COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING AND ZONING DIVISION
300 WEST PLANT STREET
WINTER GARDEN, FLORIDA 34787

P: 407.656.4111
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SUFFICIENCY CHECKLIST FOR SUBDIVISION CONSTRUCTION PLAN SUBMITTAL

		YES	NO	N/A
1	APPLICATION FEE - $500 + $2 PER RESIDENTIAL LOT OR $250 PER NON-RESIDENTIAL LOT.			
2	LIMITED POWER OF ATTORNEY (IF REPRESENTED BY AGENT).			
3	**FIVE** SIGNED & SEALED, **FOLDED** COPIES OF THE PLAN (not rolled).			
4	**A CD/THUMBDRIVE COPY OF ALL THE APPLICATION DOCUMENTS AND SUBMITTAL DOCUMENTS IN PDF-A FORMAT**			
	COVER SHEET			
5	COVER SHEET WITH PROJECT NAME IDENTIFIED.			
6	ENGINEER'S NAME, ADDRESS, AND PHONE NUMBER.			
7	SURVEYOR'S NAME, ADDRESS, AND PHONE NUMBER.			
8	OWNERS NAME, ADDRESS, AND PHONE NUMBER.			
9	ZONING AND FUTURE LAND USE OF PROPERTY.			
10	AREA OF LAND WITHIN THE PROJECT.			
11	LEGAL DESCRIPTION.			
12	SHEET INDEX.			
13	NORTH ARROW.			
14	IDENTIFY RESPONSIBLE PARTIES PROVIDING UTILITIES (WATER, SEWER, GAS, ELECTRICITY, ETC.).			
15	LOCATION MAP IDENTIFYING PARCEL WITH RESPECT TO EXISTING ROADS AND LAND MARKS.			
	GENERAL REQUIREMENTS			
16	LANDSCAPING PLAN & PERIMETER WALL PLAN.			
17	PHOTOMETRIC LIGHTING PLAN.			
18	BUILDING ELEVATIONS.			
19	IDENTIFICATION OF ANY PROPOSED OR EXISTING STRUCTURES, BUILDINGS, SIGNS, WALLS, ETC.			
20	PARKING AREAS WITH ARRANGEMENT & NUMBER OF SPACES CONFORMING WITH CHAPTER 118-1386.			
21	STREETS ON AND ADJACENT TO THE PROJECT INCLUDING NAMES AND R/W WIDTHS AND DRIVEWAY CUTS.			
22	TREE SURVEY SHOWING EXISTING TREES.			
23	DUMPSTER/COMPACTOR ENCLOSURE FOR COMMERCIAL AND MULTI-FAMILY DEVELOPMENTS.			
24	NORTH ARROW.			
25	SCALE (MAXIMUM 1"=100').			
26	ALL PLAN SHEETS SIGNED AND SEALED BY ENGINEER OF RECORD.			
27	TOPOGRAPHIC SURVEY (**SURVEY SHALL EXTEND A MINIMUM OF 100 FEET BEYOND PROJECT LIMITS**).			
28	BOUNDARY SURVEY SIGNED AND SEALED BY LICENSED SURVEYOR.			
29	RIGHT OF WAY WIDTHS SHOWN (EXISTING AND PROPOSED).			
30	BREAKDOWN OF PERVIOUS AND IMPERVIOUS AREA FOR PROJECT IN ACRES.			
31	ALL INGRESS AND EGRESS POINTS CLEARLY IDENTIFIED.			
32	LIMITS OF 100 YEAR FLOOD PLAIN IDENTIFIED.			
33	EXISTING CONTOUR LINES SHOWN AT 1' INTERVALS.			
34	SOILS MAP OF PROJECT AREA PROVIDED WITH SUBMITTAL (DRAINAGE CALCULATIONS).			
35	IDENTIFY ALL VEGETATIVE TYPES, WETLANDS, WOODED AREAS, AND CONSERVATION AREAS.			
36	ALL EASEMENTS IDENTIFIED.			
37	SIGNED AND SEALED SOIL REPORT FROM GEOTECHNICAL ENGINEER.			

