



City of Longwood Site Development Plan Application

Project Name			
Property Address			
Tax/Parcel ID #			
Property Acres		Gross Floor Area	
Existing Use			
Proposed Use			
Future Land Use			
Planning District			
Property Owner			
Owner Address			
Owner Phone		Fax	
Owner E-Mail			
Applicant Name			
Applicant Address			
Applicant Phone		Fax	
Applicant E-Mail			

Required Pre-Application Meeting

Before submitting this completed application, you will need to schedule a pre-application meeting with Department staff. This meeting has a fee of \$150 which is credited to your site plan application fee.

Sufficiency Determination

The department shall review an application for site development plan approval to determine whether all necessary information has been provided. Within five working days of the receipt of an application, the department shall inform the applicant if additional information is needed to comply with submittal requirements.

Citizen Awareness and Participation Plan (CAPP) Meeting Report

Where a Citizen Awareness and Participation Plan (CAPP) is required by the LDC, the applicant shall provide a written report on the results of the citizen participation efforts prior to the notice of public hearing. *Reference: LDC 10.0.8*

I hereby certify that I have read this application and that the information supplied herein is true and correct to the best of my knowledge. I agree to comply with the current City Codes and Ordinances and County, State and Federal laws regarding land development. I am the property owner, or authorized agent, of the subject property that this petition applies to.

Print Owner/Authorized Agent Name: _____

Signature _____ Date _____

I understand and agree to the cost recovery requirements in Chapter 59 of Longwood City Code and as described on page 2 of this application.

Initials _____

↓ Sections Below Completed By Staff ↓		
Project Number	Submittal Date	
Intake Person	Project Manager	
Determined Sufficient:	Name _____	
	Date _____	
↑ Sections Above Completed By Staff ↑		
Site Plan Fees (Check Boxes Below)		
<input type="checkbox"/>	Major Site Plan (Projects Larger Than 10,000 SF in Gross Floor Area)	\$1,000 base fee plus \$10 per dwelling unit OR \$20 per 1000 SF \$1,000 review retainer
<input type="checkbox"/>	Minor Site Plan (Projects Less Than 10,000 SF Gross Floor Area)	\$250 base fee \$1,000 review retainer
<input type="checkbox"/>	Site Plan Amendment	½ of the site plan review fee \$500 review retainer
<input type="checkbox"/>	Stormwater Inspection Fee (Major/Minor/Amendments)	\$50
<input type="checkbox"/>	Pre-Application Fee	-\$150 (Subtracted from Total)
Fee Total:		\$
Submittal Requirements		
<input type="checkbox"/> Proof of ownership including letters of authorization as necessary. <input type="checkbox"/> Four (4) complete sets of 24x36 plans, folded to 8.5x11, with all sheets signed, sealed, and dated by an Engineer, Architect, or Landscape Architect. <input type="checkbox"/> Electronic Copy (PDF) of plans. <input type="checkbox"/> Completed and signed "Required Information Checklist" (Attached).		
After Sufficiency Determination		
<input type="checkbox"/> Copy of School Impact Analysis Letter Sent To Seminole County School Board (Residential Projects Only).		
Typical Review Schedule		
<ul style="list-style-type: none"> ▪ Pre-Application Meeting ▪ CAPP Meeting (If Required) ▪ Site Plan Review ▪ Staff Review/Comment ▪ DRC Meeting (If Required) ▪ City Commission Public Hearing (If Requested) ▪ Development Order Issued ▪ Site Construction Permit ▪ Building Permits 		

Cost Recovery Agreement

By signing this application, the applicant understands and agrees that, pursuant to Longwood City Code Chapter 59, all direct costs, expenses and fees incurred by the city relating directly to the review, processing, inspection, or regulation of an application, including but not limited to the time of city consultants, as well as those relating directly to advertising, surveying, legal and engineering for an application or project shall be assessed to the applicant and reimbursed to the City.

For projects in the Historic District, the department may seek the input of a licensed architect with specialization in historic structures to evaluate submittals, the cost of which would be the responsibility of the applicant.

To cover these costs, many applications require a review retainer. The review retainer will be held during the course of review, and returned to the applicant once project review has been completed or the application has been formally withdrawn and after all outstanding invoices are paid. The review retainer is not to be used to pay invoices during the course of review, those will be sent separately to the applicant.

