

**APPLICATION**

**SITE PLAN REVIEW  
AND/OR  
PLANNED UNIT DEVELOPMENT**



**PLANNING AND ZONING DEPARTMENT**

[www.indian-rocks-beach.com](http://www.indian-rocks-beach.com)

There is a link to the Indian Rocks Beach Code of Ordinances at the website noted above.

(This form was revised February 2014 and replaces and supersedes all previous application forms)

## **FEES – IRB Code of Ordinances**

The following fees shall be paid in addition to any other fees where an application is filed requiring site development plan review services. The appropriate fees, costs, and other charges specified shall be submitted with, and paid at the time of, initial application submission or other initial document submission except otherwise specified in this code.

- |   |          |
|---|----------|
| (1) Initial site development plan review                                | \$800.00 |
| (2) Subsequent submittals to initial site development plan review       | \$400.00 |
| (3) Site development plan amendment                                     | \$400.00 |
| (4) Lot line adjustment dividing an existing lot into 2 conforming lots | \$200.00 |

(5) Violation of the approved site development plan, conditions of approval or installation of improvements, clearing, or other land alteration not depicted on or otherwise authorized as part of the approved plan, per violation.  
\$2,400.00

(6) When legal counsel and/or a consultant are required by the city, actual cost of legal and consulting fees shall be paid by the applicant within 30 days after final site plan approval or prior to the issuance of building permits.

## **ACTIONS BY PLANNING AND ZONING BOARD**

The fee\* for applications (PUDs) to be heard by the planning and zoning board shall be as follows:

Planned unit developments:

1. Initial development order .....7,500.00
2. Non-substantial modification to the development order .....1,000.00
3. Substantial modification to the development order .....2,500.00

The applicant shall pay the advertising and notification costs of the public hearing. A deposit of \$2,000.00 for advertising fees shall be required at the time the application is submitted. If the cost of advertising and notification is less than \$2,000.00, the difference will be refunded to the applicant. Advertisement and notification requirements are stipulated by Florida Statute for land use amendments. If the actual costs are greater than \$2,000, the difference shall be paid by the applicant within 30 days after final action. When legal counsel and/or a consultant are required by the city, actual cost of legal and consulting fees shall be paid by the applicant within 30 days after final action

When legal counsel and/or a consultant are required by the city, actual cost of legal and consulting fees shall be paid by the applicant within 30 days after final site plan approval or prior to the issuance of building permits.

\*This is not an all-inclusive list of fees for applications to the Planning and Zoning Board.

**NOTE: Advertising includes the cost of running ads in the newspaper. Notification costs include the cost of postage for each letter mailed to surrounding property owners within 150 feet of the subject property.**

**In signing this application the applicant is responsible for these fees regardless of whether the application is approved or disapproved by the City Commission.**

## **TOPICS COVERED IN THIS BOOKLET**

Welcome to The City of Indian Rocks Beach Planning and Zoning Department. The department has created this instructional booklet to answer frequently asked questions and provide guidance through the site plan and/or planned unit development review processes.

The parcel size determines whether or not you must submit a planned unit development application. Any development in the RM-2 or CT zoning districts with total land area equal to or greater than one acre in size shall require planned unit development (Chapter 110, Section 641).

### **Site Plan**

- A. What is a site plan?
- B. Is a Community Impact Statement Required?
- C. Is there a cost to submit a plan?
- D. What information is necessary to complete an application?
- E. When an application is submitted, what is the review process?
- F. What happens when an application is complete?
- G. Why might an application be returned?
- H. What happens when an application is returned?
- I. Is there a cost to re-submit subsequent plans for review?
- J. What standards are addressed in the plan review?
- K. What criteria is the final approval based upon?

### **Planned Unit Development**

- L. What is planned unit development?
- M. What application forms are required to submit a planned unit development?
- N. Is there a cost to submit a planned unit development?
- O. What information is necessary to complete an application?
- P. When an application is submitted, what is the review process?
- Q. What happens when an application is complete?
- R. Why might an application be returned?

- S. What happens when an application is returned?
- T. Is there a cost to re-submit subsequent plans for review?
- U. What standards are addressed in the development review?
- V. What criteria is the final approval based upon?

### **Application Forms**

Site and Development Plan Application

Agent of Record

Affidavit of Ownership

Application Content Checklist

Site Plan Review Checklist

Planned Unit Development Review Checklist

## Site Plan

### **A. What is a site plan?**

Applications for development or redevelopment of multifamily dwellings, hotels, motels or motor lodges or nonresidential uses shall require the submission of a site development plan showing all structures, roadways, pathways, parking areas, recreational areas, utility and exterior lighting installations and landscaping, interior structures and usages within two hundred (200) feet of the site boundaries and all other elements deemed essential. No certificate of occupancy shall be issued for any such building or buildings, unless all facilities included in the site plan have been approved in accordance therewith (Chapter 110, Section 81(a)).

### **B. Is a Community Impact Statement Required ?**

If the development is six (6) or more residential units and/or 3,000 square feet or larger of non-residential development, a community impact statement must be submitted. See Chapter 78 of the Code of Ordinances for details.

### **C. Is there a cost to submit a plan?**

Yes, the cost to submit an application is eight hundred (\$800) Dollars (Chapter 15, Section 21).

