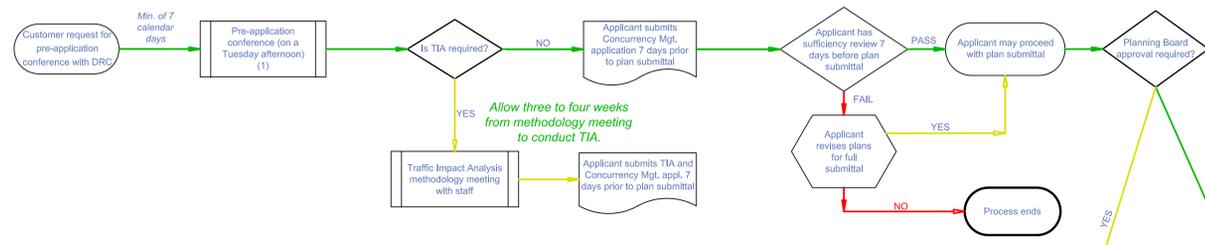


# THE CITY OF ALTAMONTE SPRINGS SEMINOLE COUNTY, FLORIDA DEVELOPMENT FLOW CHART

PRE-APPLICATION CONFERENCE & SUFFICIENCY REVIEW PHASES

### PRE-APP & SUFFICIENCY REVIEW PHASE NOTES

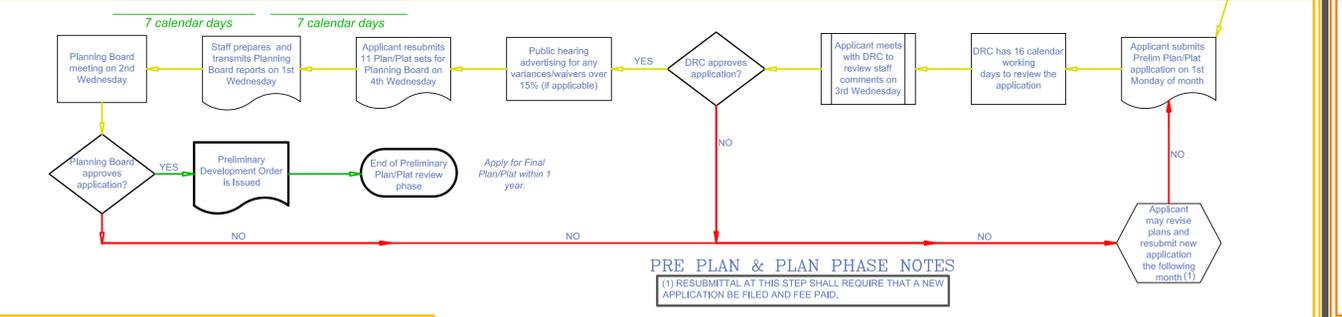
(1) THE TIME BETWEEN PRE-APP AND NEXT STEP VARIES AND IS UP TO THE APPLICANT. PRE-APPS MUST OCCUR PRIOR TO TIA METHODOLOGY MEETING AND AT LEAST TWO WEEKS PRIOR TO SITE PLAN SUBMITTAL.



### FLOW CHART NOTES

1. DAYS LISTED ARE APPROXIMATE.  
2. REFER TO THE LAND DEVELOPMENT CODE AND DEVELOPER'S GUIDE FOR SPECIFIC PROCEDURAL STEPS.

PRELIMINARY PLAN & PLAT REVIEW PHASE



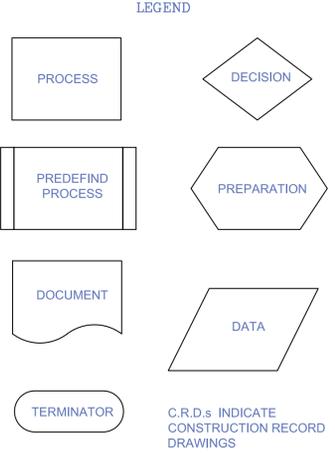
### PRE PLAN & PLAN PHASE NOTES

(1) RESUBMITTAL AT THIS STEP SHALL REQUIRE THAT A NEW APPLICATION BE FILED AND FEE PAID.

