



Planned Development Application

Project Name:		
Date Submitted:		
Intake Person:		
Reviewer:		
Project Number:		
Property Address:		
Tax ID Number(s):		
Property Acres:	Gross Floor Area:	
Minimum Density:	Proposed Density:	
Future Land Use:		
Planning District:		
Existing Use:		
Proposed Use:		
	Property Owner	Applicant
Name		
Address		
Phone		
E-Mail		
Fax		

Pre-Application Meeting. Before submitting this completed application, you will need to schedule a pre-application meeting with Department staff. In this meeting, a tentative timeline will be established for your project including the schedule for public hearings, variances, and any other potential requirements. This meeting has a fee of \$150 which is credited to your site plan application fee.

Citizen Awareness and Participation Plan Meeting

Some site plans will require a Citizen Awareness and Participation Plan meeting, which will be discussed at your pre-application meeting. A CAPP booklet will be provided to you in advance of your Pre-Application meeting.

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.

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: _____

Application Fee

(With Review Fee, if applicable)

- Planned Development = \$2,000 fee + \$2000 retainer +\$288 advertising deposit**
- Planned Development Amendment = \$1,200 fee + \$500 review retainer**
- Stormwater Management Inspection Fee = \$50 added to each fee type**
(Section 74-6, Longwood City Code).

Total: \$ _____

Submittal Requirements

- Planned Development application and fees
- Site plan application and fees, including a total of five (5) complete sets of 24x36 plans, folded to 8.5x11, with all sheets signed, sealed, and dated by an Engineer or Architect
- An electronic copy (PDF) of the plans and all submittal materials
- Completed "Required Information Checklist"
- Completed "Planned Development Narrative" (Page 5)
- Proof of ownership including letters of authorization as necessary.
- Notice shall be given to surrounding property owners and each City Commissioner pursuant to Section 10.2.0(C) of the Longwood Development Code. Proof of mailing must be submitted to the City within 5 days of this application.
- Copy of School Impact Analysis Letter Sent To Seminole County School Board (Residential Projects Only).

Revision Requirements

- Five (5) folded 24x36 and two (2) 11x17 sets of plans, and an electronic copy (PDF) with all sets signed, sealed and dated with revision dates marked on plans and revisions clouded on applicable sheets
- Comment and Response Sheet listing each staff reviewer's comment and written response from project representative

Print Owner/Authorized Agent Name: _____

Signature _____

Date _____

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

Should any of the required information on this checklist not be included on the site plan, it may result in delays to any specified timetable. **In your pre-application meeting, items on this checklist may be revised in accordance with the complexity of the proposed site plan or site plan amendment.**

Planned Development-specific items (in addition to site development plan requirements below)

- A detailed location map and specific narrative description of how the project will be designed to be in harmony with the surrounding area, the Heritage Village Redevelopment Strategy, and/or any development plan, and how any negative impacts to surrounding development or development plans will be mitigated.
- An enumeration of anticipated differences between the current applicable design standards of the PD property and the proposed PD standards.
- A detailed description of the specific manner in which the project exceeds the standards of the Comprehensive Plan, Development Code, and other applicable visioning documents by providing a higher quality of design, including but not limited to the furthering of multi-modal transportation options, and the provision of public amenities, and well-designed civic spaces, and community activity centers.
- A unified signage plan for the PD.

Required Information Checklist

Should any of the required information on this checklist not be included on the site plan, it may result in review delays. In your pre-application meeting, items may be added to or removed from this checklist in accordance with the complexity of the proposed site plan or site plan amendment. 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.

Site plan signed and sealed by a certified Civil Engineer or Architect		Citizen Awareness and Participation Plan (CAPP)	
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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	

Planned Development Project Narrative

The Planned Development (PD) Process provides a method for landowners or developers to submit unique proposals which are not specifically provided for or allowed in districts found in the Land Development Code. In particular, these provisions promote a mix of residential and nonresidential uses and/or unique design features and the integration of uses and structures which might otherwise not be allowed in the district while conforming to all aspects of the comprehensive plan. The PD process is also intended to assign density and intensity. As part of the submittal requirement, a project narrative justifying the Planned Development Process and describing the project is required. The following information is required as part of this narrative.

Section 1. Project Justification

An applicant for a PD must present evidence that justifies the planned development process. Justification must include one or more of the following. Please provide a cover letter with this application that describes how the project meets the Planned Development requirements listed below:

- a. The proposed development is unique and promoted by comprehensive plan. The use, site design, or other associated design elements associated with the proposed project are not provided for by the Land Development Code.
- b. Size, scale, complexity and design. The proposed development is of such size, scale, complexity, and/or unique design that it would be inconvenient and inefficient to process such a proposal outside the PD process. All planned developments shall be larger than two acres.
- c. Specialized compatibility and design characteristics. The nature of the proposed use at a specific site requires specialized design characteristics to preserve and protect neighborhood character, environmental concerns and other concerns unique to the immediate area, consistent with comprehensive plan policies.
- d. The project requires the implementation of a density or intensity bonus provided for by this Land Development Code.

Section 2. Planned Development Objectives

Describe how your project meets the following objectives for Planned Developments.

- a. Permit outstanding and innovative residential and nonresidential developments with a building orientation generally toward streets and sidewalks; provide for an integration of housing types and accommodation of changing lifestyles within neighborhoods; and provide for design which encourages internal and external convenient and comfortable travel by foot, bicycle, and transit through such strategies as narrow streets, modest setbacks, front porches, connected streets, multiple connections to nearby land uses, and mixed uses.
- b. *For single-use projects.* The Future Land Use Element of the Comprehensive Plan promotes mixed use development, the utilization of transit and transit oriented development in the Heritage Village, and transit supportive development along major transit corridors. Single-use residential projects are allowed pursuant to the Comprehensive Plan, but shall provide amenities and facilities which are supportive of transit and Smart Growth principles, to include but not limited to public spaces, bicycle and pedestrian facilities, sustainable construction, and/or other amenities. The maximum density achievable will be predicated on the project's ability to meet these requirements.

Describe in detail how the project:

- Incorporates public spaces (include location, intended use, circulation within and adjoining uses, how the space will draw the public in, proposed program etc.)
- Provides bicycle and pedestrian facilities (where located, type of facilities, number of bicyclists/pedestrians accommodated, etc.)
- Complements and creates synergy with other uses. If no other mixed-uses are currently adjoining,

describe how the users of your project will access such amenities, distance from, mode of transportation, transit available etc.

- Includes sustainable construction (LEED status, specific construction techniques utilized, etc.)
- Involves any other pertinent amenities that contribute to enhancing/improving the connection to transit and creating a walkable vibrant environment, enhances SunRail ridership, etc.
- Provide flexibility to meet changing needs, technologies, economics and consumer preferences.

- c. Preserves to the greatest extent possible, and utilize in a harmonious fashion, existing and outstanding landscape features and scenic vistas.
- d. Lowers development and building costs by permitting smaller networks of utilities, a network of narrower streets, and the use of more economical development patterns and shared facilities.
- e. Achieves overall coordinated building and facility relationships and infill development, and eliminate the negative impacts of unplanned and piecemeal development.
- f. Enhances the combination and coordination of architectural styles, building forms and building relationships within the development.
- g. Promotes the use of traditional, quality-of-life design features, such as pedestrian scale, parking located to the side or rear of buildings, narrow streets, connected streets, terminated vistas, front porches, recessed garages, alleys, aligned building facades that face the street, and formal landscaping along streets and sidewalks.

Section 3. Evaluation Criteria

The narrative shall address each item below. In considering a proposed PD for approval, the city commission shall evaluate the proposal in consideration of these criteria and approve, approve with conditions, or deny the PD application:

