



# CITY OF CASSELBERRY

**DEVELOPMENT REVIEW APPLICATION**  
**(407) 262-7700 FAX (407) 262-7763**  
**95 Triplet Lake Drive, Casselberry, FL 32707**

- I **CONFERENCE: A pre-application conference 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 **REQUIRED SUBMITTALS WITH COMPLETED APPLICATION:** (only provide those items checked)

**Site Plan Review: Minor / Major**

- Property survey.
- Notarized letter of authorization from the property owner, if the applicant is not the owner.
- Site plan/drawing (8 signed and sealed copies). The plan submitted shall be Standard Size D (24" x 36"), a reduced legal size, and a PDF. The plan shall include the following information (ULDR Section 4-18.3):
  - Title sheet that may include the survey
  - Site Plan
  - Paving/grading/drainage plan
  - Lighting photometrics
  - Utilities sheet (including all existing utilities)
  - Irrigation sheet
  - Landscaping sheet (which may include existing trees)
  - Detail sheet(s)
  - Building elevations
  - Sign locations (Sign design shall be provided on the detail sheet)
- Soil Survey (4 copies)
- Stormwater Calculations (4 copies)
- Concurrency Information/Traffic Study per Section 3-9.9 (4 copies)
- An electronic as-built of the site plan including: landscaping, photometrics and utilities.

**Rezoning / Land Use change**

- Property survey.
- Notarized letter of authorization from the property owner, if the applicant is not the owner.
- Mailing labels with owner's names and address for properties located within 300' of residential properties, or 500' of commercial properties. Mailing labels may be obtained from the Seminole County Property Appraiser's website.

**Plat / Re-Plat**

- Preliminary or Final Plat (See ULDR Table 4-19.6)
  - a. Preliminary plat requires (4) 24" X 36" copies and (1) PDF
  - b. Final plat requires an executed mylar, (3) copies 20" X 24" and (1) PDF
  - c. (2) Boundary and Topographical surveys and (1) PDF
  - d. A Title Opinion (hard copy and PDF)
  - e. Additional costs will be required for City Surveyor and City Attorney compliance per FSS Chapter 177
  - f. Additional costs will be required for the Clerk of the Court to record the plat.

**Conditional Use**

- 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, etc.

- Other:** \_\_\_\_\_
- Advertising & Notification Charges: \$200.00** (you will be billed if advertising/notification costs are exceeded)
- Application fee:** \_\_\_\_\_ (See page 3)

**III APPLICATION:**

**NOTE: Any additional information needs to be provided to staff three days 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:** \_\_\_\_\_

**Project Name / Description of Project:** \_\_\_\_\_

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**
12/10/14	12/24/14	1/14/15
1/7/15	1/21/15	2/11/15
2/4/15	2/18/15	3/11/15
3/4/15	3/18/15	4/8/15
4/8/15	4/22/15	5/13/15
5/6/15	5/20/15	6/10/15
6/3/15	6/17/15	7/8/15
7/8/15	7/22/15	8/12/15
8/5/15	8/19/15	9/9/15
9/9/15	9/23/15	10/14/15
10/7/15	10/21/15	11/11/15
11/4/15	11/18/15	12/9/15
12/9/15	12/23/15	1/13/16
1/6/16	1/20/16	2/10/16