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		YES	NO	N/A
38	PRIMARY AND SECONDARY DRAINAGE CALCULATIONS SIGNED AND SEALED BY THE ENGINEER OF RECORD.			
39	ALL EXISTING UTILITIES SHOWN ON PLANS.			
40	ALL NECESSARY PERMITS IN HAND OR "IN PROCESS".			
41	FINISHED FLOOR ELEVATION FOR EXISTING AND PROPOSED STRUCTURES.			
42	ALL STORM SEWER PIPES LABELED WITH MATERIAL, DIAMETER, LENGTH, AND SLOPE.			
43	CROSS SECTIONAL VIEWS OF ALL STORM WATER RETENTION/DETENTION FACILITIES.			
44	POND CONTROL STRUCTURE DETAILS.			
45	ALL EXISTING DRAINAGE STRUCTURES LABELED WITH TOP AND INVERT ELEVATIONS.			
46	PROVIDE DETAILS OF ALL DRAINAGE STRUCTURES, CURBS, WHEEL STOPS, SIDEWALKS, BACKFLOW PREVENTION DEVICES, FIRE HYDRANTS, WATER SERVICES, VALVES, EROSION CONTROL DEVICES, ETC.			
47	SHOW DETAILS OF TYPICAL LOT CONFIGURATION WITH FRONT, SIDE, REAR UTILITY EASEMENTS, SETBACK INFORMATION, AND LOT CORNER ELEVATIONS.			
48	CROSS SECTIONAL VIEW OF PAVEMENT/PARKING LOT DETAILING SURFACE COURSE, BASE, SUB-BASE, AND 18" OF CLEAN FILL BELOW THE SUBGRADE.			
49	CITY OF WINTER GARDEN DETAIL SHEETS INCLUDED IN PLAN SET.			
50	A NOTE STATING THAT ALL DENSITIES IN UTILITY AND STORM TRENCHES SHALL BE 98% MINIMUM.			
51	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.			
52	EROSION CONTROL PLAN			
53	LOT NUMBERS AND LOT GRADING (TYPE A, B, C).			
54	PROPOSED DRAINAGE PATTERNS (FLOW ARROWS AND INLET ELEVATIONS).			
55	CUL DE SAC MINIMUM RADIUS NOT LESS THAN 40'.			
56	PROVIDE HORIZONTAL AND VERTICAL CURVE DATA			
57	PROVIDE ALL EXISTING STREET/ROAD NAMES.			
58	PROVIDE STATIONING AND PROFILE GRADE INFORMATION.			
59	PROVIDE PLAN AND PROFILES SHEETS SHOWING STORM SEWERS, VERTICAL CURVES, EXISTING UTILITIES, PROPOSED UTILITIES, PROFILE GRADE.			
60	MINIMUM RIGHT OF WAY WIDTHS SHALL BE AS FOLLOWS: ARTERIAL - 80', COLLECTOR - 65', AND LOCAL - 50'.			
61	ALL SIDEWALKS SHALL BE A MINIMUM OF 5 FEET WIDE.			
62	ALL SANITARY SEWER, WATER, AND REUSE WATER MAINS SHOWN ON PLANS.			
63	SANITARY SEWER LESS THAN 5 FEET DEEP SHOWN AS SDR 26.			
64	WATER AND REUSE MAINS SHOWN UNDER THE SIDEWALK.			
65	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.			
66	WATER MAINS ON CUL DE SACS SHALL BE LOOPED.			
67	PROVIDE A 10' UTILITY EASEMENT IN FAVOR OF THE CITY OF WINTER GARDEN ADJACENT TO ALL RIGHTS OF WAY.			
68	PLAN AND PROFILE VIEW OF ALL STREETS AND SANITARY SEWER STRUCTURES.			
69	LIFT STATION DETAIL SHEET IN PLAN SET.			
70	PROVIDE LIFT STATION CALCULATIONS SIGNED AND SEALED BY THE ENGINEER OF RECORD.			

