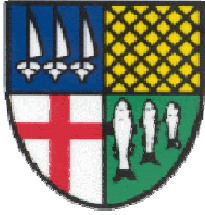


# Town of Windermere



## PRELIMINARY SUBDIVISION PLAN REQUEST

### Checklist:

1. Contact Brad Cornelius at Wade Trim for a Pre-Application meeting. (See contact information below).
2. Provide Owner's Agent Affidavit of Authorization if using an agent.
3. Provide Letter Describing Preliminary Subdivision Plan Request addressed to the Town Clerk (See below). Provide a copy of the tax parcel identification number.
4. Submit Survey and/or Site Plan to scale. A topographic survey map will be required.
5. Application Fee: \$50.00 Made Payable to the Town of Windermere
6. Application Review Deposit: \$1,000.00 Made Payable to the Town of Windermere\*
7. Mail Notification Deposit: \$300 Made Payable to the Town of Windermere\*

### Procedure:

1. Submit (2) two hard copies and (1) one electronic copy on CD in PDF format of required information to Town Clerk. Town Clerk will route application to Wade Trim for review.
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 review, applicant's request will be placed on the Development Review Board agenda and will go 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.

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 repaid to the applicant.*