### **D. What information is necessary to complete an application?**

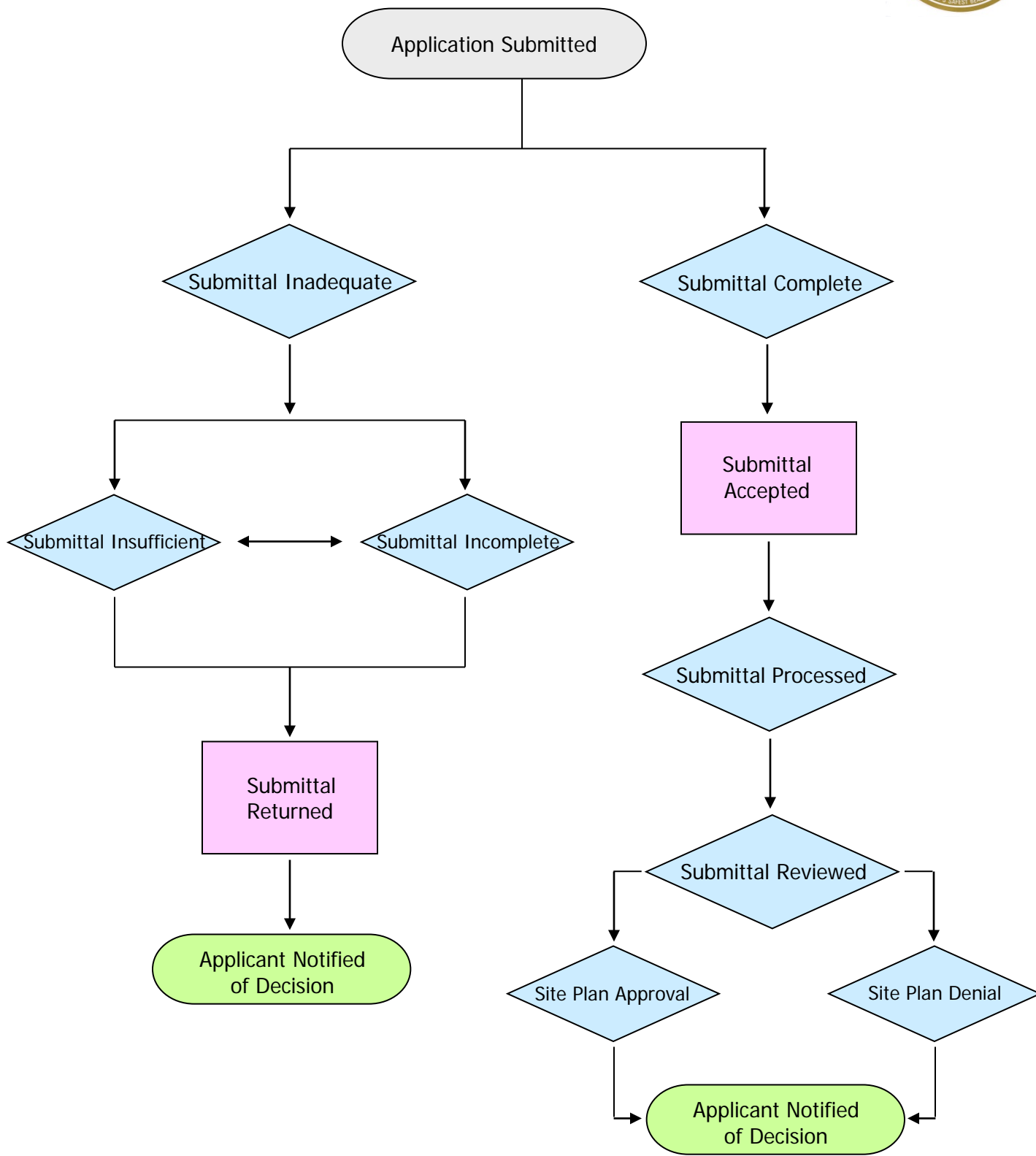
A checklist has been provided on the *Site and Development Plan Application* to highlight the materials that must be included with your particular submittal. This checklist outlines, in detail, the necessary information that is required to complete a site plan application, ranging from the administrative responsibilities (i.e., application forms and payment) to the site-specific map, survey, soil condition report, drainage calculations and zoning requirements.

### **E. When an application is submitted, what is the process?**

When an application is submitted, staff will assess the contents of the submittal with the applicant or applicant's representative determining whether the submittal is complete. The process is further outlined in the diagram following on the next page.



# SITE PLAN APPLICATION PROCESS



## **F. What happens when an application is complete?**

When an application is complete, staff will accept the submittal. Complete applications include the required application materials and sufficient information to complete the review to determine compliance with the Code of Ordinances. Once the initial assessment is performed and comments are gathered, a letter will be sent to the applicant or applicant's representative providing comment, explanation of such comments and regulation references.

## **G. Why might an application be returned?**

When an application is incomplete and/or insufficient, the application is returned. An incomplete application is one that does not include all items necessary to complete the application. Once the application is complete and has been accepted, staff will then assess the submittal for sufficiency. An insufficient submittal is one that includes all formal materials necessary to complete the application process, but where the information submitted is insufficient to complete a detailed review of the plan in combination with the Code of Ordinances. Insufficient applications prevent staff from determining proposal compliance with the Code of Ordinances.

## **H. What happens when an application is returned?**

When an application is returned, the applicant is informed of the problem. The applicant is then able to submit a new application. The process begins anew with staff either accepting or returning the application based on completeness and/or sufficiency. Because no charges were assessed when the original application was returned, the applicant is then charged eight hundred (\$800) Dollars (Chapter 15, Section 21).

## **I. Is there a cost to re-submit subsequent plans for review?**

Yes, with each submittal, the applicant is charged four hundred (\$400) Dollars (Chapter 15, Section 21). Once the application has been accepted, determined sufficient and comments from staff and outside agencies have been received, subsequent plans may be submitted.

## **J. What standards are addressed in the plan review?**

The following standards shall apply (Chapter 110, Section 81):

1. Traffic access: All proposed site traffic access-ways are adequate but not excessive in number, are adequate in grade, width, alignment and visibility, and are not located too near schools or places of public assembly and other similar considerations.
2. Circulation & Parking: The interior circulation system must be adequate and all required parking spaces are provided and accessible. Access to the structure by pedestrians must be gained without traveling through a parking area. When no other separate access is unavailable to the main building entrance, pedestrians must be distinguished from continuous landscape or delineated walkways, where feasible, distinguished from driving surfaces by separate paving materials. Sidewalks crossing driveways must be maintained or continuous, unbroken by driving surfaces such as asphalt extending from parking areas. The intent is to separate and differentiate pedestrian walks, malls and public transportation loading places from general vehicular circulation facilities.



3. Arrangement of buildings: laundry facilities: Adequate provisions must be made for light, air, access and privacy in the arrangement of the buildings to each other. Each dwelling unit shall have a minimum of one (1) exterior exposure. Laundry facilities, including washing machines and clothes dryers, shall be available for multifamily dwellings on the premises for use by all occupants of the premises.
4. Landscaping: The proposed site must be properly landscaped, the purpose of which is to further enhancing the natural qualities of land. Compliance with the landscaping requirements of this Code shall be insured.
5. Multifamily structures, hotels and motels: In reviewing the proposed site plan for one (1) or more multifamily or motel structures, motor lodges and hotels, the planning and zoning board shall require:
  - a. Access by emergency vehicles: A building may not be so arranged so as to be inaccessible by emergency vehicles. The site plan shall provide for adequate driveway widths, clearance heights and turning radii necessary for emergency vehicles to have direct access to each building. No increase in aggregate building height shall be granted to compensate for increased height of parking areas to comply with this provision.
  - b. Distance between buildings: The front or rear of any building, including exterior stairways or elevator shafts, may be no closer to the front, rear, or any other building than fifteen (15) feet. The side of any building, including exterior stairways or elevator shafts, may be no closer to the side, front or rear of any other building than fifteen (15) feet.
  - c. Distance between buildings/driveways: No driveways/parking lots should be closer than five (5) feet to the front or rear of any building. In the case of an enclosed garage or carport provided as a portion of the structure, distance requirements for driveways providing access to these shall not apply.
  - d. Recreational space: There shall be provided on the site of a multifamily structure an area, either enclosed or unenclosed, devoted to the joint recreational use of the residents thereof. Such recreational space shall consist of not less than one hundred (100) square feet of space per dwelling unit. Each such recreational space shall be developed with passive and active recreational facilities.
  - e. Off-street parking spaces: There shall be provided on the site of such development an area or areas devoted to the storage of automobiles. The number and their provision shall be in accordance with this chapter.
6. Soil conditions. Applications shall include soil types.
7. Topography and drainage. A brief description of the tract with respect to such matters as relief, flood hazards (including the 100-year base flood elevation level versus proposed first floor elevation), existing outfalls and canals, natural watercourses on or abutting the property, any prior ground water studies, and site drainage problems which have existed, which now exist or which are forecast. An acceptable plan for ponding or other disposition of surface runoff is an essential portion of this section, as it is an indication of the relationship between site drainage under full development and drainage before development.

#### **K. What criteria is the final approval based upon?**

Site plan approval is based on compliance with the Code of Ordinances. The checklist can be used to cross-reference topics with the Code of Ordinances. Further information on the Code of Ordinances can be found at [www.municode.com](http://www.municode.com) or the City's website at [www.indian-rocks-beach.com](http://www.indian-rocks-beach.com).

# PLANNED UNIT DEVELOPMENT

## L. What is a Planned Unit Development?

Any development in the RM-2 or CT zoning districts with total land area equal to or greater than one acre in size shall require planned unit development (Chapter 110, Section 641). The purpose of planned unit development regulations is to encourage flexibility in the design, development, and use of land in order to promote its most appropriate use; to facilitate the adequate and economical provision of streets, utilities and public spaces; and to preserve the natural and scenic qualities of open spaces.

## M. What application forms are required to submit a planned unit development?

The following forms are required to submit a plan for review:

- Site and Development Plan Application
- Agent of Record
- Affidavit of Ownership
- Planned Unit Development Review Checklist

## N. Is there a cost to submit a planned unit development?

Yes, the cost to submit a planned unit development for review is seven thousand five hundred (\$7,500) Dollars (Chapter 15, Section 21).

## O. What information is necessary to complete an application?

A checklist has been provided on the *Site and Development Plan Application* to highlight the materials that must be included with your particular submittal. This checklist outlines, in detail, the necessary information that is required to complete a planned unit development application, ranging from the administrative responsibilities (i.e., application forms and payment) to the site-specific map, survey, soil condition report, drainage calculations and zoning requirements.