	YES	NO
PLANNING DEPARTMENT APPROVAL		
ENGINEERING DEPARTMENT APPROVAL		

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APPLICATION FOR CONSTRUCTION PLANS FOR A SUBDIVISION

AFTER PRELIMINARY PLAT APPROVAL AND BEFORE THE CONSTRUCTION OF SUBDIVISION INFRASTRUCTURE, A PROPOSED PLAT MUST RECEIVE CONSTRUCTION PLAN APPROVAL. THE FOLLOWING IS AN APPLICATION FOR CONSTRUCTION PLAN APPROVAL FOR SUBDIVISION INFRASTRUCTURE:

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. PROPERTY ID NUMBER: _____

4. ADDRESS OF SITE: _____

5. ARE YOU AWARE THAT CONSTRUCTION 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 ____

6. 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

7. HAVE YOU READ AND UNDERSTAND THE ATTACHED REQUIREMENT FOR STREET LIGHTS AND PRE PAYMENT OF THE OPERATIONAL COST OF STREET LIGHTS? ____ YES ____ NO

8. ARE YOU AWARE THAT A PRE-CONSTRUCTION MEETING IS REQUIRED AND THIS MEETING IS COORDINATED BY THE ENGINEERING DEPARTMENT (656-5598)? ____ YES ____ NO

9. INFRASTRUCTURE INSPECTION FEE MUST BE CALCULATED PRIOR TO SCHEDULING THE PRE-CON MEETING. INFRASTRUCTURE INSPECTION FEE - IN ADDITION TO THE BELOW PLAN REVIEW FEES, AN ADDITIONAL SITE INSPECTION FEE OF 2.25% OF THE TOTAL CONTRACT COST FOR THE CONSTRUCTION OF THE SUBDIVISION'S INFRASTRUCTURE TO INCLUDE BUT NOT LIMITED TO ROADS, STORMWATER FACILITIES, WATER FACILITIES AND WASTEWATER FACILITIES SHALL BE PAID AT THE PRE-CONSTRUCTION MEETING. 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 THE PRE-CONSTRUCTION MEETING.

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10. ARE YOU AWARE OF OUR GATED COMMUNITY REQUIREMENTS? ___ YES ___ NO

11. ARE YOU AWARE THAT ALL ELECTRICAL UTILITIES ARE REQUIRED TO BE UNDERGROUND (SECTION 110, DIV 4)? ____YES___NO

12. DO YOU INTEND TO PHASE THE INFRASTRUCTURE CONSTRUCTION? IF SO, SHOW THE PHASES ON THE CONSTRUCTION PLANS.

    ___ YES ___ NO

13. 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.

    AN APPLICANT SHALL PROVIDE PROMPT WRITTEN NOTICE TO THE CITY MANAGER IN THE EVENT OF A CHANGE IN OWNERSHIP OF ALL OR A PORTION OF A LOT, TRACT, OR PARCEL OF REAL PROPERTY WITH THE RESPECT TO WHICH AN APPLICATION , OR PROJECT IS PENDING BEFORE THE CITY. INVOICES FOR THE COSTS ASSOCIATED WITH_____(PROJECT NAME OR ADDRESS) SHOULD BE SENT TO (**NAME AND ADDRESS OF RESPONSIBLE PARTY**):

    _____
    _____
    _____
    _____

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

NOTARIZATION:

STATE OF FLORIDA
COUNTY OF ORANGE

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____ , 20 _____

BY _____ , WHO DID NOT TAKE AN OATH.

☐ PERSONALLY KNOWN OR;
☐ PRODUCED IDENTIFICATION / TYPE OF ID PRODUCED _____

_____
NOTARY PUBLIC SIGNATURE

(NOTARY SEAL)

_____
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.

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 A HARD COPY OF THE CITY'S CODE OF ORDINANCES CAN BE FOUND IN THE MAIN BRANCH AND THE WINTER GARDEN BRANCH OF THE ORANGE COUNTY LIBRARY SYSTEM.

