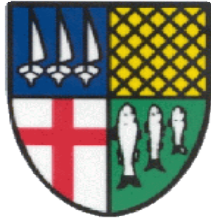


Town of Windermere



TOWN OF WINDERMERE CONDITIONAL USE PROCESS

Checklist:

1. Contact Brad Cornelius with Wade Trim for a Pre-Application meeting. (See contact information below).
2. Provide Owner's Agent Affidavit of Authorization if using an agent.
3. Letter Describing Conditional Use Request. Please prepare a letter of request addressed to the Town Clerk (See below). The letter of request should explain what the conditional use request is for and why it is needed. If applicable please provide photographs and graphics.
4. Submit Survey and/or Site Plan to scale (depending on the type of request). A topographic survey map maybe required. Please confirm with GAI Consultants, Inc.
5. Application Review Deposit: \$1,200.00 Made Payable to the Town of Windermere*
6. Mail Notification Deposit: \$300 Made Payable to the Town of Windermere*
7. Complete and submit required affidavit for a conditional use, affidavit form provided by the Town of Windermere.

Procedure:

1. Submit (2) two hardcopies and one (1) electronic copy on CD in PDF format of all required information to the Town Clerk.
2. Public hearing notices will be mailed to property owners within 500 feet of the property by certified mail, including a self addressed stamped envelope for their reply. Property owner/applicant will be billed for postage.
3. Upon Zoning Review, applicant's request will be placed on the Development Review Board agenda and will proceed to Town Council for final approval.
4. Applicant must attend the Development Review Board (DRB) meeting, held the 3rd Tuesday of the month.
5. The DRB will make recommendation to the Town Council to review at their regular meeting date on the 2nd Tuesday of the following month. Applicant must attend the Town Council meeting.
6. If approved, the resolution and affidavit will be recorded in the public records of the county.

DOROTHY BURKHALTER, TOWN CLERK
TOWN OF WINDERMERE
WINDERMERE, FL 34786
(407) 876-2563

*

For More Information/Questions
Contact: BRAD CORNELIUS, AICP
WADE TRIM, INC.
(888) 499-9624 or tow@wadetrim.com

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