



PRE-APPLICATION CONFERENCE APPLICATION FORM

The Planning Division is here to assist you with your Pre-Application Conference Application (“Application”) pursuant to Pre-Application Conference (Sec. 5-B-4) in the Unified Development Code (UDC). Applications are administratively reviewed and approval is required. The Application will be reviewed in accordance with the procedures and requirements outlined in Sec. 5-B-4 B. in the UDC.

This document outlines the Pre-application Conference process and submittal requirements.

All submittal items shall be submitted in PDF format to permits@wpgov.com. Ensure your application is complete by checking each of the required submittal (RS) boxes below. If you have questions about the required submittal items, contact the Planning Division to confirm which items are applicable to your project.

For Office Use Only			Item #	Submittal Items	RS
Y	N	N/A	1.	Land Use Review Application Form. Executed.	
Y	N	N/A	2.	Project Narrative. Shall include the following: A. Proposed project name. B. Street address. C. Legal description. D. Zoning district. E. Total development area. F. All proposed uses. G. Lot size (acreage and sq. ft.). H. Square footage of commercial space. I. Number of dwelling units. J. Construction schedule indicating major milestones for project.	
Y	N	N/A	3.	Conceptual Site Plan. An area extending a minimum of one-quarter (1/4) mile in each direction beyond the boundaries of the proposed project. A. Vicinity Map B. Property Lines C. Existing Contours / Proposed Contours D. Setbacks & Easements (existing / proposed) E. Utilities (existing / proposed) F. Building Envelopes G. Dwelling units and other buildings H. Access & Circulation Routes (Vehicular / Pedestrian) I. Parking J. Total Development Area K. Open space L. Snow storage location and approximate size (SF) M. Environmental features. Includes riparian buffers, floodplains, floodways, and floodway fringes, wetlands, forests and woodlands, slopes greater than twenty percent (20%), slopes greater than thirty percent (30%), and geologic hazard areas.	

Y	N	N/A	<p>4. Referral Agencies. The Town of Winter Park Planning Staff may recommend contacting and coordinating design concerns with Referral Agency prior to formal application. If prior discussion has occurred please provide Agency Name, date of contact and result:</p> <p>A. Electric Service Provider: _____</p> <p>B. Gas Service Provider: _____</p> <p>C. Water & Sanitation District: _____</p> <p>D. Fire District: _____</p> <p>E. Owners Association: _____</p> <p>F. Other Agencies (if recommended)</p>
Y	N	N/A	<p>5. Recommended:</p> <p>A. Building Elevations</p> <p>B. Building materials</p> <p>C. Floorplans</p> <p>D. Landscape Plan</p> <p>E. Renderings</p>

Process for Review – See Sec. 5-B-4, Pre-application Conference B. Procedure.

The Director shall review the submittal documents for conformance with adopted Town plans and policies and the requirements of the UDC and, within fourteen (14) days of receiving the application, hold a conference with the applicant. The Director may include other Town representatives in the pre-application conference as deemed appropriate.

Fees – See Sec. 5-B-6, Application Fees. An invoice will be sent once the planning file has been created.

- A. No fee for Pre-Application Conference

Applicant’s Certification Statement

As the Applicant and duly representative of the owner, hereby certify that the information included upon the attached submittal items are true and accurate.

Applicant Name:

Applicant Signature:

Date: