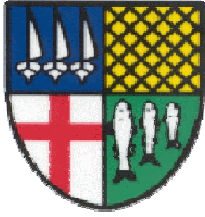


# Town of Windermere



## TOWN OF WINDERMERE LOT AGGREGATION REQUEST

### Checklist:

1. Contact Brad Cornelius at Wade Trim to Determine if a Pre-application Meeting is required (See contact information below).
2. Obtain Owner's Agent Affidavit of Authorization, if Applicable
3. Applicant to Provide Letter Describing Lot Aggregation Request. Address Existing Structures where Applicable
4. Provide S/S Legal and Sketch of Description for Parcels Associated with the Lot Aggregation
5. If Applicable, Based on Pre-App Provide Boundary and Topographic Survey
  - i. Label NHWE and contour line
  - ii. Identify Flood Plain
  - iii. Identify Existing Features (building(s) and setbacks, septic tank system)
  - iv. Easements
6. Provide 1 – CD and 2 Hard Copies of the Application Submittal
7. Application Fee: \$50.00 Made Payable to the Town of Windermere
8. Review Deposit: \$1,000.00 Made Payable to the Town of Windermere\*
9. Mail Notification Deposit: \$300 Made Payable to the Town of Windermere\*

### Procedure:

1. Submit 1 – CD and 2 hard copies of the above Items to Town of Windermere Town Clerk. Application will be routed to Wade Trim for planning, zoning and floodplain review. Notification letters will be mailed out by Wade Trim to nearby property owners (500 ft. radius).
2. Upon Zoning Review, applicant's request will be placed on the Development Review Board agenda and will go to Town Council for final approval. Upon approval by the Town Council, Wade Trim will provide a letter addressed to the OCPA indicating the application has been approved. Applicant to submit all approvals and documentation to the Orange County Property Appraiser's office.

Development Review Board meets on the 3<sup>rd</sup> Tuesday of every month.

Town Council Meets on the 2<sup>nd</sup> Tuesday of every month.

***\*This amount does not include development or building permitting fees. Any remaining funds will be repaid to the applicant.***

For more information please contact Brad Cornelius at Wade Trim at (888) 499-9624 or tow@wadetrim.com.