



CITY OF CASSELBERRY COMMUNITY DEVELOPMENT

CONDITIONAL USE APPLICATION *ULDR: Section 2-6.2 and 2-7.30 (Non-traditional use)*

Phone: (407) 262-7700

Fax: (407) 262-7763

95 Triplet Lake Drive, Casselberry, FL 32707

www.casselberry.org

- I **PRE APPLICATION MEETING:** A pre-application meeting with a planner is required before an application will be accepted. If you require additional information concerning application procedures, or need to schedule an appointment for a pre-application conference, please contact the Community Development Department.
Conference Date: _____ Staff Signature: _____

II **CONDITIONAL USE TYPE:**

- Traditional Use
 Non-Traditional Use

III **CONDITIONAL USE APPLICATION CHECKLIST:**

- Notarized letter of authorization from the property owner, if the applicant is not the owner.
 Site Plan or Survey
 Letter explaining business/request, hazardous/bio-hazardous waste, hours of operation, activities and any other pertinent information necessary.
 Building plans (if applicable)
 Menu (If requesting alcohol sales conditional use)
 Application fee: \$300.00

IV **APPLICATION:**

NOTE: Any additional information needs to be provided to staff prior to the Planning and Zoning Commission meeting in order to provide the Commission sufficient time to review the information.

1. **Physical Address:** _____

Parcel I.D. #: ___/___/___/___/___/___

Parcel Size (acres): _____ Building Size: _____ Unit Size (if applicable): _____

Overlay District: _____

Business/Project Name / Description of Project: _____

Requested Conditional Use: _____

Hours of Operation: _____

2. **Applicant/Agent Name: (Print)** _____

Address: _____ Phone # _____

_____ FAX # _____

_____ E-Mail address: _____

3. **Current Owner: (Print)** _____
 Address: _____ Phone # _____
 _____ FAX # _____
 _____ E-Mail address: _____
 Notarized letter of Authorization attached if owner is not the applicant

This application is to apply to the CITY OF CASSELBERRY, FLORIDA, for development review as outlined. The applicant and all pertinent parties should understand that staff does not make final determinations for a project and that it is not reasonable for any expenditures to be made in reliance upon any statements made by staff. The applicant and all pertinent parties should understand that official action is made by final vote of the public board (Planning and Zoning Commission, or City Commission depending on type of project) and that the City Commission may take a different position at the second public hearing. Accordingly, the applicant and all pertinent parties should understand that until there is a final vote of the public board, it is not reasonable for any expenditures to be made in reliance upon any vote of the public board which does not constitute the final vote. The signature of the applicant below acknowledges that the applicant has read and understands this statement:

Signature: _____

IV INFORMATION: Please tell us about your decision to locate within Casselberry (if applicable):

1. Describe the nature of your business (retail, etc.): _____
2. Check which box accurately describes the business:
 New Business Expanding Business Other: _____
3. Please list the business's former location: _____
4. What is the advantage to locating in Casselberry? (check all that apply)
 Cheaper Rent Size of Unit Proximity to Home Permitted Zoning
 Location Lot Size Better Market Traffic Count
 Proximity of facilities (bank, stores, etc) Other: _____

PLANNING AND ZONING COMMISSION		
Deadlines		
Advertised Items*	Non-Advertised Items	Meeting Date**
12/9/15	12/23/15	1/13/2016
1/6/16	1/20/16	2/10/2016
2/3/16	2/17/16	3/9/16
3/9/16	3/23/16	4/13/16
4/6/16	4/20/16	5/11/16
5/4/16	5/18/16	6/8/16
6/8/16	6/22/16	7/13/16
7/6/16	7/20/16	8/10/16
8/10/16	8/24/16	9/14/16
9/7/16	9/21/16	10/12/16
10/5/16	10/19/16	11/9/16
11/9/16	11/23/16	12/14/16
12/7/16	12/21/16	1/11/17
1/4/17	1/18/17	2/8/17

This calendar provides a general timeframe for scheduling development applications on the Planning and Zoning Commission agenda. Meetings occur the second Wednesday of each month. Meetings may be scheduled for the fourth Wednesday of the month on an as-needed basis. This schedule may be altered due to the number and types of projects to be reviewed or staff availability.

*Legal Ads are due to the Orlando Sentinel three weeks prior to the intended meeting date.

**The final draft of staff reports are due one week prior to the meeting date. All paperwork to be included in the staff report is required at least two weeks prior to the anticipated meeting date.

Dates are subject to change.