## P. When an application is submitted, what is the review process?

The procedure for receiving, reviewing and approving planned unit development applications shall be as follows (Chapter 110, Section 644):

1. An application for preliminary approval shall be filed by or on behalf of the landowner with the planning and zoning director. Ten (10) copies of all maps and reports shall be submitted and be of sufficient detail to indicate conformance with the standards for reviewing planned unit development as set forth in this division.
2. The planning and zoning director will transmit the application and supporting documentation to the planning and zoning board. The planning and zoning board shall complete planned unit development review within thirty (30) days of receipt of plans from the building official.
3. The planning and zoning board will review the application and supporting documentation to determine conformance with the standards of development. After

completion of the review, the planning and zoning board shall make one of the following three recommendations to the city commission together with reasons for such recommendation:

- a. Preliminary approval as submitted.
- b. Preliminary approval with reservations.
- c. Disapproval.

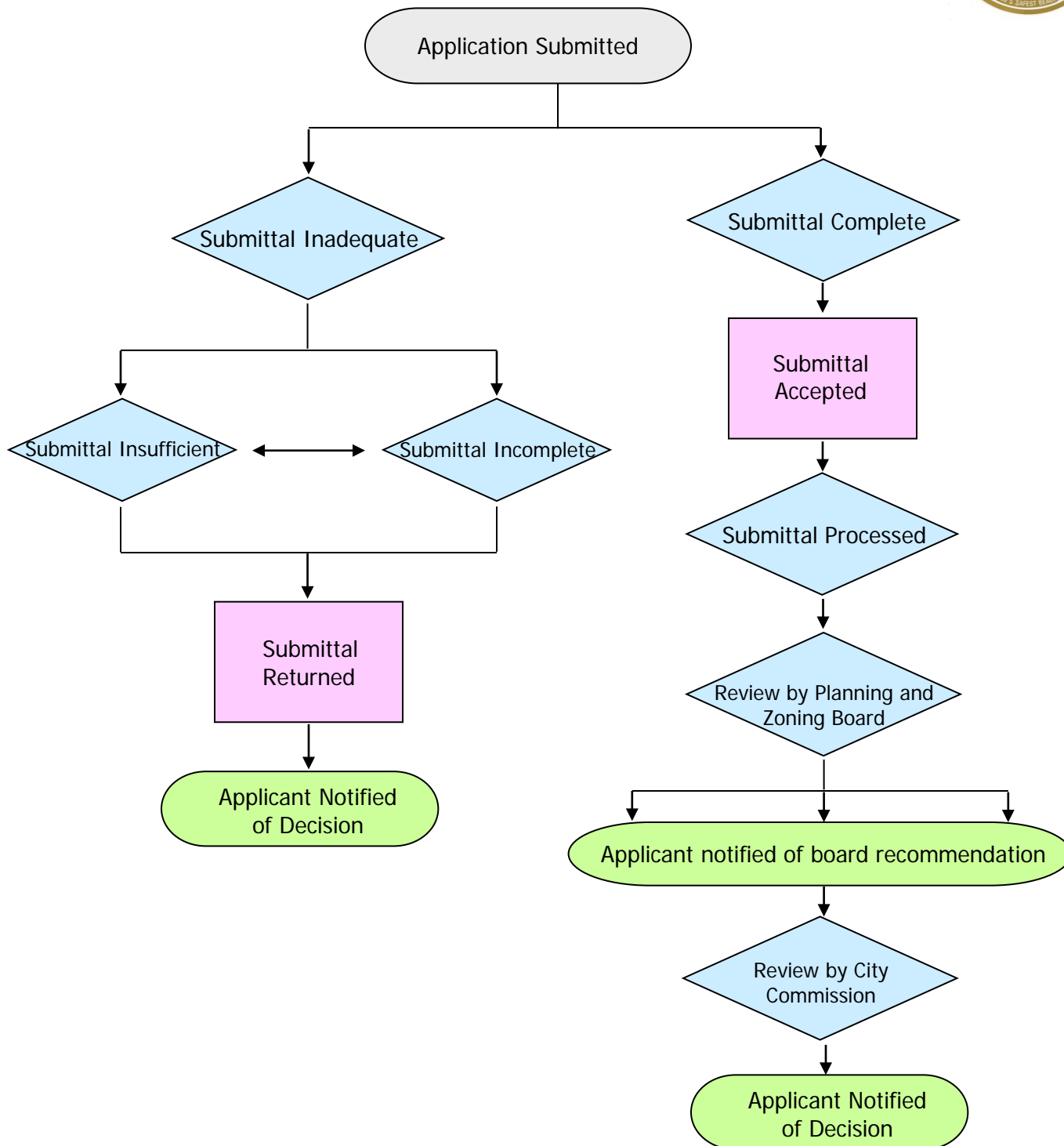
If disapproved by the planning and zoning board, the developer may make changes and resubmit.

4. The city commission shall within thirty (30) days after receipt of the recommendation from the planning and zoning board give public notice and hold a public hearing.
5. After preliminary approval is given by the city commission, the developer has not more than sixty (60) days to complete and submit final plans for all or a portion thereto of the planned unit development.
6. Upon submission of final plans for a planned unit development or portions thereof, the building official shall issue a building permit if the final plans are in conformance with the preliminary approval.
7. The city commission shall have the specific power and authority to deviate from the terms of this chapter in order to effectuate and accomplish the stated overall purpose of this article.

When an application is submitted, staff will assess the contents of the submittal with the applicant or applicant's representative determining whether the submittal is complete or inadequate. The process is further outlined in the diagram following on page 7.



## PLANNED UNIT DEVELOPMENT APPLICATION PROCESS



### **Q. What happens when an application is complete?**

When an application is complete, staff will accept the submittal. Complete applications include the required application materials and sufficient information to complete the review to determine compliance with the Code of Ordinances. The Planning and Zoning Department will then transmit the application and supporting documentation to the planning and zoning board.

### **R. Why might an application be returned?**

When an application is incomplete and/or insufficient, the application is returned. An incomplete application is one that does not include all items necessary to complete the application. Once the application is complete and has been accepted, staff will then assess the submittal for sufficiency. An insufficient submittal is one that includes all formal materials necessary to complete the application process, but where the information submitted is insufficient to complete a detailed review of the plan in combination with the Code of Ordinances. An insufficient application prevents staff from determining proposal compliance with the Code of Ordinances and prevents the planning and board from utilizing their meeting time efficiently.

### **S. What standards are addressed in the development review?**

Planned unit developments are subject to the standards listed in Chapter 110, Section 81, plus those outlined in Chapter 110, Article V.

Per Chapter 110, Section 81, Site plan review, the following standards shall apply:

1. Traffic access: All proposed site traffic access ways are adequate but not excessive in number, are adequate in grade, width, alignment and visibility, and are not located too near schools or places of public assembly and other similar considerations.
2. Circulation & Parking: The interior circulation system must be adequate and all required parking spaces are provided and accessible. Access to the structure by pedestrians must be gained without traveling through a parking area. When no other separate access is unavailable to the main building entrance, pedestrians must be distinguished from continuous landscape or delineated walkways, where feasible, distinguished from driving surfaces by separate paving materials. Sidewalks crossing driveways must be maintained or continuous, unbroken by driving surfaces such as asphalt extending from parking areas. The intent is to separate and differentiate pedestrian walks, malls and public transportation loading places from general vehicular circulation facilities.
3. Arrangement of buildings: laundry facilities: Adequate provisions must be made for light, air, access and privacy in the arrangement of the buildings to each other. Each dwelling unit shall have a minimum of one (1) exterior exposure. Laundry facilities, including washing machines and clothes dryers, shall be available for multifamily dwellings on the premises for use by all occupants of the premises.
4. Landscaping: The proposed site must be properly landscaped, the purpose of which is to further enhancing the natural qualities of land. Compliance with the landscaping requirements of this Code shall be insured.

5. Multifamily structures, hotels and motels: In reviewing the proposed site plan for one (1) or more multifamily or motel structures, motor lodges and hotels, the planning and zoning board shall require:
  - a. Access by emergency vehicles: A building may not be so arranged so as to be inaccessible by emergency vehicles. The site plan shall provide for adequate driveway widths, clearance heights and turning radii necessary for emergency vehicles to have direct access to each building. No increase in aggregate building height shall be granted to compensate for increased height of parking areas to comply with this provision.
  - b. Distance between buildings: The front or rear of any building, including exterior stairways or elevator shafts, may be no closer to the front, rear, or any other building than fifteen (15) feet. The side of any building, including exterior stairways or elevator shafts, may be no closer to the side, front or rear of any other building than fifteen (15) feet.
  - c. Distance between buildings/driveways: No driveways/parking lots should be closer than five (5) feet to the front or rear of any building. In the case of an enclosed garage or carport provided as a portion of the structure, distance requirements for driveways providing access to these shall not apply.
  - d. Recreational space: There shall be provided on the site of a multifamily structure an area, either enclosed or unenclosed, devoted to the joint recreational use of the residents thereof. Such recreational space shall consist of not less than one hundred (100) square feet of space per dwelling unit. Each such recreational space shall be developed with passive and active recreational facilities.
  - e. Off-street parking spaces: There shall be provided on the site of such development an area or areas devoted to the storage of automobiles. The number and their provision shall be in accordance with this chapter.
6. Soil conditions: Applications shall include soil types.
7. Topography and drainage: A brief description of the tract with respect to such matters as relief, flood hazards (including the 100-year base flood elevation level versus proposed first floor elevation), existing outfalls and canals, natural watercourses on or abutting the property, any prior ground water studies, and site drainage problems which have existed, which now exist or which are forecast. An acceptable plan for ponding or other disposition of surface runoff is an essential portion of this section, as it is an indication of the relationship between site drainage under full development and drainage before development.

Per Chapter 110, Article V, the following standards shall apply:

- Section. 110-645. Minimum area; open space:
  - a. Minimum area. A planned unit development shall include no less than one-half acre of contiguous land.
  - b. Open space/recreational area. A minimum of thirty (30) percent of a planned unit development site shall be developed as common open space/recreational area, including walkways, plazas, arcades, landscaped areas, pools, and fountains. Parking areas and vehicular access facilities shall not be considered in calculating common open space/recreational area.
- Section. 110-647. General development standards:
  - a. The planned unit development shall be compatible with the regulations for the district in which it is to be located.
  - b. The planned unit development plan shall be consistent with the comprehensive plan and this article.
  - c. The planned unit development shall provide for an effective and unified treatment of the development possibilities on the project site, making appropriate provisions for the preservation of scenic features and amenities of the site and the surrounding areas.

- d. The planned unit development shall be planned and developed to harmonize with any existing or proposed development in the area surrounding the project site.
- Section. 110-648. Arrangement of buildings:
  - a. All buildings in the layout and design shall be an integral part of the development and have convenient access to and from adjacent uses and blocks.
  - b. Individual buildings shall be related to each other in design, masses, materials, placement and connections to provide visually and physically integrated development.
  - c. Treatment of the sides and rear of all buildings within the planned unit development groups shall be compatible in amenity and appearance to treatment given to street frontages of the same buildings.
  - d. All buildings shall be arranged so as to avoid undue exposure to concentrated loading or parking facilities wherever possible and shall be so oriented as to preserve visual and audible privacy between adjacent buildings.
  - e. All buildings shall be arranged so as to be accessible to emergency vehicles.
- Section. 110-649. Landscaping:
  - a. Landscape treatments for walkways, plazas, arcades, roads, and service and parking areas shall be designed as an integral part of a coordinated landscape design for the entire project area.
  - b. Primary landscape treatment shall consist of shrubs, ground cover and trees and shall combine with appropriate walks and street surfaces to provide an attractive development pattern. Landscape material selected shall be appropriate to the growing conditions of the city's environment.
  - c. Whenever appropriate, existing trees shall be conserved and integrated into the landscape design plan.
  - d. All streets bordering the project area shall be planted at appropriate intervals with street trees.
- Section. 110-650. Pedestrian and vehicular circulation; off-street parking and loading facilities:
  - a. There shall be an adequate, safe and convenient arrangement of pedestrian circulation facilities, roadways, driveways, and off-street parking and loading space.
  - b. Roads, pedestrian walks, and open spaces shall be designed as an integral part of an overall site design. They shall be properly related to existing and proposed buildings and appropriately landscaped.
  - c. There shall be an adequate amount, in a suitable location, of pedestrian walks, malls, and landscaped spaces to prevent pedestrian use of vehicular ways and parking spaces and to separate pedestrian walks, malls, and public transportation loading places from general vehicular circulation facilities.
  - d. Buildings and vehicular circulation open spaces shall be arranged so that pedestrians moving between buildings are not unnecessarily exposed to vehicular traffic.
  - e. Landscaped, paved and comfortably graded pedestrian walks shall be provided along the lines of the most intense use, particularly from building entrances, to streets, parking areas, and adjacent buildings.
  - f. The location and design of pedestrian walks should emphasize desirable views of new and existing development in the area.
  - g. Adequate and properly located bicycle parking facilities, in accordance with section 110-378.1, must be provided.
  - h. The maximum separation of private automobiles and service vehicles shall be provided through the use of separate service lanes.
  - i. Materials and design of paving, lighting fixtures, retaining walls, fences, curbs, benches, and the like shall be of good appearance, easily maintained, and indicative of their function. Lighting fixtures must be located in accordance with section 86-62 pertaining to lighting in beach areas.

- Section. 110-652. Commercial activities: The commercial activities listed in this section are permitted as accessory uses only under a planned unit development. For those parcels designated High Density/Seasonal Tourist on the land use map and proposing to develop a hotel/motel facility, the following commercial activities may be considered, provided that the activities are contained within the principal structure:
  1. Restaurant, snack bar, cafe, or coffee shop.
  2. Personal services.
  3. Gift shop or florist.
  4. Limousine service.

#### **T. What criteria is the final approval based upon?**

Chapter 110, Section 646 states a planned unit development shall be approved only if it satisfies all of the standards of sections 110-647 through 110-651. The checklist provided on page 23 can be used to cross-reference topics with the Code of Ordinances. Further information on the Code of Ordinances can be found at [www.municode.com](http://www.municode.com) or the City homepage at [www.indian-rocks-beach.org](http://www.indian-rocks-beach.org).

#### **Application Forms**

The required application and supporting document forms are found on the following pages. Additional copies are available from the Planning and Zoning Department. The application package can be returned by mail if the required application fee and all required materials are included. However, the department prefers that an application be submitted in person to make sure that all materials are included and that any questions regarding the request are answered.





## SITE AND DEVELOPMENT APPLICATION

**Project Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Parcel Identification Number:** \_\_\_\_\_

**Parcel Size:** \_\_\_\_\_

**Zoning Map Designation:** \_\_\_\_\_

**Future Land Use Map Designation:** \_\_\_\_\_

I hereby request Site and Development Plan approval for the following development *(Include in the statement the number of residential units, square footage of living space per unit, number of bedrooms per unit and/or the type of amount of non-residential square footage).*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Does this project qualify for planned unit development?** \_\_\_\_\_

**Property Owner:**

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

### Application Content Checklist

Item	Site Plan	Planned Unit Development	Included
	Number of Copies	Number of Copies	
Location Map	1	10	
Sealed Boundary Survey	2	10	
Affidavit of Ownership	1	10	
Agent of Record	1	10	
Subsurface Investigation/ Soil Condition Report	3	10	
Building Elevations	1	10	
Drainage Plan and Calculations	5	10	
Site Plan	5	10	
Landscaping Plan	5	10	
Community Impact Statement	5	10	
Filing Fee	(\$800)	(\$7,500)	

Provide notice of Name, Title and Certification/Licenses of those preparing professional service including Architectural, Engineering, Legal, Planning and Surveying. Each agent must submit an authorization letter as provided on the following page.

