



City of Apopka
Community Development Department
120 E. Main Street
P. O. Box 1229
Apopka, Florida 32704-1229
407-703-1739 - Phone -- 407-703-1791 - Fax

APPLICATION FOR MIXED USE MASTER PLAN
COVER SHEET

General Information	
	Application submittal deadline, first working day of any month.
	This application requires a Public Hearing. Attendance at the Planning Commission and the City Council meetings are required.
	Public Hearing procedures as set forth in the adopted Municipal Code, Comprehensive Plan, and Land Development Code shall be followed.
	Master Plans which require re-submittal and are not submitted within sixty (60) days of review date will be considered expired.
	A pre-application meeting with the Community Development Department must be held prior to the filing of a Conceptual Master Plan.
	A Concept Plan review by the City's Development Review Committee (DRC) is required prior to filing the Master Plan application.
ITEMS REQUIRED FOR SUBMITTAL	
	Completed Master Plan Application (typed) including notarized signature(s) of all property owners of record.
	Completed application for Concurrency Verification.
	Current survey of the subject property with Legal Description.
	Seven (7) complete sets of Master Plan, Signed And Sealed by an engineer.
	Legal title opinion or certification as to Fee Simple Title Owner(s) and Warranty Deed.
	A notarized letter from the property owner(s) authorizing project Representative(s).
	Any additional information which may be useful or required by the City.
FEE INFORMATION	
	Application Fee: Master Plan - \$750.00 Master Plan Amendment - \$400.00
	Checks made payable to the City of Apopka.
	No portion of the submittal fee will be refunded after application has been submitted.
	Should the cost of this process exceed the fee charge, the City will bill the applicant/owner for actual costs above the established fees.
	Cost incurred in addition to established fees for advertising, City Attorney, postage or consultant expenses must be paid to the City.
	Cancellation of Public Hearing by the applicant must be in writing a minimum of 5 days prior to the hearing and the applicant will be required to pay for all re-advertising and plan re-submittal fees.
MASTER PLAN TO INCLUDE (GENERAL)	
	Requirements of the Mixed-Use AND the PUD Zoning District
	Requirements of the City's Land Development Code and Development Design Guidelines.
	Proposed building exterior elevations (includes residential housing units and housing floor plans)
The City's Land Development Code and Development Design Guidelines may be purchased in the Community Development Department.	

**CITY OF AOPKA
APPLICATION FOR MIXED USE MASTER PLAN**

REQUEST (Check One)	
	Master Plan
	Master Plan Amendment

-- FOR OFFICIAL USE ONLY--	
DATE SUBMITTED:	
FEE PAID:	\$
CHECK #:	
RECEIPT #:	

Project Name:		
Developer Information:		
Company Name:		
Representative's Name:		
Street Address:		
City:	State:	Zip:
Phone:	Fax:	E-mail:
Engineer Information:		
Company Name:		
Engineer Name:		
Street Address:		
City:	State:	Zip:
Phone:	Fax:	E-mail:
Owner Information:		
Owner Name:		
Street Address:		
City:	State:	Zip:
Phone:	Fax:	E-mail:

PROPERTY INFORMATION			
Property Location (General):			
Parcel I.D.(s) (List all individually):			
Future Land Use(s):			
Zoning District(s):			
Existing Use(s):			
Total Acres (Based on the survey):			
Number of Phases:			
PROPOSED USES WITHIN THE DEVELOPMENT (Complete Table)			
Type/Use	Acres	Maximum Lots/Units/Buildings	Maximum Building Square Footage
Single-Family			N/A
Multi-Family			N/A
Commercial			
Town Center			
Industrial			
Office			
Common Use Area			
Recreation			N/A
Open Space		N/A	N/A
Wetland Area		N/A	N/A
Right-of-Way		N/A	N/A
Other			
Other			
Other			

**PROPERTY OWNER(S) SIGNATURE AND CERTIFICATION
(All owners of record must sign this application)**

<i>Please acknowledge by INITIALING next to each statement.</i>	
	Application is hereby made for review and approval of the Mixed Use Master Plan.
	I understand that further approvals, modifications to the plans, or certain conditions of approval may be required before final approval is granted.
	I have read the Land Development Code AND Development Design Guideline requirements and procedures, and understand the contents and have included all required items in my submittal. <u>If my submittal is not complete, I understand it will not be reviewed.</u>
	I understand that all personal financial commitments regarding the sale or development of this project or property are, or will be made independent of the approval process and the schedules of the City of Apopka, Florida.
	I understand that abutting or adjacent property owners may be notified of my application and may express their opinions regarding the proposed project by public hearing.
	I understand that Mixed Use Master Plans, Development Plans and plats or replats are subject to the City's Land Development Code, Development Design Guidelines, and policies of the City's Comprehensive Plan, and that all development or property affected by this application must be consistent before approval can be granted.
	I understand that all plan approvals will become null and void after twelve (12) months if no further project activity occurs.
	I understand that all application fees are not refundable.
	I understand that approval of this plan does not permit any waiver of the City's Codes unless a waiver is specifically requested in writing and approved.
	I understand if the project requires a TRAFFIC STUDY it may delay the scheduled Master Plan approval date.
	I (we), the undersigned, have read the above information and have full understanding of the same.
	I (we), the undersigned owner(s) for the subdivision of the above described property in the City of Apopka, Florida, do hereby agree to Indemnify and Hold Harmless the City of Apopka, Florida, its elected officials, officers, agents, and assigns for any and all damages, attorney fees and costs incurred by said City in any instance in which the City must expend funds and/or defend its decisions regarding the granting of the above referenced application.

BY: _____
Owner(s) of Record (Signature)

Print Name

STATE OF FLORIDA
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me on this _____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as Identification and who did / did not (circle one) take an oath.

Notary Public (Signature)

My Commission Expires: _____

Notary Public (Print Name)