- a. *Conformance with the PD objectives and the comprehensive plan.* No development plan may be approved unless it is consistent with the objectives set forth in this section and the Comprehensive Plan and any and all applicable documents.
- b. *Concurrency.* The proposed PD must meet the level of service standards adopted in the Comprehensive Plan. Proof of meeting these standards shall exist in the form of a certificate of concurrency exemption, certificate of preliminary or final concurrency (as applicable at the particular review stage), or certificate of conditional concurrency reservation, or mobility fund contributions where applicable.
- c. *Internal compatibility.* All land uses proposed within a PD must be compatible with other proposed uses; that is, no use may have any undue adverse impact on any neighboring use, based on the streetscape, treatment of pedestrian ways and circulation, motor vehicle circulation, and the separation and buffering of parking areas and sections of parking areas; the existence or absence of, and the location of, focal points and vistas, open spaces, plazas, recreational areas and common areas, and use of existing and proposed landscaping; use of the topography, physical environment and other natural features; use and variety of building setback or build-to lines, separations and buffering; use and variety of building groupings, building sizes, architectural styles, and materials; variety and design of dwelling types; particular land uses proposed, and conditions and limitations thereon; and any other factor deemed relevant to the privacy, safety, preservation, protection or welfare of any proposed use within the PD.
- d. *External compatibility.* All land uses proposed within a PD must be compatible with existing and planned uses of properties surrounding the PD; that is, no internal use may have any avoidable or undue adverse impact on any existing or planned surrounding use, nor shall any internal use be subject to undue adverse impact from existing or planned surrounding uses. An evaluation of the external compatibility of a PD should be based on the following factors; adjacent existing and proposed uses, design of the development, traffic circulation, and density and intensity.
- e. *Intensity of development.* The residential density and intensity of use of a PD shall be compatible with (that is, shall have no undue adverse impact upon) the physical and environmental characteristics of the site and surrounding lands, and they shall comply with the policies and density limitations set forth in the comprehensive plan. Within

the maximum limitation of the comprehensive plan, the permitted density and intensity is adjusted based on compliance with bonus system provisions.

- f. *Usable open spaces, plazas and recreation areas.* Usable open spaces, plazas and recreation areas provided within a PD shall be evaluated based on conformance with the policies of the comprehensive plan and the sufficiency of such areas to provide appropriate recreational opportunities, protect sensitive environmental areas, conserve areas of unique beauty or historical significance, enhance neighborhood design, and encourage compatible and cooperative relationships between adjoining land uses.
- g. *Environmental constraints.* The site of the PD shall be suitable for use in the manner proposed without hazards to persons either on or off the site from the likelihood of increased flooding, erosion or other dangers, annoyances or inconveniences. Condition of soil, groundwater level, drainage and topography shall all be appropriate to the type, pattern and intensity of development intended. All requirements related to environmental management, including surface water, gateway, nature park, greenway, uplands, and wellfield overlay districts, must be met.
- h. *External transportation access.* A PD shall be located on, and provide access to, a major street (arterial or collector) unless, due to the size of the PD and the type of uses proposed, it will not adversely affect the type or amount of traffic on adjoining local streets and/or other adequate transportation alternatives will be provided. Connection to existing or planned adjacent streets is encouraged.
- i. *Internal transportation access.* Every dwelling unit or other use permitted in a PD shall have access to a public street either directly or by way of a private road, pedestrian way, court or other area which is either dedicated to public use or is a common area guaranteeing access. Permitted uses are not required to front on a dedicated public road. Private roads and other accessways shall be required to be constructed so as to ensure that they are safe and maintainable.
- j. *Provision for the range of transportation choices.* Sufficient off-street and on-street parking for bicycles and other vehicles, as well as cars, shall be provided. Parking areas shall be constructed in accordance with such standards as are approved by the city commission to ensure that they are safe and maintainable and that they allow for sufficient privacy for adjoining uses. When there is discretion as to the location of parking in the project, it is strongly encouraged that all motor vehicle parking be located at the rear or interior side of buildings, or both. The design of a PD should, whenever feasible, incorporate appropriate pedestrian and bicycle access ways so as to provide for a variety of mobility opportunities. Connection to all sidewalks, greenways, trails, bikeways, and transit stops along the perimeter of the PD is required. Where existing perimeter sidewalks do not exist, sidewalks shall be provided by the development.

Applicable Codes and Regulations

- 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
- The Design, Construction and Maintenance of Water and Wastewater Systems
- County, State and Federal laws regarding land development

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.

- Five (5) 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)

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

The following documents, unless otherwise noted, should be consulted in preparation for submittal:

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

This submittal includes the required elements detailed above:

Applicant Signature

Date