

CITY OF LONGWOOD

Community Development Division, Department of Community Services
174 W. Church Avenue Longwood, FL 32750
Phone 407-260-3462 FAX 407-263-2336

APPLICATION INSTRUCTION

Preliminary Plan Subdivision Development Plan Final Plat and Lot Split

The attached application for **Preliminary Plan, Subdivision Development Plan, Final Plat or Lot Split**, must be completely filled out and legible. Instructions are provided for assistance to the applicant and may be modified from time to time as the need dictates. It is the applicant's responsibility to ensure that the current requirements of the applicable portions of the City Code are met. Depending upon the application request, additional information may be required to finalize the requested action, which the applicant shall provide upon request by the City.

Applicants must arrange a pre-application conference with the Community Development Division to discuss the prospective development prior to starting the review process. A tentative schedule for completion of the process will be discussed and any additional requirements identified.

The following laws, regulations and codes may provide requirements for the above processes, included but not limited to:

Florida Statutes

- **Chapter 177**

City Code Chapter 25 Longwood Development Code

- **Article II Land Use Districts and Overlay Districts**
- **Article III Development Standards**
- **Article IV Resource Protection Standards**
- **Article V Supplemental Standards**
- **Article VII Concurrency Management System**
- **Article X Administration**
 - Section 10.0.0 Generally
 - Section 10.2.0 Site Development Plans
 - Section 10.9.0 Hearings
 - Section 10.10.0 Development Orders

City of Longwood Manual of Standards For:

- **City Streets, Stormwater Systems and Subdivisions**
- **The Design, Construction and Maintenance of Water and Wastewater Systems**

Six (6) complete sets of plans, signed and sealed by the engineer of record, are required at time of submittal.

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APPLICATION FOR: (Citizens Awareness and Participation Plan (CAPP) as required per LDC.)

Annexation Site Plan Vacations-Abandonment
 Small Scale FLU Map Plat/Subdivision Appeal
 Land Use Policy Grading Plan Towers (requires site plan)
 Historic District Variance Other _____

Additional Explanation/Information: _____

Date submitted: _____ City Project Number: _____

Subject Property: (copy of tax record receipt and current survey to be attached)

Tax ID Number(s): _____

Project Name: _____

Address: _____

Legal Description: _____

Size of property: _____ Acres _____ Sq. Ft.

Future Land Use Designation: _____

Existing Use: _____ Proposed Use: _____

Owner/Address: Project Representative: _____

Phone: _____ Phone: _____

FAX: _____ FAX: _____

CERTIFICATION:

I hereby certify that I have read this application and that the information supplied herein is true and correct to the best of my knowledge. I agree to comply with the current City Codes and Ordinances and County, State and Federal laws regarding land development. I am the property owner, or authorized agent, of the subject property that this petition applies to.

Print: Owner/Authorized Agent Name Signature Date