

CITY OF ALTAMONTE SPRINGS

REQUEST FOR PRE-APPLICATION CONFERENCE FOR PUBLIC HEARING APPLICATIONS (NON-DRC)

For Annexations, Future Land Use Map Amendments, Rezonings, Conditional Uses, Easement and Right-of-Way Abandonments, Utility Connections, Sign Variances, and Zoning Variances.

Property Information	
Project Name: _____	
Project Address or Location: _____	<input type="checkbox"/> Inside City Limits <input type="checkbox"/> Outside City Limits
County Property Appraiser Tax Parcel ID Number(s):	a. _____ - _____ - _____ - _____ - _____ b. _____ - _____ - _____ - _____ - _____
Existing Future Land Use Map Designation: _____	
Existing Zoning District Designation: _____	
Existing Use: _____	
Is this property in an Activity Center?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Regional Business <input type="checkbox"/> West Town <input type="checkbox"/> East Town <input type="checkbox"/> Gateway
Is this property in a DRI?	<input type="checkbox"/> Yes <input type="checkbox"/> No Name: _____
Description of request or project: _____	

Type of Application to be discussed (check all that apply)	
<input type="checkbox"/> Annexation,	
<input type="checkbox"/> Future Land Use Map Amendment. <i>Proposed Future Land Use Designation:</i> _____	
<input type="checkbox"/> Rezoning. <i>Proposed Zoning District Designation</i> _____	
<input type="checkbox"/> Conditional Use. <i>Proposed Use</i> _____	
<input type="checkbox"/> Sign Variance	<input type="checkbox"/> Easement or Right-of-Way Abandonment
<input type="checkbox"/> Zoning Variance	<input type="checkbox"/> Utility Connections for Properties Outside the City
<input type="checkbox"/> Other	

Meeting Requestor Information		Property Owner Information	
Name: _____		Name: _____	
Address: _____		Address: _____	
City: _____	State: _____	City: _____	State: _____
Zip: _____		Zip: _____	
Phone: _____		Phone: _____	
Email: _____		Email: _____	
Firm Name: _____		Firm Name: _____	

<p style="text-align: center;"><u>For Office Use Only</u></p> Date and Time Received: _____ Received By: _____ Application Status: ___ Complete ___ Incomplete	Application Project Number: _____-102000 _____ Pre-app Meeting With: ___ Planning Services ___ Development Services Meeting Scheduled for: Date: ____/____/____
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Required Submittal Materials

All of the following items are required to be submitted with a Request for Pre-Application Conference. Incomplete forms or accompanying materials will not be processed. Submit 4 Complete sets of the Submittal Materials.

- Completed **Request for Pre-Application Conference** form (*4 copies*).
- Four (4) Sets of the following items:
 1. A complete legal description. (*4 Copies*)
 2. Written description of the proposed project with specific details (i.e. type of uses, hours of operation, square feet, setbacks, etc.). (*4 Copies*)
 3. A boundary survey or a concept plan which shows appropriate information as to allow staff to evaluate the site and the site's compatibility with the proposed uses(s), site's important features, all surrounding properties, existing improvements including utility information (if available), and any support documentation. (*4 Copies*)

ADVISEMENTS FOR PRE-APPLICATION CONFERENCES

1. For Easement and Right-of-Way Abandonment, Sign Variance, and Zoning Variance applications, you must schedule and attend a pre-application conference at least two weeks prior to the submission of the public hearing application.
2. Conditional Use, Future Land Use Map Amendments, and Rezoning applications may require a Mobility Solutions Methodology Meeting and Mobility Solutions Report Level 1 prior to submission of the public hearing application. [Ref. LDC 2.1.3] This will be discussed at the pre-app meeting.
3. Representatives from the City's Public Works and Utilities Department will attend Pre-application Conferences that involve Utility Connections inquiries.

Return this form and accompanying materials to:	City of Altamonte Springs Growth Management Department 225 Newburyport Avenue Altamonte Springs, FL 32701	Tel: 407.571.8159
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