

*This checklist must accompany your submittal as the cover page.*



## **CONDITIONAL USE Application Submittal Checklist for PRELIMINARY AND FINAL APPROVAL**

***Per Winter Park Land Development Code Sec. 58-90***

### **PRELIMINARY CONDITIONAL USE SUBMITTAL CHECKLIST REQUIREMENTS**

**Associated with the construction of a building over 10,000 sq. ft., three (3) story buildings in the Central Business District (CBD), two-story buildings in O-2 and Drive-thru businesses.**

- One (1) full size set (24"x36") and one (1)-11"x17". One copy of the application submittals in electronic format.**
  
- General Information**
  - Identification of each sheet;
  - Legend including:
    - Name of development
    - Legal description
  - Acreage
  - Scale
  - North arrow
  - Existing zoning and other special districts
  - Preparation/revision date
  - 100 year flood plain elevation

**Application, application fee, name, address, email and phone number of:**

- |  |  |
|--|--|
| <input type="checkbox"/> <input type="checkbox"/> Owner                              | <input type="checkbox"/> <input type="checkbox"/> Engineer |
| <input type="checkbox"/> <input type="checkbox"/> Owner's authorized agent           | <input type="checkbox"/> <input type="checkbox"/> Surveyor |
| <input type="checkbox"/> <input type="checkbox"/> Others involved in the application |  |

**Vicinity Map**

**Existing conditions survey** showing existing streets, structures and topographic contours on the subject property and adjacent to and within fifty (50) feet of site and also including:

- |   |  |
|---|--|
| <input type="checkbox"/> Name                   | <input type="checkbox"/> Existing trees (over 9 inch diameter) |
| <input type="checkbox"/> Location               | <input type="checkbox"/> Topography (grades)                   |
| <input type="checkbox"/> Right-of-way width     | <input type="checkbox"/> Existing structures                   |
| <input type="checkbox"/> Driveway approaches    | <input type="checkbox"/> Neighboring structures                |
| <input type="checkbox"/> Median and median cuts | <input type="checkbox"/> Streets with names                    |

**Proposed development plan** including proposed buildings and structures individually identified by number, symbol, or other appropriate system including the following information:

- |  |   |
|--|---|
| <input type="checkbox"/> Location  | <input type="checkbox"/> Preliminary architectural elevations |
| <input type="checkbox"/> Dimensions and height                                       | <input type="checkbox"/> Proposed fences or walls             |
| <input type="checkbox"/> Proposed use for each building or portion thereof           |   |
| <input type="checkbox"/> Gross floor area, in square feet by building, use and total |   |

**Required yards, setbacks, buffers,** and distances; indicate location and dimensions of all required yards, setbacks, and buffers. Also indicate distance between buildings.

**Proposed onsite vehicular circulation system,** and parking areas; include location, dimensions, and typical construction specifications of:

- Driveways, approaches, and curb cuts;
- Vehicular access points, access ways, and common vehicular access points;
- Off-street parking spaces and comparison of numbers provided with applicable code requirements;
- Other vehicular use areas;
- Sidewalks and other pedestrian use areas;

Waste removal receptacles

**Landscaping plan**; conceptual landscape plan which shall include the location and specifications for plantings for parking lot landscaping (per Sec. 58,V, Division 8 and 9 of the Winter Park City Code), buffers, open spaces, recreation areas, and other landscaped areas and landscape.

**Existing tree protection**; identify existing trees from a tree survey to be removed and/or protected and explain or illustrate methods to preserve such trees or compensate for their removal. Applicants shall meet on-site with city staff to develop such tree protection and tree compensation plan.

**Storm Water retention and Drainage plan**; in accordance with the requirements of the St. Johns River Water Management District and City Code for preliminary approval the submission shall detail the conceptual design approach and method of code compliance including preliminary storm water retention calculations to demonstrate adequate capacity. In cases where underground storm water exfiltration is planned, the preliminary submission shall also include soil boring(s) and determination of water table to address the adequacy and design parameters.

**Street signs and outdoor lighting**; include the locations and sizes of all street signs and the method proposed for outdoor lighting.

