is the subject of the application. The authorization shall include an agreement of the owner to be bound by the actions of the owner's authorized agent and the provisions of this article.

Review deposit shall mean and refer to a deposit of money, as established by this article, to be paid by an applicant at the time of the filing of an application as defined above or, upon good cause shown, such other development-related application as determined by the city manager or his/her designee as required in section 7.5-143(b).

(Ord. No. 1160, § 1, 1-14-08)

Sec. 7.5-143. - Review deposits.

- (a) *Required review deposits.* A five thousand-dollar (\$5,000.00) review deposit, payable to the City of Maitland by money order, personal or company check or cashier's check drawn on a financial institution authorized to do business in Orange County, Florida, shall be delivered to and collected by the city at the time of submission of each application as defined in Section 7.5-142. Said review deposit shall be utilized by the city to reimburse the city for the actual costs paid by the city incurred as a result of the review of the development activity.
- (b) *Other types of development-related applications.* Upon good cause shown, a review deposit, in an amount determined by the city manager not to exceed five thousand dollars (\$5,000.00), paid as set forth above in subsection (a), shall be delivered to and collected by the city at the time of submission of such other types of development-related application as may be determined by the city manager or at such other time as the city manager may designate. The following factors, by way of example, not limitation, may be considered to support a finding of good cause for the imposition of a review deposit during the review and approval of a development-related Application other than as described in section 7.5-142 and for establishing the appropriate review deposit amount: information provided by the city staff and applicant about the complexity and scope of the proposed development-related application and the development project, the payment history of the applicant as it pertains to past dealings with the city, and the expected involvement of city consultants.
- (c) *Waiver of review deposits.* In all cases, the city manager may waive the requirement of a review deposit if, based upon information from city staff and the applicant, the amount of the fees, costs and expenses relating to the review, processing, inspection and regulation of such, as estimated by the city manager, will not exceed the application fee. Similarly, should the city manager determine at anytime thereafter, in his sole discretion, that requiring a review deposit is in the city's best interest, he may require one at that time. No review of an application pertaining or relating to subdivision plats, development agreements, planned unit developments, a development of regional impact or

such other development-related application as determined by the city manager, shall commence until the Application fee and review deposit, if applicable, is paid. The total development review amount shall be forwarded to the city manager prior to the end of the second business day following the submittal of said application for review or approval. The balance of the review deposit, if any, shall be returned to the applicant as provided for in section 7.5-144. No interest shall be paid to applicant on any review deposit on account with the city.

(Ord. No. 1160, § 1, 1-14-08)

Sec. 7.5-144. - Project account.

Once an application pertaining or relating to an application or, upon good cause shown, such other development-related application as determined by the city manager, has been submitted to the city and the applicable total development application fee has been collected, the city manager or his/her designee shall establish an individual project account through which all fees, expenses and costs incurred by the city which are associated with the applicable application will be monitored. The project account will be maintained throughout the entire review, processing, inspection, and regulation process until the latter of:

- (1) Final action (after all appeal periods have run) by the city council has occurred with respect to the application;
- (2) No further significant involvement of the city staff or city consultants is expected to occur;
- (3) The city has been paid all of the amounts due under this section and the city code; or
- (4) The expiration of any warranty period associated with the conveyance or dedication of improvements to the city.

Fees, costs, and expenses for any city consultant time directly related to the review, processing, inspection or regulation of any application or development pursuant to this section, the city code and/or state statutes, and all other directly related expenses, including, but not limited to, advertising, legal, inspection and engineering costs are to be charged to the project account.

(Ord. No. 1160, § 1, 1-14-08)

Sec. 7.5-145. - City invoices.

- (a) *Payment.* The city manager or his/her designee may periodically calculate the costs, expenses and fees incurred by the city for each application for which a review deposit is required and send an invoice to the applicant for payment. The applicant shall have ten (10) days from the date of the invoice to pay to the city the invoiced amount. Thereafter, if payment is not received in the required time, the city manager or his/her designee shall apply the review deposit toward payment for the invoiced amounts. If the total of the costs, expenses, and fees incurred by the city for an application for which a review deposit is required exceeds the review deposit, and payment is not received in the required time after invoicing, then the city manager or his/her designee shall apply the review deposit to the unpaid portion of the invoice and send a notice of nonpayment to the applicant for the remaining amount of the invoice. The city manager or designee shall also send a notice to the applicant and to all city staff and city consultants associated with the subject application or project, instructing them to cease all work relating to such application or project unless and until further notified by the city manager or his/her designee. A copy of such notice shall be sent to the applicant.

Upon receipt of the notice, work by the city staff and city consultants on the application or project shall cease, and neither building permits, certificates of completion, temporary certificates of occupancy, nor certificates of occupancy will be issued with respect to such real property. Continuation of the review of

the application or project with respect to the real property for which payment was not made will not be undertaken by the city until such time as all outstanding fees, costs and expenses due under this section are paid in full and a new review deposit paid to the city.

Unless otherwise provided for in this article, if an applicant receives or is granted approval on an application or project or is issued a building permit, certificate of completion, temporary certificate of occupancy, certificate of occupancy, occupational license or other development order by the city, and additional fees, costs, expenses or such other obligations attributable to the application are thereafter posted to the project account for work that is associated with said approval or issuance, the applicant or his/her successor in interest shall pay said costs, fees and expenses incurred by the city for such application. The city shall send an invoice to the applicant or successor for such fees or expenses, and the applicant or successor shall reimburse the city for such fees or expenses within ten (10) days.

