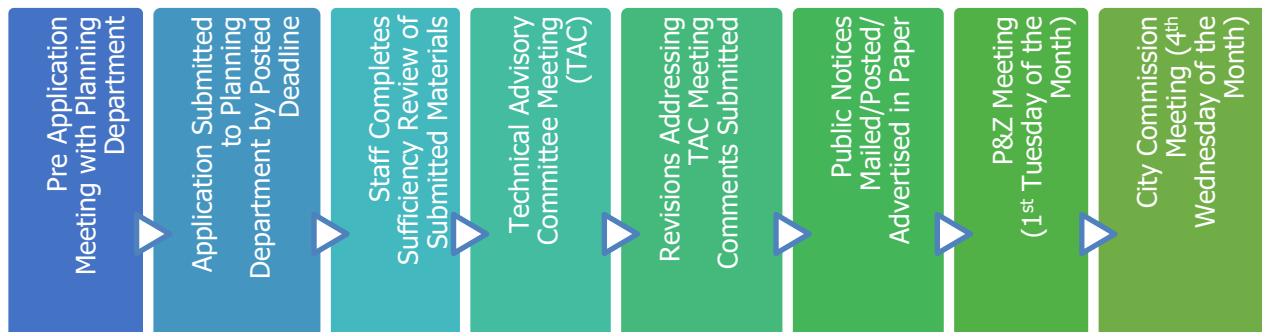




APPLICATION SUBMITTAL CHECKLIST FOR PRELIMINARY and/or FINAL CONDITIONAL USE APPROVAL Per Land Development Code Sec. 58-90

This checklist
must accompany
your submittal
package

Conditional Use Approval Process



- Time frame of approval process: approximately 90 days from application submittal.
- Specific Conditional Use requests require Citywide Notices and/or two Commission meetings
(see Section 58-89(c) of the Winter Park Land Development Code, or contact planning staff at 407-599-3324)

Conditional Use Application

1. ☐ Completed application, including name, address, email, and phone number of all associated parties (owner, applicant, engineer, attorney, architect, surveyor, etc.).
2. ☐ Application fee (see Sec. 58-89 for notice requirements). Please note that per Ordinance 3260-23, an additional deposit of \$3,000 may be required for the assessment of third-party consultant fees as part of your application. Please contact us at planning@cityofwinterpark.org to determine if this deposit will be required.
3. ☐ One (1) hard copy full size set (24" by 36") and one (1) hard copy 11" by 17" set, as well as a PDF of all the following required submittals.

Submittal Checklist

The following information listed in items #1 through #13 are required to accompany your application for a Conditional Use approval. Applicants may also divide their request, upon staff approval, into a preliminary Conditional Use approval, and a final Conditional Use approval. Items #1 through #5 are required for a preliminary approval, and items #6 through #12 are required for a final approval. Item #13 is required at both preliminary and final approval. Please check each box to ensure completion, and attach or upload this information with the application.

1. Project Information

- ☐ Vicinity map showing project location
- ☐ Recent existing conditions survey
- ☐ Tree survey (showing trees over 9 inches in diameter)

2. Proposed Development Plan

- ☐ Site plan(s) including the following:
 - a. Proposed buildings/structures, fences/walls, etc.
 - b. Proposed use for each building or portion thereof
 - c. All dimensions and building heights
 - d. Gross floor area (total and per building)
 - e. Required yards, setbacks, buffers
 - f. Proposed trash dumpster location (or indicate space for trash carts)
- ☐ Proposed onsite vehicular circulation including the following:
 - a. Proposed parking layout (including parking dimensions and driveway widths)
 - b. Parking count totals and comparison of numbers provided with applicable parking code requirements
 - c. Driveways, approaches and curb cuts
 - d. Sidewalks and other pedestrian use areas
 - e. Bike parking spaces as required per code

3. Preliminary Landscape Plan

- ☐ Tree protection plan showing existing trees from tree survey to be removed or protected. It is recommended to meet onsite with the city's urban forester to develop such tree protection and tree compensation plan.
- ☐ Conceptual landscape plan including the location and specifications for all plantings per code requirements.

4. Preliminary Storm Water Retention and Drainage Plan

- ☐ In accordance with the requirements of the St. Johns River Water Management District and city code for preliminary CU approval, the submission shall detail the conceptual design approach and method of code compliance including preliminary storm water retention calculations to demonstrate adequate capacity.

5. Traffic Analysis

- ☐ A traffic impact analysis of the net trip generation for the proposed project utilizing current Institute of Transportation Engineers (ITE) data, and the analysis of whether the transportation level of service criteria of the city's Comprehensive Plan and concurrency regulations will be affected.

6. Signage and Lighting

- ☐ Proposed dimensions and location of ground signs and/or wall signs, etc.
- ☐ Elevations of all signs proposed
- ☐ Proposed lighting plan per code requirements

7. Building Elevations

- ☐ Fully rendered 3D architectural perspective images and elevations that show all sides of the proposed building(s), parking areas, parking structures and any other site improvements.

