CITY OF WINTER PARK
APPLICATION FOR SUBDIVISION

SUB# _____

FEE PAID
ck # _____
amt. $_____
date _____

General Instructions: To request approval of a subdivision plan, complete this application and submit it to the Planning Department along with the applicable fee of $1,000 for three (3) lots or less, $2,000 over three (3) lots or $1,000 with road improvements and all additional information necessary for the public hearings before the Planning and Zoning Board and City Commission. **All application materials must be submitted electronically via email (planning@cityofwinterpark.org) or USB flash drive. 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 the Planning & Zoning Department to determine if this deposit will be required.**

I. APPLICANT

Name_____

Address_____

_____

Phone_____

Email Address_____

OWNER

_____

_____

_____

_____

Email Address_____

Is the property under contract for purchase or lease? ❑ Yes ❑ No

If the applicant is NOT the owner, attach a copy of the purchase or lease contract or option on the property, or a letter signed by the owner of record authorizing the applicant to act as agent for the owner. This information is requested to establish the legal status of the applicant and will be held in confidence, except as the information pertains to the zoning application.

Is the contract for purchase or lease contingent upon this approval? ❑ Yes ❑ No

II. PROPERTY

Street Address:_____

Zoning Classification:_____ Comprehensive Plan Future Land Use Designation:_____

PARCEL # _____ (same as tax ID number of Orange County property tax records)

Legal Description: Provide complete and accurate legal description below including Plat Book and Page Number OR attach a copy of the legal description to this application.

_____

_____

III. SUBDIVISION PLAT REQUEST: The applicant requests subdivision for:

_____

IV. CERTIFICATION

I certify that, to the best of my knowledge and belief, all information supplied with this application is true and accurate, and that I am:

☐ the owner of the property described herein
☐ a party to an agreement for purchase or lease of this property
☐ an agent for the owner or purchaser/lessee of this property

If applicable, it is understood and agreed that approval of this application by the Planning and Zoning Board is contingent upon the recording of restrictive covenants designing the terms and conditions of an approval. These restrictive covenants will be executed by the owner of the property and recorded by the City of Winter Park. Said owner will be responsible for all fees associated with the recording of this document.

SIGNATURE_____ DATE_____