



**CITY OF WINTER SPRINGS
COMMUNITY DEVELOPMENT DEPARTMENT**

1126 East State Road 434

Winter Springs, Florida 32708

customerservice@winterspringsfl.org

Application – Non-Binding Preliminary Review

The Community Development Director reserves the right to determine whether this application is complete and accurate. An incomplete application will not be processed and may be returned to the applicant. The application shall be reviewed per [Chapter 20 – Zoning Sec. 20-28.1.1](#). Applications are reviewed for sufficiency (completeness) within thirty (30) business days. Once the application is found sufficient, it may be scheduled for the City Commission. The Non-Binding Preliminary Review shall be scheduled a minimum of fourteen (14) days prior the City Commission.

Applicants are advised that an optional preliminary review is intended to be an initial non-binding, courtesy review process. The Non-binding preliminary review process is not subject to appeal because no final action is taken by the City. In addition, the City Commission reserves the unconditional right not to enter into a development agreement and such decision is not subject to appeal. This non-binding and preliminary review shall not be relied upon by the applicant as a final decision and shall not be construed in any manner as creating any vested right or entitlement for the development of the subject property. By requesting and participating in the optional preliminary review process, the applicant shall be deemed to have read and agreed to this code provision and to hold the city and its officials harmless for any future actions they may have taken based on the results of a preliminary review pursuant to this section.

REQUIRED INFORMATION

Applicant(s): _____

Applicant Signature: _____ Date: _____

Mailing address: _____

Email: _____

Phone Number: _____

Property Owner(s): _____

Mailing Address: _____

Email: _____

Phone Number: _____

Project Name: _____

Property Address: _____

Parcel ID(s): _____

Parcel Size: _____

Existing Use: _____

Future Land Use: _____

Zoning District: _____



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A general description of the project type and density/intensity such as residential, commercial, etc.:

REQUIRED DOCUMENTATION

- ___ A complete Application and Fee
- ___ Authorization Form with proper signatures (Page 3).
- ___ A Legal Description of the subject property.
- ___ All building elevation designs in schematic or sketch form.
- ___ A proposed site layout.
- ___ A PowerPoint Presentation shall be provided to the [City Clerk](#), via email two weeks prior to the scheduled City Commission. Please include the Parcel Id/Project Name/Non-Binding Review in the subject line.

All items referenced above shall be required for review, sufficiency, and scheduling.

CITY LIMITED RIGHT OF ENTRY: By submitting this Application you hereby grant temporary right of entry for city officials to enter upon the subject property for purposes of evaluating this Application.



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APPLICANT’S AUTHORIZATION: I desire to make Application for a Non- binding Preliminary Review for the aforementioned project and have read and agree to the terms contained herein. I understand and agree that this non-binding and preliminary review shall not be relied upon by the applicant as a final decision and shall not be construed in any manner as creating any vested right or entitlement for the development of the subject property. By requesting and participating in the optional preliminary review process, the Applicant shall hold the City and its officials and employees harmless for any actions they may take or omissions regarding the Application and any future actions they may take based on the results of a preliminary review pursuant to Chapter 20 Section 20-28.1.1., Winter Springs Zoning Code.

In addition, if the Applicant is a corporate entity, the undersigned hereby represents and warrants that he/she is authorized to act on behalf of, and bind, the corporate entity.

Applicant Signature: _____ Date: _____

Business Name: _____

Address: _____ Parcel ID: _____

STATE OF _____ COUNTY OF _____

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

_____ Date: _____ (seal):

Notary Public Signature: _____

My Commission expires: _____

Note: The Property Owner shall sign and have their signature notarized below if the Applicant is not the owner of the subject property.

Property Owner’s Name (Print): _____

Property Owner Signature: _____ Date _____

STATE OF _____ COUNTY OF _____

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

_____ Date: _____ (seal):

Notary Public Signature: _____

My Commission expires: _____