Full payment of all fees is a requirement for City's final approval of the Application. Following the approval of a permit and the payment of all required fees, or following a written letter from the applicant requesting the application be withdrawn and voided, any remaining balance will be refunded to the applicant, typically within 60 days."

APPLICANT INITIALS: _____

Required Information Checklist

The following information shall accompany the application and be prepared by a professional engineer, architect or qualified landscape architect where relevant to the proposed development unless waived by the Community Development Services Director. This checklist does not preclude reviewers from requesting additional information in order to properly review the submittal.

Complete the checkboxes with the following:

"✓" - Included "EX" – Exempt (Attach written staff exemption) "DEF" – Deferred (Attach written staff deferral)

This information is required for all submittals unless specifically exempted or deferred in writing by the Community Development Services Director.

A boundary survey map at a minimum scale of one inch equals 30 feet. All other submittals shall be of the same scale. <i>LDC 10.2.2 (D)(1)</i>		Citizen Awareness and Participation Plan (CAPP)	
Proof of Property Ownership and/or Letter of Authorization for all included lands		CAPP Meeting Report	
Minimum Scale of 1"=30, with north arrow		Traffic Impact Analysis	
Parcel ID and Address Included on Plans		Signed and sealed IESNA Photometric Plan	
Architectural Building elevations showing all sides of building, color and materials		<u>Site Plan Data Table</u>	
Map depicting property ownership and/or project phasing		Current, proposed, and maximum impervious surface totals and ratio	
Preparation/Revision Date(s)		Number of units, acres, density, and intensity (FAR) of the proposed development	
Flood zones, wetlands, and finished floor elevations		Number of proposed and required parking/ADA spaces	
Surrounding Land Uses Per Future Land Use Map		Proposed and required setbacks	
Boundary Survey of all included lands, including property ownership, maintenance responsibility of easements, and right-of-way locations		<u>Landscape Plan</u>	
Depiction of City setback requirements		Landscape plan prepared by a Certified Landscape Architect or professional engineer registered in the State of Florida	

Location, size, materials, and elevations for all signage (or Master Sign Plan for multi-unit centers)		Show location, diameter, height and quantities of all existing and proposed landscape materials with common and botanical names	
Proposed structures (square footage, height, stories, use, location, and dimensions)		Depict the width and total area of all required landscape buffers	
Dumpster locations and details		Table showing total SF parking lot area and total SF of landscape islands	
Vehicular (including emergency vehicles) and pedestrian circulation and access, and any median cuts		<u>Stormwater</u>	
Fire flow calculations, including water main sizes and the location of new and existing fire hydrants		Sufficient data to evaluate stormwater systems, including Pre/Post Development Calculations, required and provided retention and detention volume, and staging	
Depiction of bike racks		Topography at one-foot contours, identification of all slopes and grades	
Location and dimensions of all parking spaces and off-street loading facilities		St. Johns River Water Management District Approval or Exemption Letter	
Any requested waivers or variances		High water, discharge, and wet season elevations	
		Identification and elevation of all stormwater structures	

Applicable Codes and Regulations – Available at <http://www.longwoodfl.org/cds>

- Longwood City Code
- The Longwood Development Code
- Heritage Village Urban Code (for properties located in the Heritage Village)
- City of Longwood Design Guidebook
- City of Longwood Historic District Code Book (for Historic District projects)
- City of Longwood Manual of Standards for City Streets, Stormwater Systems, and Subdivisions
- City of Longwood Design, Construction and Maintenance of Water and Wastewater Systems

Resubmittal Information

Other information may be required as part of the site plan as part of the site plan application or if deemed necessary at the pre-application conference.

- Four (4) complete sets of 24x36 plans, folded to 8.5x11, with all sheets signed, sealed, and dated by an Engineer or Architect
- Electronic copy (PDF)
- Revision dates and revisions clouded on applicable sheets
- Comment and Response Sheet listing each staff reviewer’s comment and written response from project representative

Construction Phase Information

Upon approval of your site plan and the receipt of your Development Order, you will submit a building permit application for the construction of the site. The construction phase shall include the following additional information that is not required as part of the site development plan process:

- Location of all existing and proposed utilities (including water and sewer), the name of each utility provider and the type of service to be provided
- Irrigation Plan
- Erosion and sediment control plan (SWPP)