**Agent:** Name and Title: \_\_\_\_\_  
Certification/License: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax/Mobile: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**Agent:** Name and Title: \_\_\_\_\_  
Certification/License: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax/Mobile: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**Agent:** Name and Title: \_\_\_\_\_  
Certification/License: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax/Mobile: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**Agent:** Name and Title: \_\_\_\_\_  
Certification/License: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax/Mobile: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**Agent:** Name and Title: \_\_\_\_\_  
Certification/License: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax/Mobile: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_



**AGENT OF RECORD**

DATE: \_\_\_\_\_

I, \_\_\_\_\_ hereby designate and appoint  
\_\_\_\_\_ as my Agent of Record for the  
purposes of representing me during the Planning & Zoning Department's review processes  
with regard to Application # \_\_\_\_\_.

My Agent of Record is hereby vested with authority to make any representations, agreements,  
or promises, which are necessary or desirable in conjunction with the community development  
departments review process. My Agent of Record is also authorized to accept or reject any  
conditions imposed by any reviewing board or entity.

APPLICANT/OWNER SIGNATURE: \_\_\_\_\_

AGENT OF RECORD SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

STATE OF FLORIDA:

COUNTY: \_\_\_\_\_

I HEREBY CERTIFY that on this day personally appeared before me, an officer duly qualified to  
administer oaths and take acknowledgments, to me known to be the person or described in or  
who has produced \_\_\_\_\_ as identification and who executed the  
above and foregoing Agent of Record Letter, and who acknowledged before me that he  
executed the same for the purposes therein expressed.

WITNESS my hand and official seal in the County and State last aforesaid this \_\_\_\_\_  
day of \_\_\_\_\_(month), \_\_\_\_\_ (year).

\_\_\_\_\_  
NOTARY PUBLIC  
State of Florida at Large



**AFFIDAVIT OF OWNERSHIP**

The undersigned represents that they are the owners of record of property located: at:

\_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

OWNER'S PHONE NUMBER: \_\_\_\_\_

\_\_\_\_\_

DATE

\_\_\_\_\_

OWNER'S SIGNATURE

I HEREBY CERTIFY that on this day personally appeared before me, an officer duly qualified to administer oaths and take acknowledgments, to me known to be the person or described in or who has produced \_\_\_\_\_ as identification and who executed the above Affidavit of Ownership, and who acknowledged before me that he executed the same for the purpose therein expressed.

WITNESS my hand and official seal in the County and State last aforesaid this \_\_\_\_\_ day of \_\_\_\_\_(month), \_\_\_\_\_ (year).

\_\_\_\_\_  
NOTARY PUBLIC  
State of Florida at Large



## APPLICATION REQUIREMENTS

The application packet must include the following materials..

- I. **Location Map** showing relationship between area proposed for development and surrounding developments or lots, including current aerial photograph, which in no case shall be older than that available at the Pinellas County Public Services Department, with boundaries of development and roadway layout delineated.
- II. **Accurate boundary survey sealed by a Registered Surveyor.**
- III. **Affidavit of ownership and designation of an authorized agent.**
- IV. **Letter stating proposed anticipated commencement and completion date.**

**SEE CHAPTER 78 CODE OF ORDINANCES FOR APPLICABILITY OF COMMUNITY IMPACT STATEMENTS**

- V. **Community Impact Statement containing:**
  1. Legal description.
  2. Locations and access: A description of the general shape of the tract, its size in acres, and its location with respect to bordering roads and natural features, and a statement of commonly used means and routes of access.
  3. Topography and drainage: A brief description of the tract with respect to such matters as relief, flood hazards (including the 100-year base flood elevation level versus proposed first floor elevation), existing outfalls and canals, natural watercourses on or abutting the property, any prior groundwater studies, and site drainage problems which have existed, which now exist or which are forecast. An acceptable plan for ponding or other disposition of surface runoff is an essential portion of this section, as it is an indication of the relationship between site drainage under full development and drainage before development. Projects which might produce changes in tidal circulation patterns must include sufficient hydrographic information to evaluate the potential impacts.
  4. Adjacent land use, designations and current uses.
  5. Site land use: A statement of current uses of the tract.
  6. Vegetation: A detailed accounting of the types, quantities and locations of trees and unique vegetation features; and generalized assessments of the economic and aesthetic values represented and the extent of potential damage anticipated.
  7. Soils, details from soil samples and test borings.
  8. Sanitary sewers: Any and all information available as to the proximity of sewer lines, and the practicality of tie-in quality expected to be generated; and lift station details, if required.
  9. Refuse collection: Dumpster or back-door service; quantity, size, type and location of containers; and any anticipated special pickup requirements.
  10. Air and noise pollution: A statement of activity that will generate or sustain air or noise pollution both during and after construction.