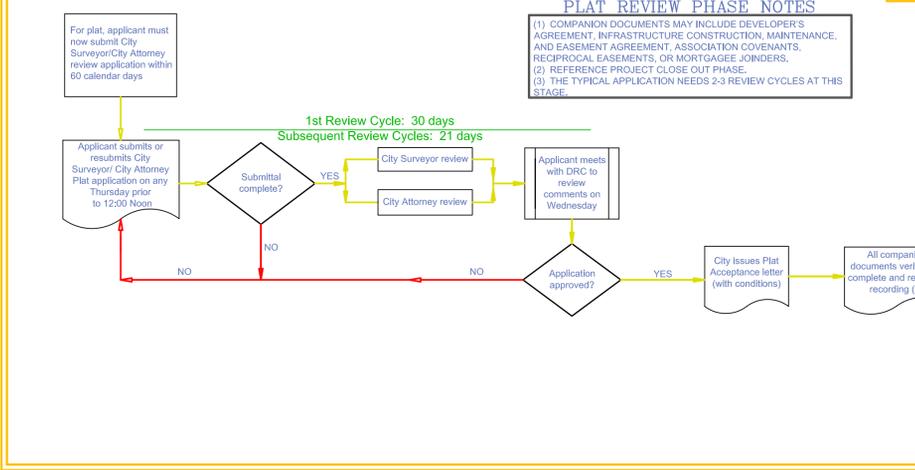
### FINAL PLAN & PLAT PHASE NOTES

(1) AT THE END OF SITE PLAN REVIEW PROCESS THE APPLICANT MUST NOW:  
a. EXECUTE DEVELOPER'S AGREEMENT WITHIN 90 CALENDAR DAYS.  
b. PAY CAPACITY RESERVATION FEES OR OBTAIN BUILDING PERMIT WITHIN 90 CALENDAR DAYS.  
c. FILE FDP PERMIT APPS WITH CITY.  
d. PROVIDE CITY WITH COPIES OF ALL AGENCY PERMITS, ONCE RECEIVED.  
(2) THE TYPICAL APPLICATION NEEDS THREE REVIEW CYCLES AT THIS STAGE.

