



**TOWN OF WINDERMERE  
REZONING SUBMITTAL REQUIREMENTS**

Two (2) hard copies and one (1) electronic copy (submitted in unsecured PDF format on a CD) of all required documents must be submitted by the applicant at the time the application is filed. The application package will include each of the “required” items listed below:

**REQUIRED DOCUMENTATION (\*ADDITIONAL DOCUMENTS MAY BE REQUESTED\*)**

- a. Legal description of the subject property
- b. Property Appraiser’s Map highlighting the subject property (Using Property Appraiser website, include owner info page)
- c. Boundary Survey
- d. Concept Plan (See attached requirements)
- f. Warranty Deed(s) (if applicable).

**1. Maps:**

- a. Site/location map of subject property (clearly demarcated site with major roadways labeled)
- b. Existing future land use map
- c. Proposed future land use map only if land use change requested
- d. Zoning map
- e. GIS (Geographic Information System) shape file matching the legal description based on a certified survey (on CD) created as polygon in the following projection plane: NAD 1983 State Plane Florida East FIPS 0901 Feet
- f. Floodplain map (Large Scale only)
- g. Topographical map (Large Scale only) at 1 ft. contours

**2. Rezoning Justification Statement:**

Provide a statement justifying the need for the requested rezoning, including but not limited to, adjacent land use compatibility, availability of public facilities. Please indicate the maximum development that can occur on the site under the proposed zoning designation and the anticipated development program under the proposed zoning designation including the square footage and acreage for each category.

**3. Land Development Code Text Amendment:**

Text Amendments to the Land Development Code (if required): Text amendments directly related to a proposed zoning classification shall be submitted in conjunction with the zoning application; Staff shall have the discretion to edit any proposed text for format and numbering consistent with the adopted Land Development Code. All proposed text amendments must be reviewed prior to submission as part of a pre-application meeting with staff. Town staff shall

have the ability to establish additional application requirements for proposed text amendments to the Land Development Code, such as, documentation, electronic files, map specifications, additional review, and copies for dissemination. If the proposed text amendment(s) comply with the aforementioned requirements, proposed revisions shall be submitted utilizing the underline and strikethrough format. Underlined text denotes proposed language additions, and strikethrough text denotes proposed deletions to currently adopted sections of the code. Describe how the proposed code revision is consistent with, and furthers the goals, objectives, and policies of the Land Development Code and the Town's Comprehensive Plan.

#### **4. Environmental Assessment:**

If there are wetlands on the property, a preliminary environmental assessment is required, including at minimum a narrative describing the wetlands, a table indicating the acreage, and an aerial photograph and map indicating the approximate location and extent of wetlands on the site.

#### **5. Transportation Capacity Analysis:**

A traffic study may be required. For required methodology, contact Brad Cornelius with Wade Trim, Inc. at (888) 499-9624 or [tow@wadetrim.com](mailto:tow@wadetrim.com).

### **APPLICANT INFORMATION AND RESPONSIBILITIES**

**Fee Information:** An application review deposit fee will be required for Rezoning Applications, payable to the Town of Windermere. The application fee represents a deposit towards the total application processing costs. The applicant is responsible for all costs [advertisements, staff preparation of elements requiring changes, and preparation of new maps]. Please contact Wade Trim for the required review deposit fee for your project.

**Pre-Application Conference:** Applicants are required to schedule a pre-application conference with the Town Manager and Wade Trim to discuss the content and format of the rezoning proposal. Acceptance of an application should not be construed as staff support of the rezoning request, or as staff acceptance as to the sufficiency of the application. To schedule an appointment, please contact Brad Cornelius at Wade Trim at (888) 496-9624 or [tow@wadetrim.com](mailto:tow@wadetrim.com).

**Application Sufficiency:** If upon review of the submitted application, Town Staff finds the application incomplete, the applicant will be required to resubmit the application with clarification or additional information. Resubmitted applications or additional information are due within 14 calendar days of notice from the Town unless an extension is granted by the Town Manager or his/her designee to accommodate special/ lengthy requests. *An application may be rejected for incompleteness and/or failure to resubmit in a timely fashion.* One of the requirements for sufficiency is agent authorization.

**Poster:** Applicants are required to place "Notice of Public Hearing" poster(s) on the property of the rezoning request 10 calendar days prior to public hearings. Town staff will prepare the poster(s) and notify the applicant when to pick up the poster(s), and posting instructions will be

included. Failure to post the notice on the property according to the instructions may result in a postponement of your DRB and/or Town Council hearing.

**Community Meeting:** Surrounding property owners will be notified of the proposed request. Please note that if a community meeting is required for the rezoning, the applicant may be assessed an additional fee to cover the costs associated with the rental of a meeting location if the Town coordinates the meeting location. All rental fees must be paid no later than 14 calendar days prior to the scheduled community meeting. Should this requirement not be met, the community meeting may be cancelled and the amendment will be postponed. Town staff provides public hearing notices to property owners within a minimum of 500 feet of the property proposed for amendment.

**Public Hearings:** This application will require two or more public hearings. Attendance at all hearings by the applicant or a representative is required. Inquiries from the public, the Local Planning Agency or the Town Council for information or clarification may necessitate a response from the Applicant. Consequently, non-attendance may result in a vote of denial or continuance to a future hearing date. Applicants may be required to participate in community meeting(s) in order to provide additional information to surrounding residents about the proposed amendment request. Hearings that are continued due to the applicant's actions may require readvertisement. All costs related to notice of rescheduled hearings and/or additional community meetings shall be the responsibility of the applicant.

**Additional Information:** This application hereby authorizes Town staff to enter upon the property at any reasonable time for the purpose of a site visit in connection with review of this application. All documentation pertaining to the amendment (including revised or updated traffic analyses) needs to be routed to Wade Trim. The Town Manager or its designee reserves the right to request additional information at a later date, should clarification be necessary due to further analysis, site visits, the community meeting, or public hearing process.

**Refund Policy:** If the applicant for rezoning withdraws three weeks prior to the published newspaper advertisement for the public hearing, the applicant may request a partial refund. Applications withdrawn after this time will not receive a full refund. The applicant shall be responsible for any fees associated with continuing an application to the next available review period, including but not limited to notification, advertising, and document production.

**Multiple Properties:** Contiguous property can be submitted on one application upon authorization of all property owners if a separate Tax ID number/legal description and agent authorization form are submitted for each property owner.

#### **AGENT AUTHORIZATION FORM**

If the Applicant is not the Owner of record of the property, the Owner must complete and sign the attached **Agent Authorization Form** included with this application packet. If there are multiple property Owners, a separate **Agent Authorization Form** is required for each Owner.