



THE CITY OF WINTER GARDEN

PLANNING, ZONING AND DEVELOPMENT
270 W. PLANT STREET
WINTER GARDEN, FL 34787
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APPLICATION FOR PRELIMINARY PLAT APPROVAL

Section 110-98 of the City's Code of Ordinance requires all subdivision of land (with the exception of a one-time lot split) to comply with the subdivision chapter (Chapter 110) of the City Code of Ordinances and Chapter 177 of the Florida Statutes. The following application is required for Preliminary Plat Approval:

1. Name & Address of Petitioner (Owner of Record):

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Ext: _____ Fax Number: _____

Email: _____

2. Contact Person/Mailing Address (If different):

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Ext: _____ Fax Number: _____

Email: _____

3. If Corporation, Names of President and Secretary:

PRESIDENT: _____ SECRETARY: _____

4. Property ID Number: _____

5. Address of site: _____

6. Is a full legal description attached? Yes No

7. Is a traffic concurrency study included (for residential only)? Yes No

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.

Code of Ordinances

Please be aware that the City of Winter Garden's Code of Ordinances can be found on the Internet at <http://www.municode.com/database.html> and portions of the Code may be found on the City's web site at www.cwgdn.com, following the links to the Planning and Zoning Department's page. A hard copy of the City's Code of Ordinances can also be found in the Main Branch and the Winter Garden Branch of the Orange County Library System.

Procedure:

City Staff will review the proposed preliminary plat for compliance with the City Code. The Planning and Zoning Board will review the proposed preliminary plat and make a recommendation. The City Commission shall approve, deny, or approve with conditions the proposed preliminary plat.

The Next Steps - In general, once the Preliminary Plat is approved, the applicant must provide the City with engineered Construction Plans for Staff approval. Completion of an additional form and fees are required at time of construction plan submittal. Once the construction plan is approved by the staff, and a pre-construction meeting is held between the contractors and the City Engineer, the applicant shall build the approved infrastructure. Once the infrastructure is built and approved by the City Staff, the applicant shall submit for Final Plat Approval. Completion of additional forms and fees are required at time of Final Plat submittal.

Fees:

\$250 plus \$10 per residential lot; \$500 per non-residential lot plus reimbursement of the City Engineer, City Attorney and City Surveyor's costs (to be paid prior to Commission approval)

Number of Residential Units: _____

Number of Commercial/Non-residential Units: _____

Pre Plat Sufficiency Checklist

		YES	NO	N/A
1	Application Fee - \$250 + \$10 per residential lot or \$500 per non-residential lot			
2	Limited Power of Attorney (if represented by agent).			
3	Traffic Concurrency 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.			
	Cover Sheet			
8	Title under which proposed subdivision is to be recorded			
9	Plans signed and sealed by a professional engineer licensed in the State of Florida			
10	Key plan (see Section 110-124 (11) of City Code)			
11	North arrow			
12	Zoning and Future Land Use			
13	Site data, including number of lots, typical lot size, and acres in parks			
14	Location map (see Section 110-122 of City Code)			
15	Name, address, and telephone number of the owner			
16	Name, address, and telephone number of Professional Engineer			
17	Name, address, and telephone number of Licensed Surveyor			
18	Utility Company contact information			
19	Sheet index			
	General Requirements			
20	Streets names, right-of-way and roadway widths and proposed cross section; proximate grades and gradients; similar data for alleys, if any			
21	Boundary lines (bearing and distances)			
22	Legal description and tax identification of land to be subdivided			
23	Adjacent Properties showing zoning and future land use			
24	Easements. Location, width and purpose of existing and proposed easements and rights-of-way.			
25	Streets on and adjacent to tract (see section 110-124 (3) City Code)			
26	Preliminary drainage design/concept - addressing outfall, off-site flows, etc.			
27	Utilities on and adjacent to tract (see section 110-124 (4) City Code)			
28	Tree survey showing existing trees			
29	Scale one inch equals 100 feet or larger			
30	Ground elevations (see section 110-124 (5) City Code)			
31	Topographic survey extending a minimum of 100 feet beyond the project limits (see section 110-124 (6) and (7))			
32	Proposed public improvements (see section 110-124 (10) City Code)			
33	Proposed lot lines, lot numbers, and block numbers			
34	Minimum building setback lines			
35	Public sites (see section 110-124 (14) City Code)			
36	Show multi family dwellings, shopping centers, churches, industry or other nonpublic uses exclusive of single-family dwellings			
37	Private sites (see section 110-124 (18) City Code)			
38	Floodplain limits & 100 year flood boundaries			
39	Potential wetland areas			
40	Dedication and reservations (see section 110-124 (20) City Code)			
41	Boundary survey (certified)			

Planning Department Approval

Engineering Department Approval