LEGEND



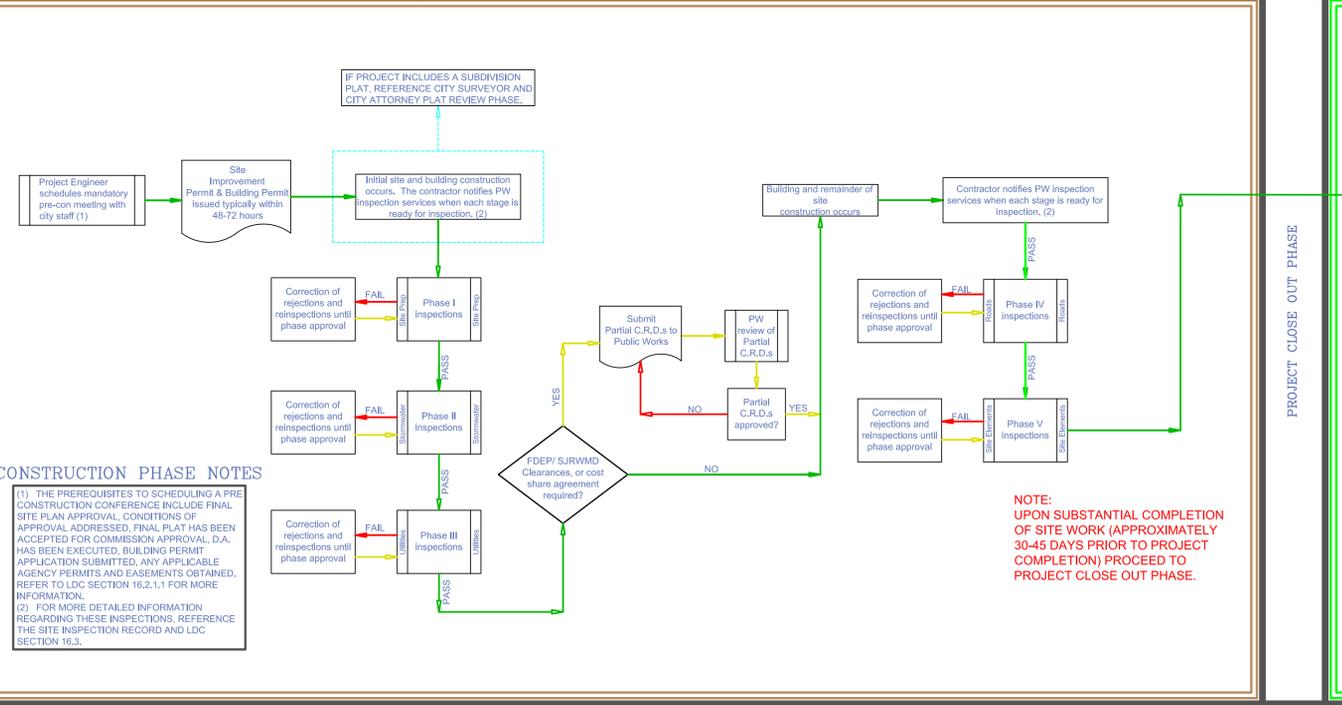
CITY SURVEYOR AND CITY ATTORNEY PLAT REVIEW PHASE



### PLAT REVIEW PHASE NOTES

(1) COMPANION DOCUMENTS MAY INCLUDE DEVELOPER'S AGREEMENT, INFRASTRUCTURE CONSTRUCTION, MAINTENANCE, AND EASEMENT AGREEMENT, ASSOCIATION COVENANTS, RECIPROCAL EASEMENTS, OR MORTGAGE JOINDERS.  
(2) REFERENCE PROJECT CLOSE OUT PHASE.  
(3) THE TYPICAL APPLICATION NEEDS 2-3 REVIEW CYCLES AT THIS STAGE.

