



# THE CITY OF WINTER GARDEN

PLANNING, ZONING AND DEVELOPMENT  
270 W. PLANT STREET  
WINTER GARDEN, FL 34787  
TEL. (407) 656-4111 • FAX (407) 654-1258  
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## APPLICATION FOR SITE PLAN APPROVAL

The following application is required for all proposed industrial, commercial, or multifamily site plans that add more than 300 s.f. of building or 500 s.f. of asphalt/concrete and for all new or alterations of communication towers.

### OWNER OF RECORD

NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EXT. \_\_\_\_\_ FAX: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

### APPLICANT / CONTACT PERSON (IF DIFFERENT):

NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EXT. \_\_\_\_\_ FAX: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

1. If Corporation, Names of President and Secretary:

PRESIDENT: \_\_\_\_\_ SECRETARY: \_\_\_\_\_

2. Property ID Number: \_\_\_\_\_

3. Address of site: \_\_\_\_\_

4. Is a full legal description attached? Yes  No

5. Is a copy of a survey attached? Yes  No

6. Are you aware that Site Plan Approval does not absolve you from obtaining any other required governmental permits (i.e., St. Johns River Water Management District and Orange County driveway permits)? Yes  No

Site plans requiring a St. John's stormwater permit must be signed and sealed by a Professional Engineer. Yes  No

7. Are parking calculations included? Yes  No
8. Are you aware that it is the owner / contractor's responsibility to locate existing utilities and coordinate with the proper agency for the inspection of new utilities? Yes  No
9. Are you aware that Communication Towers must comply with Chapter 70 of the City's Code of Ordinances and pay the associated fees identified in Section 88-2 (a)(1) of the City of Winter Garden's Code of Ordinances? Yes  No
10. Is the Plan Review Fee attached? Yes  No

Check the appropriate box and fill in blanks to verify fee calculations.

*De Minimis Industrial or Commercial Site Plan Review (less than 300 s.f. of building or 500 s.f. of impervious surface) - No fee required (considered as part of the building permit fee).*

*Major Industrial, Commercial, or Institutional Site Plan Approval (the addition of greater than 4,000 s.f. of building or 5,000 s.f. of impervious surface) A fee of \$200 plus \$20 per 1,000 s.f. of the total of both building area and impervious surface shall be collected at time of site plan submittal.*

*Total Impervious Surface (includes Building Area): \_\_\_\_\_*

*Minor Industrial, Commercial, or Institutional Site Plan Approval (all site plans smaller than a Major Industrial or Commercial Site Plan Review but greater than a De Minimis Industrial or Commercial Site Plan Review) - \$500*

*Multi-Family Site Plan Review - \$300 plus \$10.00 per unit*

*Number of Units: \_\_\_\_\_*

11. Are you aware that the Site Inspection Fees must be estimated and paid before applying for Building Permits?

***Site inspection Fee - In addition to the above Plan Review Fees, an additional site inspection fee of 2.25% of the cost of construction of the site (parking areas, lighting, landscaping, stormwater retention areas, and water and sewer utilities) is required for all non-residential and new multifamily family development. This fee will be calculated before applying for Building Permits and collected at time of the issuance of Building Permits. It is the applicant's obligation to provide the City's Engineering Department with adequate information (i.e. copies of bids or contracts) identifying these costs before applying for Building Permits.***

12. If this application is deemed to require review by the City Engineer, City Surveyor and/or City Attorney, I understand that I or my company will be responsible to pay for any and all reasonable legal, engineering, or surveying fees incurred by the City of Winter Garden in the process of reviewing the above project. I also understand that if this project property is sold, I or my company will be responsible to ensure that the new owner writes a similar letter accepting all the responsibility to pay for any and all reasonable legal, engineering, or surveying fees incurred by the City of Winter Garden in the process of reviewing this project from the date the property is sold.

All invoices for the costs associated with this project should be sent to:

PROJECT NAME OR ADDRESS: \_\_\_\_\_  
NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

I/we hereby certify that I/we are the owner(s) of the real property which is the subject of this Petition and that the foregoing information on this Petition is true and complete.

Signature of the Applicant: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**STATE OF FLORIDA**  
**COUNTY OF \_\_\_\_\_**

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, as \_\_\_\_\_ of \_\_\_\_\_, who is personally known to me or who produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
NOTARY PUBLIC

Print Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**NOTE: If the Petitioner wishes to be represented by an agent, a limited power of attorney must be properly executed and provided to the City along with this application.**

**Procedure:**

In general, the petition shall be heard and approved, denied or approved with conditions by the Planning and Zoning Board.

**Code of Ordinances**

The City of Winter Garden's Code of Ordinance can be found on the Internet at [www.municode.com](http://www.municode.com). Access to the Internet can be obtained at any branch of the Orange County Library.