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Development Review Costs

By signing this Application, the Applicant acknowledges and agrees that Applicant has read Chapter 88, City of Winter Garden Code Ordinances ("Chapter 88") and understands and agrees to accept Applicant's responsibilities and obligations to pay the City for all fees, costs, and expenses incurred by the City in the review, processing, inspection, and regulation of this Application, including but not limited to: (i) those charges associated with the time City staff and City consultants (including, without limitation engineers, architects, planners, attorneys, paralegals, surveyors, construction inspection professionals and any other professional or technical consultants) spend on the review, processing, inspection, and regulation of the Application or development; (ii) any expenses directly related thereto, including but not limited to notices, advertising, postage, surveying, inspection, legal and engineering costs; and (iii) those charges associated with the time City staff and City consultants spend concerning administrative proceedings, quasi-judicial proceedings, trial court proceedings and appellate court proceedings relating to the consideration, review or challenge of all or part of the Application or any development order or permit issued as the product of the Application or a similar application by the Applicant. However, Chapter 88 does not require the Applicant to pay the City's attorneys' fees and litigation expenses in proceedings or litigation where the City and Applicant are direct adverse parties, except in matters where the City is enforcing the requirements of Chapter 88 against Applicant as specified in § 88-10, City of Winter Garden Code of Ordinances. Applicant understands and agrees that the aforesaid fees, costs and expenses will be invoiced and shall be paid by the Applicant whether or not the Application is successful.

Applicant shall provide prompt written notice to the City's City Manager and Community Development Director within ten (10) calendars days of the occurrence of a change in ownership of all or a portion of a lot, tract, or parcel of real property that is the subject of the Application. Such written notice shall comply with the provisions of § 88-11, City of Winter Garden Code of Ordinances.

Invoices from the City shall be paid within ten (10) calendar days of the date appearing on the invoice. Full payment is a requirement for City's final approval of the Application or any similar application by the Applicant, and as such, the failure to pay such amount jeopardizes the effectiveness of any development order or permit issued prior to full payment of such amounts by Applicant. If nonpayment occurs, the City shall have all remedies at law and in equity against the Applicant and the property owner(s) of the Property subject to this Application, including without limitation, the right to cease development review and processing of the Application, revoke, rescind or place a stop work order on development orders and permits issued at the request of the Applicant, and those other remedies specified in Chapter 88. The provisions of Chapter 88 are incorporated herein by this reference, and the agreements contained herein are supplemental to the Applicant's and the property owner(s)' requirements and obligations under Chapter 88.

No Reliance

Applicant acknowledges and agrees that it is spending funds at its own risk in an attempt to obtain development orders, permits and/or approvals from the City or to otherwise develop the Property, and the City is not liable for reimbursing Applicant for such costs and expenses. Individual City employees, City consultants, City appointed officials and elected officials (including city commissioners) have no actual or apparent authority to bind the City on Application approvals and development matters, except for certain very limited matters that are expressly authorized by the City of Winter Garden Code of Ordinances to be determined by the City's Community Development Director or the City's City Manager. Applicant shall not rely on and has no basis to rely on, any written or oral statements of the City's employees, consultants, or elected or appointed officials, except for the actual development order(s) or permit(s) issued after final action is taken by the City on the Application pursuant to the standard applicable review and approval process. Often for development matters, prior to final action being taken by the City, the City must conduct quasi-judicial public hearing(s) where decisions on development applications must be based on the evidence presented in the record at such hearing(s), including testimony and evidence presented by the Applicant, City staff and consultants, and other interested parties. Moreover, often it is the case that multiple types of development orders and permits must be issued before a development can proceed, so the issuance of one or more development orders and permits, should not be relied upon by the Applicant for the likelihood that other required development orders, permits and approvals will be issued. Further, the final actions and/or development orders or permits of the City on development matters can often be challenged; thus, the Applicant should consult with its own legal counsel as to the reliability of final actions of the City and development orders and permits issued by the City.