8. Detailed Landscape and Irrigation Plan

- ☐ Site plan indicating the locations and specifications for plantings for parking lot landscaping, buffers, open spaces, recreation areas and other landscape areas. 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.

9. Engineered Storm Water Retention and Drainage Plan

- ☐ 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.

10. 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, as well as data collected specifically for the site. The report shall show 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/use of the site 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, if applicable to requested use onsite (i.e. drive-thru business). There shall be an analysis of the nature and adequacy of stacking areas on site for average and peak periods, if applicable to use, 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.

11. Project Overview

- ☐ For applicants that divided their request into preliminary and final approval, applicants shall resubmit the information provided for the preliminary approval, as approved by the City Commission, as well as any changes or modifications required pursuant to the preliminary approval, and shall incorporate all conditions of approval or other modifications made as a result of the preliminary approval process.

12. Development Agreement

- ☐ If applicable, 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).

13. Owner/Agent Authorization Form

- ☐ If the applicant is also the owner, an Owner Authorization Form **(see Appendix A)** signed by the owner/applicant is required.
- ☐ If the applicant is NOT the owner, an Agent Authorization Form **(see Appendix B)** signed by both owner and authorized agent is required.

****For drive-thru businesses & other uses that are heavy traffic generators:**

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 uses 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, certain uses shall require a conditional use to be disapproved, approved or approved with conditions. In addition to the site plan and building plan submittals previously outlined, all applications for businesses with a drive-thru and other heavy traffic generators shall contain the following information if required by the city planning staff:

1. 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.

2. Projections

- ☐ 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.

Appendix A: OWNER AUTHORIZATION FORM



FOR PROJECTS LOCATED IN WINTER PARK, FLORIDA

I/WE, (PRINT PROPERTY OWNER NAME) _____, AS THE
OWNER(S) OF THE REAL PROPERTY DESCRIBED AS FOLLOWS,
_____, DO HEREBY ACT AS MY/OUR OWN
AUTHORIZED AGENT, TO EXECUTE ANY PETITIONS OR OTHER DOCUMENTS NECESSARY TO AFFECT THE
APPLICATION APPROVAL REQUESTED AND MORE SPECIFICALLY DESCRIBED AS FOLLOWS,
_____, AND TO APPEAR ON MY/OUR OWN BEHALF
BEFORE ANY ADMINISTRATIVE OR LEGISLATIVE BODY IN THE COUNTY CONSIDERING THIS APPLICATION AND
TO ACT IN ALL RESPECTS AS MY/OUR OWN AUTHORIZED AGENT IN MATTERS PERTAINING TO THE APPLICATION.

Date: _____
Signature of Property Owner _____
Print Name Property Owner _____

Date: _____
Signature of Property Owner _____
Print Name Property Owner _____

STATE OF FLORIDA :
COUNTY OF _____ :

I certify that the foregoing instrument was acknowledged before me this ____ day of _____,
20__ by _____. He/she is personally known to me or has produced
_____ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the ____ day of
_____, in the year _____.

(Notary Seal)

Signature of Notary Public
Notary Public for the State of Florida

My Commission Expires: _____

Legal Description(s) or Parcel Identification Number(s) are required:
PARCEL ID #:
LEGAL DESCRIPTION:

Appendix B: AGENT AUTHORIZATION FORM



FOR PROJECTS LOCATED IN WINTER PARK, FLORIDA

I/WE, (PRINT PROPERTY OWNER NAME) _____, AS
THE OWNER(S) OF THE REAL PROPERTY DESCRIBED AS FOLLOWS,
_____, DO HEREBY AUTHORIZE TO ACT AS MY/OUR
AGENT (PRINT AGENT'S NAME), _____, TO EXECUTE ANY PETITIONS OR
OTHER DOCUMENTS NECESSARY TO AFFECT THE APPLICATION APPROVAL REQUESTED AND MORE SPECIFICALLY
DESCRIBED AS FOLLOWS, _____, AND TO APPEAR ON MY/OUR
BEHALF BEFORE ANY ADMINISTRATIVE OR LEGISLATIVE BODY IN THE COUNTY CONSIDERING THIS APPLICATION AND
TO ACT IN ALL RESPECTS AS OUR AGENT IN MATTERS PERTAINING TO THE APPLICATION.

Date: _____
Signature of Property Owner _____
Print Name Property Owner _____

Date: _____
Signature of Property Owner _____
Print Name Property Owner _____

STATE OF FLORIDA :
COUNTY OF _____ :

I certify that the foregoing instrument was acknowledged before me this ____ day of _____,
20__ by _____. He/she is personally known to me or has produced
_____ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the ____ day of
_____, in the year _____.

(Notary Seal)

Signature of Notary Public
Notary Public for the State of Florida

My Commission Expires: _____

Legal Description(s) or Parcel Identification Number(s) are required:
PARCEL ID #:
LEGAL DESCRIPTION: