



Gateway to Nature & Space



**APPLICATION FOR DEVELOPMENT REVIEW COMMITTEE (DRC)-  
TECHNICAL MANUAL WAIVERS**

Please submit electronically a completed application and required submittals to the Community Development Department for payment and meeting scheduling. Section 34-296 of the Titusville Land Development Regulations contains the instructions for filing and the required exhibits. INCOMPLETE APPLICATIONS SHALL NOT BE ACCEPTED.

<b>1. Project Location</b>	Property Address/Location Description					
<b>2. Applicant/ Owner</b>	Name of Applicant/Contact			Name of Owner		
	Street Address			Street Address		
	City	State	Zip	City	State	Zip
	Telephone #			Telephone #		
	Fax #			Fax #		
E-Mail Address			E-Mail Address			
<b>3. Applicant Status</b>	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Agent <input type="checkbox"/> Other					
<b>4. Parcel ID</b>				<b>Tax Acct.</b>		
<b>5. Site Size</b>	Acres:			Square Feet:		
<b>6. Property Information</b>	Current Zoning			Current Use of Property		
<b>7. Waiver(s) Requested</b>	<i>Section Number</i>	<i>LDR/Technical Manual Requirement</i>			<i>Waiver Requested</i>	
	1) _____	1) _____			1) _____	
	2) _____	2) _____			2) _____	
	3) _____	3) _____			3) _____	
	4) _____	4) _____			4) _____	
	5) _____	5) _____			5) _____	

<b>8. Design Review and or Waivers Required by CRA in DMU Zoning</b>	Property is > 1.5 acres <input type="checkbox"/> Building is > 10,001 square feet in size <input type="checkbox"/> Not applicable ( property $\leq$ 1.5 acres or building $\leq$ 10,000 square in size) <input type="checkbox"/>
<b>9. Narrative</b>	Please provide a brief description of your request and the proposed project:

- **All applications shall require Community Development staff review prior to submittal.**
- Incomplete applications and applications without appropriate backup information/justification will not be accepted and will not be considered to be officially submitted until the appropriate information and fees are submitted. Meeting dates for incomplete applications will not be set until all required information and fees are submitted.

## ACKNOWLEDGEMENT

I am the owner and/or legal representative of the owner of the property described which is the subject of this application. All answers to the questions in said application and all sketches and data attached to and made a part of this application are honest and true to the best of my knowledge and belief. Should this application be granted, I understand that any condition(s) imposed upon the granting of this request shall be binding to the owner, his heirs and successors in title to possession of the subject property. I understand that I must attend all applicable meetings and have been informed of the meeting date(s) and time(s). I understand that if I fail to appear at an applicable meeting, the appropriate Board or Commission may either table or deny the request.

This matter is subject to quasi-judicial rules of procedure. Interested parties should limit contact with the DRC Committee and or the Community Redevelopment Agency (CRA) on this topic to properly noticed public meetings or to written communication to the Redevelopment Planner for DMU waivers and the Development Services Manager for Technical Manual waivers, City of Titusville, P.O. Box 2806, Titusville, FL 32781

/s/

(Signature\*)

(Date)

\* *By entering your name in the "Signature" box above, you are signing this Application electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Application. By entering your name in the "Signature" box above, you consent to be legally bound by this Application's terms and conditions.*

**Date received:** \_\_\_\_\_

**Accepted by:** \_\_\_\_\_

## **Development Review Committee Waiver Criteria**

Section 31-91 of the Land Development Regulations of the City of Titusville establishes the Development Review Committee (DRC) to grant waivers to certain Downtown Mixed Use (DMU) Zoning District regulations and certain City Technical Manual requirements where alternative standards may promote flexibility and environmental soundness in layout and design where justified by need, hardship, physical constraint, or to improve the overall layout and design of a development in the City. The DRC may grant a waiver based on the criteria noted in Section 34-288, Waivers to Technical Manuals and Section 34-296, Waivers to the Downtown Mixed Use Zoning District of the LDRs. The DRC shall review waiver applications with staff comments and either approve, approve with conditions, or deny the request by a majority of the attending committee members. The criteria for granting such waivers shall be the following:

- (a) Technical Manual Waiver Criteria:
  - (1) The alternative standards promotes flexibility and environmental soundness in layout and design; or
  - (2) The proposed new standards are appropriate to the proposed type of development; or
  - (3) The property exhibits physical constraints that prevent the implementation of provisions of the City's technical manuals and the waiver would allow the implementation of the code provision to the greatest extent possible; or
  - (4) The waiver would be based on the latest best professional practices that would not be possible in implementing the code provision.
- (b) DMU, Downtown Mixed Use Zoning District Waiver Criteria:
  - (1) The property exhibits physical constraints that prevent the implementation of the Code provision and the waiver would allow the implementation of the Code provision to the greatest extent possible; or
  - (2) The waiver would facilitate a greater adherence to the Urban Design Manual that would not be possible in implementing the Code provision as required; or
  - (3) The waiver would facilitate an agreement for participation in a regional stormwater or parking program with the Downtown; or
  - (4) The waiver would facilitate the provision of required landscaping within a public space.

## **Waiver Applicability**

(a) The Development Review Committee (DRC) shall have the authority to waive the following zoning district requirements on any project within the Downtown Mixed Use (DMU) Zoning District:

- (1) Parking.
- (2) Stormwater management: When any requirements above the SJRWMD permitting standards or, if on-site stormwater is required and there are regional retention, storage or detention options available, a waiver or payment in lieu of cost may be levied.
- (3) Setbacks.
- (4) Sign setbacks.
- (5) Landscaping.
- (6) One (1) story height increase in the Downtown sub-district.

(b) The DRC shall have the authority to waive technical requirements found in the City's adopted Technical Manuals.



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### SUBMITTAL CHECKLIST

Please fill out the following and submit the documents to the Community Development Department electronically. Payment of fees does not ensure a favorable decision. Additional information may include documents initially waived at the pre-application meeting but subsequently determined necessary by staff.

1. Complete Application and Fees	<input type="checkbox"/>
2. Warranty Deed	<input type="checkbox"/>
3. Notarized Owner Authorization Form (If applicable)	<input type="checkbox"/>
4. Legal Description (from a certified survey)	<input type="checkbox"/>
5. Certified Survey (sealed and containing permanent reference points as described by Chapter 177, Florida Statutes, with bearings, distances and closures) in electronic PDF format.	<input type="checkbox"/>
6. Digital plot or site plan, drawn to scale, illustrating the waiver requested.	<input type="checkbox"/>
7. Pre-Application Meeting Date: Staff in Attendance:	<input type="checkbox"/>