**Flood plain**; provide contours and elevation of 100-year floodplain and floodway, when applicable.

**Transportation**; a transportation analysis of the net trip generation for the proposed project and the analysis of whether the transportation level of service criteria of the city's comprehensive plan and concurrency regulations are affected.

**3D Digital Elevations**: For projects meeting the requirements for city-wide public notice, applicants for preliminary conditional use approval shall also submit at the time of application fully rendered digital 3-D architectural perspective images and elevations that show all sides of the proposed building(s), parking areas, parking structures and any other site improvement. Additionally, all adjacent buildings and site improvements within one hundred (100) feet of the proposed site must be included within the digital 3-D images for review of the context with the immediately surrounding properties.

# FINAL CONDITIONAL USE SUBMITTAL CHECKLIST REQUIREMENTS

**Final conditional use approval:** Applicants shall submit the following data and information:

**Project overview;** for final approval, applicants shall resubmit the information provided for the preliminary approval as approved by the City Commission as revised with any changes or modifications required pursuant to the preliminary approval incorporating all conditions of approval or other modifications made as a result of the preliminary approval process.

**Landscape and Irrigation plan;** for final approval, applicants shall indicate the locations and specifications for plantings for parking lot landscaping, buffers, open spaces, recreation areas and other landscape areas and landscape. The plans shall include a plant list, size at planting, plant count and spacing. Plan shall indicate the method for continued maintenance of the landscaped areas such as by the property owner, tenant, HOA, etc. Additionally, a final irrigation plan must be included.

**Storm Water retention and Drainage plan;** for final approval, in accordance with the requirements of the St. Johns River Water Management District and City Code, applicants shall submit the final storm water design and calculations including all existing and proposed grades, swales, berms, piping, guttering on buildings as necessary for building permit submittal.

**Development Agreement;** for final approval applicants shall submit a draft of any proposed development agreement prepared to accompany such application in accordance with Section 58-90 (f).

**Transportation;** a transportation impact report in compliance with the requirements of the city's comprehensive plan and concurrency management regulations outlining the impacts and the methods of compliance with those regulations.

# DRIVE-IN BUSINESSES\*

The city, as an existing urbanized area, does not lend itself to the establishment of new transportation corridors or to the expansion of existing streets. As a result, the city must strive to maintain the most effective and efficient movement of traffic on the existing road network. Since the drive-in components of any business can increase traffic congestion, create safety hazards on and off site and adversely impact adjacent neighborhoods or existing streets when they are improperly designed or located, the city has determined that in order to protect the health, safety, welfare and convenience of its citizens, drive-in components of any business shall be conditional uses to be disapproved, approved or approved with conditions. In addition to the site plan and building plan submittals previously outlined, all applications for drive-ins shall contain the following information if required by the city planning staff:

**Traffic Data and a Transportation Impact Analysis;** including but not limited to the current average daily traffic on adjacent streets and the current peak-hour(s) traffic on adjacent streets. This data shall also include estimated daily and a.m. and p.m. peak-hour traffic generation to and from the site utilizing current Institute of Transportation Engineers (ITE) data or data collected specifically for the site, as well as the documented distribution of trips to the various entrances and exits. The peak hour analysis shall be for the peak hour(s) of the business as well as the peak hours of the adjacent roadways. This data shall also include a detailed analysis of internal traffic flow including a queuing analysis completed with a city approved methodology, an analysis of the nature and adequacy of stacking areas on site for average and peak periods, and an analysis of the impact of vehicle queuing on site ingress and egress. Relevant accident history data near the proposed site and at sites with similar uses shall also be presented by the Applicant and considered by the City.

**Projections** of the anticipated number of customers and the location and patron characteristics of other similar businesses within the specific area of the city to which the site is located shall be submitted.

