

## DEVELOPMENT REVIEW COMMITTEE – POLICIES & PROCEDURES

### 1. Purpose:

A city wide Development Review Committee is hereby established composed of all City Departments involved in the review and approval of site or building development projects in the city and related activities requiring multi department coordination and approval. The purpose is to facilitate the professional review of plans and projects by our City Departments in order to comprehensively cover all potential areas of concern including code issues prior to and after appearing before our Boards, Commissions or before beginning active construction.

### 2. Meetings:

The Building and Code Enforcement Department shall coordinate the activities of this Committee including setting times and locations of each meeting. Meetings will be held at 10 a.m. on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday unless cancelled due to no applications and shall meet as needed to review projects prior to appearing before the Planning and Zoning Commission and after final approval of a project when construction plans are complete prior to a permit request. Commercial and Multi-family projects that do not require Planning Commission or City Commission approval shall also be reviewed based on need for multi-department review.

### 3. Communication:

Notes and/or Minutes of the meeting shall be taken, and each participating Department is responsible for information given or received from the Applicant(s) or Representative(s) present and shall remit back to the Building and Code Enforcement department by email major items discussed and agree upon with the applicant for the purpose of coordinating responses. This does not prevent any applicant from communicating specifically with any individual department on more detailed technical information that is needed to be further addressed in forthcoming plans for a project. However, if there is any significant change of direction given to an applicant that is communicated to the applicant outside the DRC Committee Meeting, then that change should be forwarded to the Building Department for coordination purposes relating to that project.

### 4. Members: Development Review Committee Members

Building & Code Enforcement  
Planning & Community Development  
Public Works  
Town Architect  
Fire  
Police  
Sewer & Water Utility  
Electric Utility  
Fire Marshall  
Engineering  
Storm water  
Traffic Engineer  
Landscaping  
Forestry



**City of Winter Park  
Submittal Information  
Development Review Committee**

The petitioner is required to submit the following information attached to this form. Unless a specific item is waived by staff. Failure to completely address all boxes is basis for considering the submittal as incomplete.

**Plat of Survey: (one 1 copy) NEEDED FOR A SITE PLAN REVIEW**

A list of all Covenants, Conditions, or Restrictions concerning the Subject Property:  
Vicinity Map

One of the following:

1. If Applicant is not the Property Owner a Letter of Authorization from the Property Owner and a copy of the lease or contract to purchase.
2. If applicant is property owner a copy of the Title Tract Search or a copy of the last recorded Deed with Affidavit.
3. If applicant is administered by a Trust a Certified copy of the Trust Agreement and a list of all beneficiaries.

Scaled Site Plan (1"= 20', 1"=30', 1"=40, 1"=50'), the plans shall indicate all of the following Seventeen (17) copies ONE FULL SIZE AND 17 COPIES 11 X 17 SIZE.

Property boundaries – current survey  
Existing structures and parking areas if any  
Existing structures to be removed, if any  
Proposed structures and parking areas  
Location of all loading areas  
Location of all curbs around the parking areas  
Existing and proposed sidewalk locations and widths  
Location of all signs  
Zoning setback lines  
Easements  
Stormwater detention/retention area  
Floodplain/floodway delineation elevations  
Fire lanes: Turning radii where appropriate  
Dumpster areas and type of required screening  
Location of Open Storage areas/screening  
Location of all above ground utilities and services  
Buildings on neighboring properties within 100 feet  
Drives and curb cuts within 100 feet  
Floor plan with dimensions (for restaurants, show number of seats)  
Location of exterior grease trap, existing, new, size  
Location & size of any existing irrigation well  
Identification of existing & proposed water meters, fire lines and sewer laterals or mains by size & location.

Square footage of each floor  
If a mixed use building provide breakdown of square footage.  
Provide fixture count for all existing structures.

Scaled landscaping plan (1"=20', 1"=30', 1"=50'), the plans shall indicate all of the following: (seventeen 17 copies) ONE FULL SIZE AND 17 COPIES 11 X 17

Existing landscaping to remain by common name and quantity

**A Tree Survey showing the location of all existing trees 6" in diameter or larger with name and size. Tree Protection Plan.**

**Proposed landscaping by common name and quantity**

**Non-plant features listed by type and size**

**Location and proposed height of all beams**

**Location of all easements**

**Irrigation system**

**Scaled Grading and Topography plan (1"=20', 1"=30', 1"=40', 1"=50'), the plans shall indicate all of the following: (seventeen 17 copies) ONE FULL SIZE AND 17 COPIES 11X17 SIZE.**

**Preliminary Engineering Information**

**Location of all berms**

**Location of all road access points**

**Scaled building elevation plans of all sides of the proposed building(s) (1"=20', 1"=30', 1"=40', 1"=50'), the plans shall include the following: (seventeen 17 copies) ONE FULL SIZE AND COPIES 11 X 17**

**Clearly indicate location and type of building materials**

**Provide a list of all exterior building materials**

**Indicated that all HVAC units are fully screened from neighboring properties**

**Location of any exposed mechanical equipment, stacks, etc.**

**Location of all exterior wall lights**

**Indication of building colors**

**Scaled sign appearance plans of all signs proposed for the subject property (1"=20', 1"=30', 1"=40', 1"=50'), the plans shall include the following: (seventeen 17 copies)**

**The proposed size of all signs**

**The proposed colors of all signs with samples.**

**Indicate what part of the proposed sign is a company logo, if any**

**Scaled photometric plans of all proposed exterior lights (1"=20', 1"=30', 1"=40', 1"=50'), the plans shall indicate the level of light, measured in foot-candles, at the property line on all sides for the entire property.**

**Provide a sample of all proposed exterior building materials: (color and material)**

**Documentation of any environmental problems or concerns on the subject property**

**Proof of submittal to any additional agencies for Required Permits (DOT, SJWMD, etc):**

**Answers for zoning relief: (Variation, Special Use and Rezoning)**

**Description of proposal. (A brief written description of the project. Restaurants should include expected hours of operation, number of seats, number of employees on a peak shift, and any special features such as entertainment of outdoor seating.**

**Application Fee: No Fee for Site Plan and Appearance Review Only**

**FOR OFFICE USE ONLY**

**Submittal Date:** \_\_\_\_\_ **Acceptance Date:** \_\_\_\_\_  
**Requested Action:** \_\_\_\_\_ **Common Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Meeting Date:** \_\_\_\_\_

**APPLICANT INFORMATION**  
*(PLEASE PRINT OR TYPE ALL RESPONSES)*

**APPLICATION IS BEING MADE FOR (CHECK ALL THAT APPLY) :**

**Site Plan Review**  
**Signage Approval**  
**Rezoning**

**Building Review**  
**Subdivision Review**

**Name of Development:** \_\_\_\_\_

**Property Address (1):** \_\_\_\_\_

**Property Address (2):** \_\_\_\_\_

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**Name of Applicant/Contact:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Role:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Phone (1):** \_\_\_\_\_ **Phone (2):** \_\_\_\_\_

**Fax:** \_\_\_\_\_

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**Name of Property Owner:** \_\_\_\_\_

**Relationship to Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Tel. Number** \_\_\_\_\_ **Fax No.** \_\_\_\_\_

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**Name of Architect:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Tel. Number** \_\_\_\_\_ **Fax No.** \_\_\_\_\_

Name of Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel. Number \_\_\_\_\_ Fax No. \_\_\_\_\_

**Optional: Other Contact information (if not applicant) – to also receive meeting information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax No. \_\_\_\_\_

**PROPERTY INFORMATION**

Existing Use of Property: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Is the property located within a Special Flood Hazard area or Wetland Area?: \_\_\_\_\_

Has an engineering study of the property been done?: \_\_\_\_\_

Total No. of Dwelling Unites (IF PROPOSED USE IS RESIDENTIAL): \_\_\_\_\_

Density per Acre (IF PROPOSED USE IS RESIDENTIAL): \_\_\_\_\_

If a new development, where has the applicant constructed a similar development?

Property size: \_\_\_\_\_

Building size(s): \_\_\_\_\_

Percentage of lot coverage by proposed building(s): \_\_\_\_\_

Unit size (s) : (for multi-unit buildings) \_\_\_\_\_

**Required building setbacks and (Proposed Setbacks):**

Front yard: \_\_\_\_\_ ( \_\_\_\_\_ )

Side yard: \_\_\_\_\_ ( \_\_\_\_\_ )

Side yard: \_\_\_\_\_ ( \_\_\_\_\_ )

Rear yard: \_\_\_\_\_ ( \_\_\_\_\_ )

**Number of parking spaces provided:**

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**Number of handicap parking spaces provided:**

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**Percentage of lot coverage by parking spaces:**

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**Required parking setbacks and (Proposed Setbacks):**

Front yard: \_\_\_\_\_ ( \_\_\_\_\_ )  
Side yard: \_\_\_\_\_ ( \_\_\_\_\_ )  
Side yard: \_\_\_\_\_ ( \_\_\_\_\_ )  
Side yard: \_\_\_\_\_ ( \_\_\_\_\_ )  
Rear yard: \_\_\_\_\_ ( \_\_\_\_\_ )

**Existing Zoning District:** \_\_\_\_\_

**Proposed Zoning District:** \_\_\_\_\_

**Other Zoning Relief Requested:** \_\_\_\_\_

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**Comprehensive Plan Designation:** \_\_\_\_\_

**Statement on why proposed use complies with the Comprehensive Plan: (USE SEPARATE SHEET IF NECESSARY)**

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**Neighboring Land Uses:**

**North:** \_\_\_\_\_

**South:** \_\_\_\_\_

**East:** \_\_\_\_\_

**West:** \_\_\_\_\_

**Statement on impact the proposed use will have on the neighboring properties: (USE SEPARATE SHEET IS NECESSARY)**

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**Has the subject property ever been the subject of any other action by the City of Winter Park? If yes, please give details:**

## CONCERNS AND COMMENTS

The following Plan Commission concerns and comments have been compiled by The City of Winter Park Staff to help applicants prepare for the Public Meeting. These items are routinely discussed by the Commission and represent preferences expressed on a variety of projects. The applicant should be prepared to discuss each of the applicable issues below at the public meeting with the Plan Commission. Compliance or non-compliance with any of the issues listed does not necessarily guarantee that a particular action will be granted.