***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.

<b>CITY COMMISSION</b>					
<b>Deadlines</b>					
<b>Application Deadline</b>	<b>Ad to Paper</b>	<b>Easy Agenda</b>	<b>Agenda Items Finalized</b>	<b>Ad in Paper</b>	<b>Meeting Date*</b>
11/25/2014**	12/1/2014**	12/1/2014**	12/8/2014**	12/11/2014**	12/22/2014**
12/17/14	12/22/14	12/22/14	12/29/14	1/1/15	1/12/15
12/31/14	1/5/15	1/5/15	1/12/15	1/15/15	1/26/15
1/14/15	1/19/15	1/19/15	1/26/15	1/29/15	2/9/15
1/28/15	2/2/15	2/2/15	2/9/15	2/12/15	2/23/15
2/11/15	2/16/15	2/16/15	2/23/15	2/26/15	3/9/15
2/25/15	3/2/15	3/2/15	3/9/15	3/12/15	3/23/15
3/18/15	3/23/15	3/23/15	3/30/15	4/2/15	4/13/15
4/1/15	4/6/15	4/6/15	4/13/15	4/16/15	4/27/15
4/15/15	4/20/15	4/20/15	4/27/15	4/30/15	5/11/15
4/29/15	5/4/15	5/4/15	5/11/15	5/14/15	5/26/2015 (Tues)
5/13/15	5/18/15	5/18/15	5/26/2015 (Tues)	5/28/15	6/8/15
5/27/15	6/1/15	6/1/15	6/8/15	6/11/15	6/22/15
6/17/15	6/22/15	6/22/15	6/29/15	7/2/15	7/13/15
7/1/15	7/6/15	7/6/15	7/13/15	7/16/15	7/27/15
7/15/15	7/20/15	7/20/15	7/27/15	7/30/15	8/10/15
7/29/15	8/3/15	8/3/15	8/10/15	8/13/15	8/24/15
8/19/15	8/24/15	8/24/15	8/31/15	9/3/15	9/14/15
9/2/15	9/7/15	9/7/15	9/14/15	9/17/15	9/28/15
9/16/15	9/21/15	9/21/15	9/28/15	10/1/15	10/12/15
9/30/15	10/5/15	10/5/15	10/12/15	10/15/15	10/26/15
10/14/15	10/19/15	10/19/15	10/26/15	10/29/15	11/9/15
10/28/2015**	11/2/2015**	11/2/2015**	11/9/2015**	11/12/2015**	11/23/2015**
11/18/15	11/23/15	11/23/15	11/30/15	12/3/15	12/14/15
12/2/2015**	12/7/2015**	12/7/2015**	12/14/2015**	12/17/2015**	12/28/2015**
12/16/15	12/21/15	12/21/15	12/28/15	12/31/15	1/11/16
12/30/15	1/4/16	1/4/16	1/11/16	1/14/16	1/25/16
1/13/16	1/18/16	1/18/16	1/25/16	1/28/16	2/8/16
1/27/16	2/1/16	2/1/16	2/8/16	2/11/16	2/22/16

Dates are subject to change

\*\*May be cancelled due to holiday

## DEVELOPMENT APPLICATION FEES

### ABANDONMENT/VACATION

No Public Hearing	50
Public Hearing	500

### ANNEXATIONS (Voluntary)

No charge

### COMPREHENSIVE PLAN AMENDMENTS

Policy	500*
Future Land Use Map Amendment:	
Small Scale	500*
Large Scale	1000*

### CONDITIONAL USE REVIEW

Extension	300
	150

### DEVELOPMENT AGREEMENT

Modification	300*/**
	150**

### DEVELOPMENT OF REGIONAL IMPACT

Non-substantial change	5000*/**
	1500*/**

### PLANNED UNIT DEVELOPMENT

Conceptual Development Plan	350**
Preliminary Development Plan (site plan and plat)	650**
Amendment of Planned Development	250**

### REZONING

350\*

### SITE PLAN REVIEW

Minor Site Plan Review (DRC only)	200
Site Plan Review (Planning & Zoning Commission)	1000**
Development of Community Impact (City Commission)	1250**
Extension	50

### SUBDIVISION REVIEW- PRELIMINARY & FINAL PLAT

Conceptual Plan and Plat	300**
Minor Subdivision Review	300**
Major Subdivision Review	650**
Extension	50

### ULDR AMENDMENTS

300\*/\*\*

### VARIANCE:

Residential	75*
Non-Residential	250*

### APPEALS:

Administrative Officials Determination to BOA	200*
Planning and Zoning decision to City Commission	200*
Board of Adjustment decision to City Commission	200***

### ARBOR PERMIT:

Residential (PRD, RMF-13/20, and PMX zoning districts)	15
Non-Residential	100

### SERVICES:

Written Zoning Verification	25
Detailed confirmation of property status	50
Alcoholic Beverage License review	25
Flood Zone determination letter	25
Administrative Officials determination	25
Solicitor's Permit (plus occupational license)	20

\* Plus cost of legal advertisement

\*\* Plus cost of legal fees

\*\*\* Plus cost of transcript and legal advertising