



**CITY OF WINTER SPRINGS
COMMUNITY DEVELOPMENT DEPARTMENT**

1126 East State Road 434
Winter Springs, Florida 32708
customerservice@winterspringsfl.org

Application – Comprehensive Plan (CP) Amendment

The Community Development Director reserves the right to determine whether this application is complete and accurate. An incomplete application will not be processed and will be returned to the applicant. The application shall be reviewed per City of Winter Springs Comprehensive Plan (CP). Applications shall be reviewed for sufficiency (completeness) within thirty (30) calendar days per [FL Statue 166.033](#). A Community Workshop may be required.

Comprehensive Plan Amendments are subject to the approval of the City Commission. Each action is only effective when the notice and vote requirements of Chapter 166 and 171, Florida Statutes have been achieved.

Applicants are advised, that if they decide to appeal any decisions made at the meetings or hearings, with respect to any matter considered at the meetings or hearings, they will need a record of the proceedings and, for such purposes, they will need to insure that a verbatim record of the proceedings is made, at their cost, which includes the testimony and evidence upon which the appeal is to be based, per [286.0105, F.S.](#)

APPLICATION TYPE

Text Amendment Small-Scale Amendment (50 acres or less) Large-Scale Amendment (Over 50 acres)

REQUIRED INFORMATION

Applicant(s): _____ Date: _____
Mailing address: _____
Email: _____
Phone Number: _____

If applying for a Future Land Use Amendment, please answer provide the following information:

Property Owner(s): _____
Mailing Address: _____
Email: _____
Phone Number: _____
Property Address: _____
Parcel ID(s): _____
Parcel Size: _____
Existing Use: _____
Existing Future Land Use: _____
Proposed Future Land Use: _____



ALL APPLICANTS MUST ANSWER THE FOLLOWING QUESTIONS

If the applicant is proposing a Text Amendment to the Goals, Objectives, and Policies of the City’s Comprehensive Plan, set forth the proposed Text Amendment in detail providing supporting documentation.

What effect will the proposed amendment have on the City’s budget or the economy of the region?

Describe how the City might provide adequate services from public facilities to the affected property. Will the amendment promote the cost effective use of or will it unduly burden public facilities?

Describe the impact that the proposed amendment will have on the Level of Service (LOS) of public facilities including sanitary sewer, solid waste, drainage, potable water, traffic circulation, and recreation.

What impact will the proposed amendment have on the environment, natural resources, and historical resources of the City or the region?

Identify surrounding neighborhoods and land use. Is the amendment compatible with these surrounding uses and land use designations?



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Will the proposed amendment promote or adversely affect the public health, safety, welfare, economic order, or aesthetics of the City or region?

Identify how the request is consistent with the Goals, Objectives and Policies of the Comprehensive Plan. Will approval of the amendment cause the Comprehensive Plan to be internally inconsistent?

Identify how the request is consistent and not in conflict, with the legislative policy directives established by the City Commission including, but not limited to, those set forth in the City's Comprehensive Plan and city code, adopted master plans, economic development goals and objectives, community redevelopment plans, and brownfield areas.

Describe how the proposed amendment is consistent with the Goals, Objectives, and Policies of the State Comprehensive Plan set forth in Chapter 187, Florida Statutes, and the East Central Florida Regional Policy Plan, adopted by Rule 29 F-19.001, Florida Administrative Code.

REQUIRED DOCUMENTATION

- ___ A complete Application and Fee
- ___ A brief narrative, with applicable supporting competent substantial evidence and documents, as to why the application satisfies the relevant criteria set forth in Comprehensive Plan.
- ___ A Legal Description accompanied by a certified survey or the portion of the map maintained by the Seminole County Property Appraiser reflecting the boundaries of the subject property (if applicable).



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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 and posting on the subject property.

APPLICANT’S AUTHORIZATION: I desire to make Application for a Comprehensive Plan Amendment for the aforementioned project and have read and agree to the terms contained herein. 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 Name (Print): _____

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: _____