CONSTRUCTION PHASE

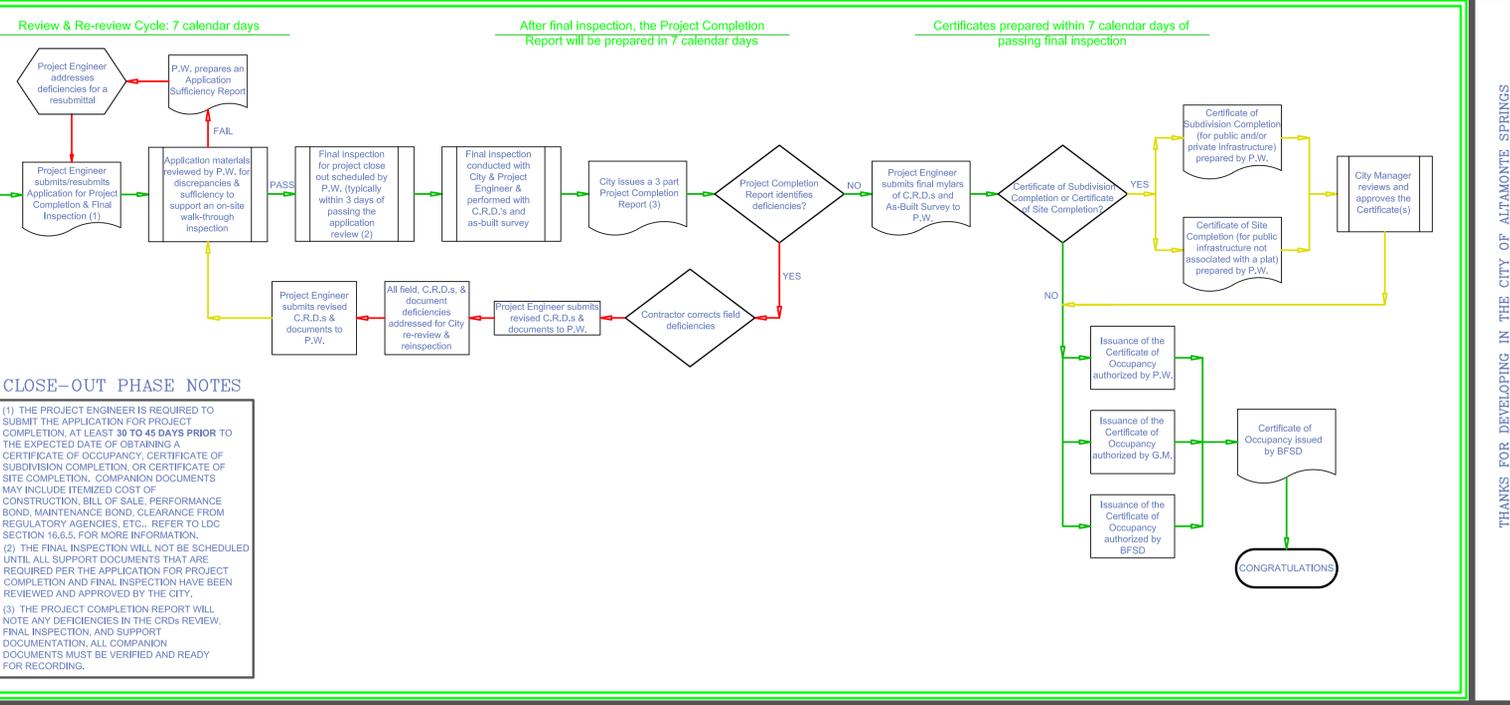


### CONSTRUCTION PHASE NOTES

(1) THE PREREQUISITES TO SCHEDULING A PRE CONSTRUCTION CONFERENCE INCLUDE FINAL SITE PLAN APPROVAL, CONDITIONS OF APPROVAL ADDRESSED, FINAL PLAT HAS BEEN ACCEPTED FOR COMMISSION APPROVAL, D.A. HAS BEEN EXECUTED, BUILDING PERMIT APPLICATION SUBMITTED, ANY APPLICABLE AGENCY PERMITS AND EASEMENTS OBTAINED. REFER TO LDC SECTION 16.2.1.1 FOR MORE INFORMATION.  
(2) FOR MORE DETAILED INFORMATION REGARDING THESE INSPECTIONS, REFERENCE THE SITE INSPECTION RECORD AND LDC SECTION 16.3.  
(3) THE PROJECT COMPLETION REPORT WILL NOTE ANY DEFICIENCIES IN THE CRDS REVIEW, FINAL INSPECTION, AND SUPPORT DOCUMENTATION. ALL COMPANION DOCUMENTS MUST BE VERIFIED AND READY FOR RECORDING.

**NOTE:** UPON SUBSTANTIAL COMPLETION OF SITE WORK (APPROXIMATELY 30-45 DAYS PRIOR TO PROJECT COMPLETION) PROCEED TO PROJECT CLOSE OUT PHASE.

PROJECT CLOSE OUT PHASE



### CLOSE-OUT PHASE NOTES

(1) THE PROJECT ENGINEER IS REQUIRED TO SUBMIT THE APPLICATION FOR PROJECT COMPLETION, AT LEAST 30 TO 45 DAYS PRIOR TO THE EXPECTED DATE OF OBTAINING A CERTIFICATE OF OCCUPANCY, CERTIFICATE OF SUBDIVISION COMPLETION, OR CERTIFICATE OF SITE COMPLETION. COMPANION DOCUMENTS MAY INCLUDE ITEMIZED COST OF CONSTRUCTION, BILL OF SALE, PERFORMANCE BOND, MAINTENANCE BOND, CLEARANCE FROM REGULATORY AGENCIES, ETC. REFER TO LDC SECTION 16.8.5. FOR MORE INFORMATION.  
(2) THE FINAL INSPECTION WILL NOT BE SCHEDULED UNTIL ALL SUPPORT DOCUMENTS THAT ARE REQUIRED PER THE APPLICATION FOR PROJECT COMPLETION AND FINAL INSPECTION HAVE BEEN REVIEWED AND APPROVED BY THE CITY.  
(3) THE PROJECT COMPLETION REPORT WILL NOTE ANY DEFICIENCIES IN THE CRDS REVIEW, FINAL INSPECTION, AND SUPPORT DOCUMENTATION. ALL COMPANION DOCUMENTS MUST BE VERIFIED AND READY FOR RECORDING.

FINAL PLAN (& PLAT) AND COMBINED PRELIMINARY/FINAL PLAN (& PLAT) REVIEW PHASE

CITY SURVEYOR AND CITY ATTORNEY PLAT REVIEW PHASE

THANKS FOR DEVELOPING IN THE CITY OF ALTAMONTE SPRINGS