- (b) *Deficiency and liens.* Failure to pay an invoiced amount within the requested time shall constitute a violation of this article. Any deficiency owed to the city, whether incurred before or after project approval, shall bear interest from the date of the aforementioned notice of non-payment at the rate of eighteen (18) percent simple interest per annum or otherwise at the highest rate permitted by law until paid. The amount of any such deficiency owed to the city shall, together with interest and the costs of collection as hereinafter provided, shall be the personal obligation of the applicant and shall be a continuing lien on the real property related to the application or project under review. Any subsequent or new owner of the real property related to the application or project shall take title subject to the obligations of the applicant under the terms of this article and shall be jointly and severally liable for such obligations. An applicant may not escape liability for the deficiency by abandonment of the application or project, withdrawal of such application or sale of the real property with respect to which such application has been submitted. If the initial or subsequent invoices are not paid in a timely fashion, and the invoiced amount exceeds the amount of the review deposit, the city may take whatever legal means it deems appropriate to collect the deficiency, including, but not limited to, retaining the services of a collection agency or attorney, initiating legal proceedings for the collection thereof, recording a notice of lien as hereinafter provided, and foreclosing same in the same manner as mortgage liens are foreclosed.

If the project is subject to the provisions of a development agreement, and the applicant is found to be in default of such development agreement, then it would be considered a default of that agreement and whatever remunerative such development agreement calls for would be applied, as opposed to the provisions called for in this article.

(Ord. No. 1160, § 1, 1-14-08)

Sec. 7.5-146. - Required payments.

Payment for costs, expenses and fees incurred by the city under this article is a requirement for the city's final approval of the application and project.

(Ord. No. 1160, § 1, 1-14-08)

Sec. 7.5-147. - Assessable costs, expenses, and fees.

All direct costs, expenses and fees incurred by the city that relate directly to the review, processing, inspection, regulation or defense of an application, including, but not limited to, expenses incurred by city consultants who review or defend the application at the direction of the city, as well as other expenses related directly to advertising, surveying, legal review and/or engineering review for an application or

of ownership, the original applicant shall no longer be liable to the city for fees, costs and expenses incurred by the city which arise after receipt of the notification of change of ownership, and the new owner shall be solely liable to the city for all such fees, costs and expenses associated with the application or project activities subsequent to the date of receipt by the city of such notification. Additionally, the applicant shall be entitled to a refund of any review deposit balance as of the date said change of ownership notice is received by the city, provided all assessable costs, expenses and fees hereunder and incurred to that date are paid in full.

(Ord. No. 1169, § 1, 1-14-08)

Sec. 7.5-151. - Agreement to be bound by this article.

Submission of an application shall constitute the consent and agreement for the applicant and the owner, if the application is being executed by the owner's authorized agent, to be bound by the provisions of this article.

(Ord. No. 1169, § 1, 1-14-08)

Secs. 7.5-152—7.5-159. - Reserved.



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

PETITION FOR ZONING AMENDMENT PLANNED DEVELOPMENT - OPTION 2

CONTENTS:

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

General Summary

1) Pre-Application Conference. Before submitting an application, the applicant shall schedule a pre-application conference with the Development Review Committee to review the proposed development. The applicant shall obtain a copy of the pre-application form from the Community Development Department. The City shall provide written comments to the applicant prior to the Development Review Committee pre-application meeting.

The pre-application process serves as an opportunity to examine ideas and share information between the City of Maitland and an applicant for a potential development project, in a conceptual application format. The comments and information provided by the City of Maitland do not constitute a waiver of any requirements contained in the City's Land Development Code; but are meant to assist in the preparation of the application for formal submittal. A pre-application conference must be held no more than six (6) months prior to filing an application for planned development.

Applicants are encouraged to meet with neighborhoods and surrounding property owners/residents prior to formal submittal of an application for planned development to discuss plans for the property that will be subject to the PD zoning and to be able to understand and respond to any valid concerns via design modifications.

2) Option 2 - PD Application

The following is a guide designed to assist those persons who wish to pursue a planned development within the corporate limits of Maitland. As such, it does not assure any approvals.

The applicant can find specific information with regard to this process in Chapter 7.5. Land Development Procedures. Article VII Planned Development of the Maitland City Code. **You may also refer to the attached flow chart for processing guidance.**

(The City Code may be accessed via the internet at http://www.itsmymaitland.com/city_documents.aspx.)

The Option 2 process allows the applicant to choose to submit final development plan application review materials, including items such as final engineering and sealed and engineered final storm water calculations, listed in Section 7.5-56 of the Maitland City Code. Option 2 does not require the Site Plan review submittal because final development plan (site plan) review materials are included in this review.

Submit for zoning amendment and planned development. All applications for zoning amendment to a planned development district shall be submitted to the Zoning Administrator. Applications must be submitted no later than 12:00 noon at least forty (40) days prior to the first or 3rd Thursday of any month. The Zoning Administrator will review the application for sufficiency and completeness of information within five (5) working days after submission. If corrections are requested, the applicant shall have five (5) working days to make all requested changes. Incomplete applications will not be processed.

The OPTION 2 process allows the applicant to choose to submit final development plan application review materials, including items such as final engineering and sealed and engineered final storm water calculations, listed in Section 7.5-56 of the Maitland City Code. Option 2 does not require the SITE PLAN review submittal because final development plan (site plan) review materials are included in this review.

***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.**