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

PETITION FOR SITE PLAN REVIEW OR PERMITTED CONDITIONAL USE

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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 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. The City shall provide written comments to the applicant prior to the Development Review Committee pre-application meeting.

2) Application Requirements

The following is a guide designed to assist those persons who wish to obtain permission to develop using the site plan or permitted conditional use processes within the corporate limits of Maitland. As such, it does not assure any approvals.

1. The applicant can find specific information with regard to this process in Chapter 7.5, Article X., Land Development Procedures. 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)

2. Applications for site plan or permitted conditional use approval shall be submitted to the Zoning Administrator. Applications must be submitted at least forty (40) days prior to the first or third Thursday of any month.

3. 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.

   A $5,000 review deposit, payable to the City of Maitland, must accompany this application, as specified in Article XVI, Chapter 7.5[1] (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 balance of any unused part 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.

   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 must be submitted with the application. If fees exceeding $300 are incurred, the applicant will be billed under separate cover.

   The application fee schedule is: **$250** Administrative Site Plan Review; **$800** Site Plan Review with a Board review; or **$500** for a Permitted Conditional Use.

   Application fees must be submitted at the time of application. Submittals without applicable fees will not be processed.

***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.**

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[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).

City of Maitland
1776 Independence Lane
Maitland, Florida 32751

Petition Number _____
(office use only)

PETITION FOR SITE PLAN REVIEW OR PERMITTED CONDITIONAL USE

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 RD MCN, LLC (Contact: Max Cruz) ☐
   Address 315 S. Biscayne Blvd., Miami, FL 33131
   Telephone No. (305) 460-9900 x494 Fax No. (305) 460-9911
   E-mail Address mcruz@relatedgroup.com
   (If more than one applicant, please attach list and signatures.)

2. CURRENT PROPERTY OWNER'S NAME(S) BPL Maitland Concourse North, LLC ☐
   Address P.O. Box 3010, Winter Park, FL 32790-3010
   Telephone No. (407) 622-1700 Fax No. (407) 622-1717
   E-mail Address bill@battagliagroup.com
   (Provide for each owner of real property that is subject to petition; please attach list and signatures.)

3. AGENT'S NAME Jonathan A. Martin, P.E. (Kimley-Horn and Associates, Inc.) ☐
   Address 3660 Maguire Blvd, Suite 200, Orlando, FL 32803
   Telephone No. (407) 898-1511 Fax No. ( )
   E-mail Address jonathan.martin@kimley-horn.com
   (If more than one agent, please attach list.)

4. Indicate Section of Zoning Code under which this Site Plan Review or Permitted Conditional Use is sought.
   Planned Development

5. PROJECT INFORMATION: Project Name: Maitland Concourse North
   Project Address: 511 W. Maitland Blvd., Maitland, FL 32751
   Acreage: 97.48 Gross, 70.77 Net Existing Building Square Footage: 0
   Proposed Building Square Footage: _____ No. of Building Stories: 2 & 3 Story
   Building Height: 35' LMDR, 50' R-MORC No. of Dwelling Units: 350

6. BRIEFLY STATE GROUNDS FOR REQUEST:
   Proposed master infrastructure for the Maitland Concourse North development as well as the western connector road, main entrance road, Lake Faith Villas entrance and the proposed 350 multifamily residential units on Lot 7.

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.)

   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 fee schedule is: $250 Administrative Site Plan Review; $800 Site Plan Review with a Board review; or $500 for a Permitted Conditional Use.
   - 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 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 storm water 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 for review.* A completed application form, with the name, address and telephone number of applicant, property owner, and agent, statement indicating 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 (for uses required for Board reviews).* 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 most recent tax rolls in Orange or Seminole Counties. The five-hundred (500) foot distance shall be measured by a straight line from the boundary of the subject property nearest to the point of the boundary of any property within five hundred (500) feet thereof.

