

Town of Windermere

Florida 34786

PUD Approval Process

(Ord. 2004-09)

Concept Plan

Applicant submits application and 7 copies of Concept Plan to Town - at least **15 working days** prior to Pre-app conference

Concept Plan delivered to DRB members - DRB members have **10 working days** to comment in writing

Pre-application conference with Applicant, Town Manager, and designees (DRB at Town Manager's option)

Within **5 working days** after pre-application conference:

- Letter to Applicant
 - summarizing major points of the meeting
 - identify additional information needed
- Include with letter
 - formal rezoning application materials to be submitted

Preliminary Development Plan (PDP)

Applicant submits application fee and 14 copies of PDP w/supporting data

The Town reviews to determine sufficiency within **15 days** and prior to DRB. Town requests additional information in writing.

DRB reviews the PDP prior to recommendation. (Next regular meeting, no later than **30 days**.) DRB may request additional information or clarification in writing.

Upon satisfactory review - DRB issues written recommendation to Town Council within **14 days**

DRB recommendation sent to Applicant at least **5 days** prior to the Town Council Public Hearing

Town Council Public Hearing to review application and recommendation

- 1st Reading at least **30 days** after DRB final review
- 2nd Reading at least **30 days** after 1st Reading

Town Council approval = PUD zoning to the property.

The Applicant can request an extension of time at any point in the PDP process.

Final Development Plan (FDP)

Applicant submits application fee and 14 copies of FDP w/supporting data

The Town reviews to determine sufficiency within **15 days** and prior to DRB. Town requests additional information in writing.

DRB reviews the PDP at next regular meeting, no later than **30 days**.

DRB recommends approval or denial of the FDP

The Applicant may appeal the DRB decision by filing a notice of appeal within **15 days** of the rendition of the DRB decision

Town Council reviews DRB recommendation for its official action at their next scheduled meeting.