

City of Belle Isle

1600 Nela Avenue, Belle Isle, Florida 32809 * Tel 407-851-7730 * Fax 407-240-2222

INFORMAL/FORMAL SUBDIVISION APPLICATION

DATE: _____

CASE #: _____

A fee of \$1000+ for an Informal Subdivision and \$5000+ for a Formal Subdivision (ORD Sec 54-171). Plus cost of special studies and engineering review fees. <i>Belle Isle, FL Code of Ordinances CH 54, ART IV, DIV 4, SEC 54-171-175</i>	
Address or location of subdivision	Owner name
	Owner phone
	Owner address
Engineer's name <i>(Formal Subdivision)</i>	Attorney/Consultant Name
Engineer phone <i>(Formal Subdivision)</i>	Attorney/Consultant Phone
Engineer address <i>(Formal Subdivision)</i>	Surveyor <i>(Informal Subdivision)</i>
Engineer Email <i>(Formal Subdivision)</i>	Zoning of property Square footage of property
<i>Belle Isle, FL Code of Ordinances Sub Part B Land Development Code, CH 50 Performance and Designs Regulations, ART II Subdivision Regulations Sec 50-31 through 50-38</i>	

Information needed for review:

1. Application for Informal/Formal Subdivision. **FOR AN INFORMAL SUBDIVISION PLEASE PROVIDE ITEM #2 and #9 ONLY.**
2. A plat map drawn to scale and certified by a licensed surveyor or engineer, including the following information:
 - (i) Existing and proposed parcels;
 - (ii) Existing structures and their setbacks;
 - (iii) Square footage of each parcel;
 - (iv) Lot line measurements and bearings;
 - (v) Existing and/or proposed access;
 - (vi) Existing and proposed easements;
 - (vii) All creeks, streams, wetlands, steep slopes and any other sensitive areas including buffers and setbacks;
 - (viii) Existing topography of the land indicated by contours of two-foot intervals for slopes less than 20 percent and five-foot intervals for slopes of 20 percent or greater.
 - (viii) Contours must be shown 25 feet past the property line when possible;
 - (ix) Appropriate approval and signature blocks;
3. A conceptual road, drainage and utility plan;
4. A letter from the appropriate water supplier serving the area of the subdivision certifying connections;
5. Certificate of sewer availability or alternate sewage disposal plan approved by Orange County Health Department
6. Certificate of fire hydrant availability;
7. Preliminary drainage report appropriate to the site;
8. A statement from the applicant that, if a bond is posted in lieu of completion of required improvements before recording the plat, the applicant grants a right of entry to the bonding company and to the city to complete any work subject to the performance bond;
9. **FOR FINAL PLAT APPROVAL.** Title certification as required by F.S. Chapter 177, issued within 10 days before final approval is scheduled, and showing that taxes are current and that required easements for private roads, if any, have been established of public record and that the applicant has an ownership interest in the land at the time of granting approval.
10. A completed environmental checklist when required.
11. Completed applications for other applicable permits if the permits are to be processed with the short subdivision or copies of issued permits if they have been previously approved.
12. Reports and studies from professionals employed by the applicant, providing information on environmentally sensitive areas, as applicable.
- 13. Informal/Formal subdivisions shall proceed according to Chapter 54-Zoning Districts and Regulations of the City of Belle Isle Municipal Code and all applicable state regulations.**

_____The applicant hereby states that the property for which this hearing is requested has not been the

subject of a hearing before the Planning and Zoning Board of the kind and type requested in the application within a period of nine (9) months prior to the filing of the application. Further that the requested use does not violate any deed restriction of the property.

property and at least two photographs (from different angles) of the specific area of the property to which the application applies.

_____ By submitting the application, I authorize City of Belle Isle employees and members of the P&Z Board to enter my property, during reasonable hours, to inspect the area of my property to which the application applies. Applicant shall provide a minimum of ten (10) sets of three (3) photographs in support of this application as follows: at least one (1) photograph of the front of the

APPLICANT'S SIGNATURE

OWNER'S SIGNATURE

FOR OFFICE USE ONLY:	FEE				
	Amount	Date Paid	Check/Cash	Rec'd By	
Recommendation of Planning Board: Approve: _____ Deny: _____ Approve with conditions: _____					
Council Action: Approve: _____ Deny: _____ Approve with conditions: _____					

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ABOUT YOUR PUBLIC HEARING – Informal & Formal Hearings

The following information is provided to assist applicants in applying for a variance, special exception, use determination or other.

The City of Belle Isle's Planning and Zoning Board, which is comprised of seven (7) non-paid volunteer residents, meets on the fourth Tuesday of the month to hear various planning and zoning issues, including variances, special exceptions and use determinations. In recommending approval or denial of a request, the Board looks at each application individually to determine if the request meets the following criteria:

1. A written application for request must be submitted to City Hall no later than 4:00 p.m. on the first Thursday of the month. The application must include, IF APPLICABLE:
 - a. the \$1000.00 filing fee for Information Subdivision and 5,000(+) for Formal Subdivision. Belle Isle, FL Code of Ord CH 54. ART IV, DIV 4, SEC 54-171-175.
 - b. a completed application form,
 - c. proof of ownership of the property, or, a notarized statement from the owner with the representative's information,
 - d. 10 copies of a plot plan or survey showing all improvements to the property, 10 copies of a scale drawing of the planned construction, illustrated on the survey, and
2. The literal enforcement of the provisions of the zoning ordinance would result in unnecessary hardship and that said hardship is created by special conditions and circumstances peculiar to the land, structure or building involved including, but not limited to, dimensions, topography or soil conditions.
3. Personal hardship is not being considered as grounds for a request, since the request will continue to affect the character of the neighborhood after the title to the property has passed, and that the special conditions and circumstances were not created in order to circumvent the zoning ordinance for the purpose of obtaining a variance.
4. The request is the minimum that will make possible reasonable use of the land, building or structure.
5. The granting of the request will be in harmony with the general purpose and intent of the zoning ordinances, will not be detrimental to the public welfare and will not be contrary to the public interest.

**Applications submitted must meet all of the above criteria before the Board can grant the application.
The burden of proof is on the applicant to show compliance with the criteria.**

A special exception addresses compatibility of uses, differing slightly from a variance. The approval of a special exception is dependent upon how the request affects the surrounding area. All uses allowed as special exceptions are listed within the individual zoning districts. Before the Board can approve a special exception, the request must meet all of the following criteria:

1. A written application for special exception must be submitted to City Hall no later than 4:00 p.m. on the first Thursday of the month. (See Above)
2. The Board shall make a finding that it is empowered under the section of the zoning ordinance described in the application to grant the special exception, and that granting of the special exception will not adversely affect the public interest.
3. It is determined that the public health, safety, comfort, order, convenience, prosperity, morals or general welfare is promoted, protected or improved.

General Information

1. Certain conditions may be prescribed on the special exception or request approved by the Board.
2. The applicant must be present at all hearings.
3. Decisions rendered by the Board do not become final until fifteen (15) days after the hearing. The fifteen-day waiting period gives all aggrieved parties an opportunity to appeal the decision. Any person filing an appeal will submit, within fifteen (15) days of the decision, a notice stating where he or she feels the Planning and Zoning Board erred in their decision. An appeal hearing will then be held by Belle Isle's City Council.
4. All requests and special exceptions granted by the Board will become void if a permit necessary for utilization of the request or special exception is not issued within six (6) months of the date approved by the Planning and Zoning Board