**Sufficiency Checklist For Site Plan Submittal**

		YES	NO	N/A
1	Application Fee - \$200 + \$20 per the total impervious and building surface or \$300 + \$10 per unit for multi-family projects			
2	Limited Power of Attorney (if represented by agent).			
3	Traffic Concurrence Study.			
4	Listed Species Report (if clearing land greater than 1 acre in size).			
5	Phase 1 Site Assessment (if property is greater than 10 acres in size).			
6	Two Signed & Sealed Surveys.			
7	Five signed & sealed, folded copies of the plan.			
	<b>Cover Sheet</b>			
8	Cover sheet with project name identified.			
9	Engineer's name, address, and phone number.			
10	Surveyor's name, address, and phone number.			
11	Owners name, address, and phone number.			
12	Zoning and Future Land Use of property.			
13	Area of land within the project.			
14	Legal description.			
15	Sheet index.			
16	North arrow.			
17	Identify responsible parties providing utilities (water, sewer, gas, electricity, etc.).			
18	Location map identifying parcel with respect to existing roads and land marks.			
	<b>General Requirements</b>			
19	Landscaping Plan & Perimeter Wall Plan.			
20	Photometric Lighting Plan.			
21	Building Elevations.			
22	Identification of any proposed or existing structures, buildings, signs, walls, etc.			
23	Parking areas with arrangement & number of spaces conforming with Chapter 118-1386.			
24	Streets on and adjacent to the project including names and R/W widths and driveway cuts.			
25	Tree Survey showing existing trees.			
26	Dumpster/Compactor enclosure for commercial and multi-family developments.			
27	North arrow.			
28	Scale (maximum 1"=100').			
29	All plan sheets signed and sealed by engineer of record.			
30	Topographic survey ( <b>Survey shall extend a minimum of 100 feet beyond project limits</b> ).			
31	Boundary survey signed and sealed by licensed Surveyor.			
32	Right of way widths shown (existing and proposed).			
33	Breakdown of pervious and impervious area for project in acres.			
34	All ingress and egress points clearly identified.			
35	Limits of 100 year flood plain identified.			
36	Existing contour lines shown at 1' intervals.			
37	Soils map of project area provided with submittal (drainage calculations).			
38	Identify all vegetative types, wetlands, wooded areas, and conservation areas.			
39	All easements identified.			
40	Signed and sealed soil report from Geotechnical Engineer.			
41	Primary and secondary drainage calculations signed and sealed by the Engineer of Record.			
42	All existing utilities shown on plans.			
43	All necessary permits in hand or "in process".			
44	Finished floor elevation for existing and proposed structures.			
45	All storm sewer pipes labeled with material, diameter, length, and slope.			
46	Cross sectional views of all storm water retention/detention facilities.			
47	Pond control structure details.			
48	All existing drainage structures labeled with top and invert elevations.			
49	Provide details of all drainage structures, curbs, wheel stops, sidewalks, backflow prevention devices, fire hydrants, water services, valves, erosion control devices, etc.			
50	Show details of typical lot configuration with front, side, rear utility easements, setback information, and lot corner elevations.			
51	Cross sectional view of pavement/parking lot detailing surface course, base, sub-base, and 18" of clean fill below the subgrade.			
52	City of Winter Garden detail sheets included in plan set.			
53	A note stating that all densities in utility and storm trenches shall be 98% minimum.			
54	A note stating that all sanitary sewer and storm sewers shall be video inspected before paving and again prior to the end of the one year warranty period.			
55	Erosion Control Plan			

**Sufficiency Checklist For Site Plan Submittal**

56	Lot numbers and lot grading (type A, B, C).			
57	Proposed drainage patterns (flow arrows and inlet elevations).			
58	Cul de Sac minimum radius not less than 40'.			
59	Provide Horizontal and Vertical Curve Data			
60	Provide all existing street/road names.			
61	Provide stationing and profile grade information.			
62	Provide plan and profiles sheets showing storm sewers, vertical curves, existing utilities, proposed utilities, profile grade, hydraulic grade line, etc.			
63	Minimum Right of Way widths shall be as follows: Arterial - 80', Collector - 65', and Local - 50'.			
64	All Sidewalk shall be a minimum of 5 feet wide.			
65	All Sanitary Sewer, Water, and Reuse water mains shown on plans.			
66	Sanitary Sewer less than 5 feet deep shown as SDR 26.			
67	Water and Reuse mains shown under the sidewalk.			
68	Provide a note on the plans stating that all sanitary and storm sewers with less than 5' of cover shall be video inspected after base installation.			
69	Water mains on Cul de Sacs shall be looped.			
70	Provide a 10' Utility Easement in favor of the City of Winter Garden adjacent to all rights of way.			
71	Plan and profile view of all streets and sanitary sewer structures.			
72	Lift Station detail sheet in plan set.			
73	Provide Lift Station calculations signed and sealed by the Engineer of Record.			

<b>Planning Department Approval</b>		
<b>Engineering Department Approval</b>		