**Commission Determinations:** It is the intention of the city to permit drive-in businesses only when the use imposes no substantial adverse traffic and safety impacts on adjacent streets, no substantial internal circulation and safety impact on the actual site and when the use is consistent with existing character of the area. It is not the intention to permit drive-ins for a parcel which is not suited by location or configuration for such use. Thus, no permit shall be issued unless the city commission shall first determine that:

It is generally necessary or appropriate for the general welfare and public interest;

That the proposed use is consistent with the character of the surrounding neighborhood and that the property values are reasonably safeguarded;

That the size of the property is appropriate to accommodate the use during peak periods of the use and during the peak periods of the adjacent streets without substantial adverse effect on adjacent streets and on-site;

That no significant deterioration of traffic flow, facility capacity, excessive queuing and/or turning movements will result on adjacent streets from this use;

That no undue traffic safety or traffic hazards will be created on site, at site ingress and egress, and on the adjacent roadway network.

*\* In order for the city to undertake its own analysis of these applications, all the above data shall be submitted no less than thirty (30) days prior to the planning and zoning commission meeting date. This shall allow sufficient time for the city to conduct, if necessary, or require the Applicant to collect new traffic counts, turning movement studies, capacity analysis and for the city to determine the adequacy of data submitted, as well as to question conclusions and findings by requesting supplementary information to back up previous submissions.*

# Conditional Use Approval Process

1. Schedule a **PRE-APPLICATION MEETING** with City Planning 407-599-3324 to discuss the project. *Time Frame: within the week.*
2. If staff decides that the project's size requires **Development Review Committee (DRC)** review then you need to contact the Building Department to get on the next DRC agenda. Their number is 407-599-3524. *Time Frame: approximately 2 weeks to one (1) month.*
3. Once you have received DRC comments and amended plans accordingly you can **make application for Preliminary Conditional Use Approval. This includes public hearing review by the Planning and Zoning Commission and the City Commission.** You can get an application and schedule from planning staff or from the City's website at [www.cityofwinterpark.org](http://www.cityofwinterpark.org). *Time Frame: approximately one (1) to two (2) months.*
4. Once you have received Preliminary Conditional Use Approval from P&Z and City Commission you can **make application for Final Conditional Use Approval\***. **This includes public hearing review by the Planning and Zoning Commission and the City Commission.** *Time Frame: approximately one (1) month.*
5. Check the submittal deadlines on the attached schedule and follow the instructions on the attached Conditional Use Checklist for site plan submittal. City Planning staff will conduct a sufficiency review of submitted application for completeness. Incomplete applications will be returned. You may wish to submit prior to the deadline in order to make changes before the deadline if the application is found incomplete.
6. Once the staff has received a complete application, staff will prepare a staff report for the Planning and Zoning Commission. At the P&Z meeting staff will introduce the project and then the applicant will get a chance to make a presentation. Following the applicants presentation the hearing will be opened to the public for comment.
7. In the instance of **CITY-WIDE Notice** (see qualifiers below) – the applicant will be required to do a Planning and Zoning Work Session (on-site or at City Hall). Staff will discuss this at the pre-application meeting and the required adjustments to the schedule can be made.

## **Requirements for CITY-WIDE NOTICE (see Sec. 58-89(c) of the Winter Park City Land Development Code):**

Amendments to the official Zoning Map for land over one (1) acre and for conditional uses:

- Involving residential projects over twenty-five (25) units;

- Buildings over 25,000 gross square feet above grade and;
- Three or more floor projects in the Central Business District (CBD).

\*If approved by P&Z staff, the preliminary and final approvals can be combined if all the criteria are met.



## **Frequently Called Numbers for Development Review**

Doug Diebler	Building Division (Res.)	407-599-3524
Ashley Ong	Building Division (Com.)	407-599-3670
Phil Daniels	Utilities (sewer/water)	407-599-3355
Teri Acree	Utilities (grease trap)	470-643-1623
Alan Lee	Tree Issues/Code Enf.	407-599-3321
Don Marcotte	Stormwater Division	407-599-3425
Terry Hotard	Electric	407-599-3400
Jim Struckmeyer	Public Works Eng.	407-599-3273
Stacey Hectus	Planning/Zoning Division	407-599-3217
Lindsey Hayes	Historical Issues	407-599-3498
Jess Johnson	Police	407-599-3380
Scott Donovan	Fire	407-599-3298
Chuck Trice	Landscaping	407-599-3369