### Preferences for New Developments

1. **Fully dedicated roadways:** Roadways proposed within developments should be dedicated as public streets to The City of Winter Park. Private roadways and long drives are not desirable.
2. **Burial of utility lines:** Above ground utilities should be buried whenever possible.
3. **Location of parking spaces:** It is desirable that proposed parking lot locations be on the side and rear of proposed buildings as much as possible. It is preferable that buildings present an appearance to the roadway that has minimal parking toward the street.
4. **Strip malls:** it is desirable that any proposed commercial areas not be constructed in the “typical” strip mall format. Proposals should include destination retail outlets, restaurants and other similar uses.

### Miscellaneous Construction Preferences

1. **Soft shorelines for retention areas:** Retention/detention areas should have side slopes of less than 3 to 1 to the water area. The slopes should be well landscaped with appropriate species. Concrete side walls and steep slopes should be avoided.
2. **Directional lighting:** Exterior building, parking lot and other lighting be shielded in such a manner that the light is not directly visible from off property.
3. **Visible downspouts and utilities:** Structures (other than single-family residential) should have interior rainwater downspouts that direct rainwater directly into underground drainage systems. Utilities should also be enclosed within the building.
4. **Interior entrance stairs:** It is desirable that all multi-family structures have an entry door at grade level to the surrounding land. Any needed stairways up, or down, should be contained within the building.
5. **Paver bricks on narrow areas:** Areas of the subject property that have small ground areas that would be difficult to landscape properly be improved with paver bricks, ‘stamped’ concrete, or some other similar durable landscaping treatment.
6. **Landscaping:** Evergreen and coniferous plantings are encouraged with particular attention given to parking lot screening, trash area screening and commercial/residential conflict buffering. See City of Winter Landscape requirements.
7. **Sidewalks:** It is desirable that there be sidewalks constructed along all property frontages. These sidewalks should be a minimum of five (5) feet in width and be constructed of paver bricks, ‘stamped’ concrete or other decorative materials where appropriate.

### Architectural Design Preferences

1. **Design themes for stand-alone buildings:** For stand alone commercial, industrial and multi-family structures it is desirable that the proposed building have an architectural similarity with the existing neighboring buildings.
2. **Avoid monotony in multi-building developments:** There should be distinct differences in the exterior appearance of each individual building in a multi-building development.
3. **Building Appearance:** All sides of a proposed building should have a ‘finished’ appearance. Sides of the building that do not face streets should still include architectural details in order to improve their appearance.
4. See Park Avenue Design Guidelines for C-2 areas.

## Signs

1. **Creativity encouraged:** Creative use of colors, interesting fonts, upper and lowercase letters, and graphic elements is strongly encouraged.
2. **Landscaping:** See landscaping preferences above. City landscape requirements.

## Additional standards and submittal requirements:

### Drive-in facilities

In addition to the site plan and building plan submittals previously outlined, all applications for drive-ins shall contain the following information.

Applicants shall submit a traffic data and impact analysis, including the average daily traffic on adjacent streets and the peak hours traffic on adjacent from the site, as well as the distribution of trips to various entrances and exits. This data shall also include an analysis of internal traffic flow including the nature and adequacy of stacking areas for average and peak periods. Relevant accident history data shall be considered.

Applicants shall submit projections of the number of customers and the location of other similar businesses within the area of the City.

### New:

**10,000 square feet or larger**

The applicant must submit at the time of application two full color images, hard copy from 3-Dimensional digital renderings that show all sides of proposed buildings(s), parking areas, parking structures, and any other site improvement. All adjacent buildings and site improvements within 100 feet of the proposed site should be included within the digital 3-D images for review of the context with-in the immediate surrounding properties. Additionally, the applicant must submit digital files on JPG or PDF format from different angels of the project; and a project Fly-over, in flash or any format can run by multimedia Windows XP, or 3-D walk through that can be run by Autodesk Revit Building 8 or 3d max 8.

### Special Note:

In order for the City to undertake its own analysis of these applications, all of the above data shall be submitted no less than 30 days prior to the Development Review Committee (DRC) meeting date (see schedule). This shall allow sufficient time to conduct traffic counts, turning movement studies, and to determine the adequacy of data submitted, as well as to question conclusions and findings by requesting supplementary information to back up previous submissions.