   (c) *Applicant 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 property subject to the petition;
         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 and 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 with the date of certification not in excess of one year. Provide gross and net land area which may be provided on a separate sheet.
         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;

PART II. REQUIRED APPLICATION INFORMATION (Continued)

f. The layout of bikeways and pedestrian ways;

g. Locations of ingress/egress to property (existing and proposed);

h. Open space (provide total acreage for open space); provide a description of what areas have been counted in the calculation);

i. Recreation areas (if applicable);

j. Permeable surface area (describe and provide total in text form as well);

k. Existing and proposed building(s) located on site and indicate structural height, and, square footage; (indicate floor area ratios in text form);

l. Width, pavement type, and laneage of all adjacent rights-of-way;

m. Accessible parking, including details, location and accessible route to building with elevations;

n. Location and proposed dimension of sidewalk(s) and walkway(s) and connections to facilities in adjacent developments;

o. Any proposed streets, alleys and access easements and, include any connections to adjacent property(ies);

p. Internal traffic circulation patterns;

q. 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;

r. Turning radii for fire engines shall be twenty (20) inside and forty (40) outside diameter; turning radii for ladder or aerial trucks shall be twenty-five (25) inside and fifty (50) outside, in accordance with manufacturer's specifications;

s. Roadways to be designed to sustain the weight of fire apparatus; minimum design;

t. Dead-end fire department access roads in excess of 150 feet in length shall be provided with approved provisions for the fire apparatus to turn around; and

u. Indicate gross and net density(ies) for residential development, floor area ratio for non-residential development and Site FAR for Downtown Maitland (if applicable).

3. Grading concept plan/utility service plan to include:

a. Proposed contour lines or point/spot elevations; and extending twenty-five (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; and including location of any proposed or existing fire hydrants. Service plans to include runoff retainage.

c. Existing utilities on or adjacent to the site, including connection details.

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.

All plans are to be drawn at a scale of one (1) inch equals one hundred (100) feet or greater.

4. Fire Flow:

a. Type of construction for the proposed facility per the Florida Building Code;

b. Total square footage;

c. Whether the building is protected with fire sprinklers;

d. The minimum required fire flow per building shall be provided by the Fire Marshal;

e. Engineered hydraulic calculations shall be accomplished to prove the required fire flow is available. The minimum acceptable design pressure shall not be less than twenty-five (25) psi for these calculations.

f. The hydraulic calculations shall be submitted to the Fire Marshal for review and acceptance.

PART II. REQUIRED APPLICATION INFORMATION (Continued)

5. Landscape plan pursuant to Chapter 8 Landscape, Treescape, Streetscape: The landscape plan shall be drawn at a noted scale of at least 1"=30' and be signed and sealed by a Landscape Architect.
   a. Proposed landscape areas, including berms and buffers (reference species type, dimensions and character at planting, as well as spot elevations and contours for berms);
   b. Species of tree, caliper and condition of preservable existing trees greater than 6" DBH;
   c. Location, height and material for walkways, fences, walls and other manmade landscape features;
   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);
   g. An arrow indicating north;
   h. Plan must include screening and buffering (reference, type, dimensions, and character) and interior parking and service areas.
6. Topography plan indicating existing contours at one-foot intervals, based on U.S. Geodetic Datum and extending twenty-five (25) feet beyond the property boundaries. The topographic 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 plan may be included on the grading/drainage plan.
7. Vegetation map (for applications with property one (1) acre or larger). A map of existing vegetation species, caliper, and character, and including all threatened, endangered or species of special concern and all preservable trees 6"D.B.H. or more in diameter.
8. Building elevations for all sides including structural heights, proposed building materials list, and color rendering(s).
9. Existing building uses (if any) and 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 limited to, traffic, stormwater drainage, water, sewer and parks; and in a format acceptable to the Community Development Director. Include water/sewer level of service analysis signed and sealed by an engineer.
11. Soils. A soils map and detailed soils report based on the findings of a professional soils expert supporting proposed construction activity.
12. Signs and lighting, (existing and proposed locations, elevations, and typical sections) if any. Provide height and overall square footage for each sign proposed; provide elevations, type, height, location and illumination data for lighting proposed.
13. Wildlife inventory. An inventory of wildlife species on site, including species categorized as endangered, threatened or of special concern status, if applicable. A description of techniques and practices proposed to protect endangered, threatened, or species of special concern status.
14. Incentives and/or development bonuses requested if applicable.
15. Off-site credits requested if applicable.
16. Mobility Strategies if applicable for a Transportation Concurrency Exception Area (TCEA).

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

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

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 Max Cruz