11. Water: Information relative to existing water mains and comprehensive data as to forecast requirements for potable water and water for landscaping sprinkling, and intentions, if any, to drill shallow and/or deep wells in meeting partial or total water requirements.
12. Fire prevention: An indication of compliance with all building and fire prevention codes, submission of data relative to accessibility of the site by firefighting equipment, location of fire hydrants, and topographical or other constraints to firefighting, and probable fire service increased staff and equipment needs.
13. Law enforcement and fire protection: A statement of anticipated requirements for law enforcement and fire services.
14. Demographics: Studies or knowledgeable estimates of the number of persons to occupy the development, by phase, and suitable breakdowns of the totals by age and economic status.
15. Tax Base: A logical interpretation and evaluation of the extent to which the proposed development will add to or detract from the tax base of the city.
16. Traffic and parking: An extensive description of proposed means of compliance with parking, traffic and beautification ordinances, as well as a discussion of pedestrian, bicycle and vehicular traffic circulation both within and adjacent to the development, surface material, projected traffic counts (average and peak) and impact of traffic on ingress and egress routes. All parking proposals and discussions will consider, pedestrian access to the structure/site from the adjoining public right-of-way, bicycle parking, stormwater runoff, existing tree preservation and erosion prevention.
17. Maps, charts and illustrations: Submission of a location map and recent aerial photographs is required. Inclusion of any or all of the following maps, charts and illustrations may be appropriate depending upon the size, scope and extent of the proposed development:
  - a. Topographical map.
  - b. Architectural rendering of proposed structures.
  - c. Drainage map, showing existing and proposed elevations with assessment of impact on adjacent properties.
  - d. Site plan.
  - e. Vegetation type map.
18. View interference: A statement as to the impact that the proposed structures may have with regard to obstructing or degrading traditional views to and through the property.
19. Architectural/historical significance.
20. Wildlife: A statement as to the presence or absence of wildlife on the property, particularly emphasizing any rare or endangered species, together with a statement of the effect the proposed development would have on these creatures and on their established habitats.
21. Financial interest: A statement as to the total estimated project value and the parties financially involved, e.g., corporate identity and principal officers.
22. Traffic control: A complete rundown of the traffic control and traffic safety equipment needed as a result of the proposed project, inclusive of increased traffic flow in the immediate area to public services, such as the beach, etc. Data furnished must address both internal and external measures and must list, by type, quantity and location, all requirements for street lighting, traffic control signs and street name signs.
23. Compatibility: A statement of the type of adjacent development.

24. Nonlocal coordination: A statement of nonlocal agencies contacted and a listing of those agencies not contacted as of yet. A partial listing of agencies with which developers may have to coordinate is as follows:
  - a. County water and navigation control authority.
  - b. County school board.
  - c. County planning department.
  - d. Southwest Florida Water Management District.
  - e. Tampa Bay Regional Planning Council.
  - f. Florida Department of Environmental Protection.
  - g. County environmental management department.
25. Local coordination: Confirm that the following local governments have been informed of a request for site plan approval that lies within one hundred fifty (150) feet of the local government's boundaries:
  - a. Belleair Beach.
  - b. Belleair Shore.
  - c. Indian Shores.

The intent of such notification is to allow the affected local government to comment on any development that might negatively impact their community.
26. Market analysis/economic impact: A statement as to additional private or public supporting facilities that may be needed.
27. Construction scheduling (building and site infrastructure).
28. Flood hazards: Flood zone identification and date reflecting compliance with federal requirements.
29. Coastal construction control line.
30. Energy code (prior approval-statement is required; post approval-calculations).

**VI. Drainage Plan containing:**

1. Drainage flow and calculations signed and sealed by an engineer that includes direction of flow and method of disposition indicated, along with a general description of the relationship of the proposed drainage system to the natural drainage system and adjacent properties.
2. Existing contours at a maximum of one (1) foot intervals shown on the drawing and proposed grades.
3. The location, size and type of all stormwater management facilities.
4. Type and location of any erosion and sedimentation controls.

**VII. Site Plan containing:**

1. The site plan shall be drawn at a readable scale, signed and sealed by a Florida Registered Engineer or Land Surveyor.
2. All required information shall be presented on sheets no larger than twenty four (24) by thirty six (36) inches.
3. Drawings may be presented on one (1) or more sheets to clearly show the information required. If a drawing is prepared on more than one (1) sheet, the sheets shall be consecutively numbered, and must show the particular number of that sheet and the total number of sheets included.
4. All lettering shall be neat and legible.
5. All dimensions shall be feet and decimals of a foot.
6. Drawings shall provide the following information:
  - a. All drawings shall show the date they were drawn, date of any revisions, a north arrow, scale and legend.

- b. All drawings shall show the name, address, and telephone number of developer; owner; surveyor and engineer; and the project name.
  - c. The name, location and width of existing or planned streets and street right-of-way within or contiguous to the site shall be provided.
7. All Site Plans will show a Site Data Table with the following information:
- a. Any legal description of the property, and the citation and general description of any existing covenants, easements and right-of-way affecting the use and development of the property shall be provided.
  - b. Flood zone and required first floor elevation.
  - c. Existing and proposed gross density for residential uses and number of units.
  - d. Existing and proposed gross floor area by type of non-residential uses.
  - e. Lot dimensions.
  - f. Existing and proposed setback dimensions.
  - g. Parking calculations (parking provided and required).
  - h. Existing and proposed Zoning Districts.
  - i. Existing and proposed building height.
  - j. Total site area including upland area and submerged area.
  - k. Impervious surface calculations and ratio.
8. A landscaping plan will be part of the Site Plan and shall contain:
- a. A tree survey with overlay of proposed development indication size, type, location of trees to remain and location of trees to be removed.
  - b. Landscaping provided by size, type, spacing, and location.
  - c. Method of irrigation.
  - d. Landscaping percentage of gross area.
9. All Site Plans will show/provide the following information:
- a. Complete screening details, including fences or walls.
  - b. Driveways and access improvements.
  - c. Dumpster location and screening.
  - d. Accessory structures, such as, pools, decks, docks, open shelters, etc.
  - e. Existing and proposed water/sewer lines.
  - f. Existing and proposed fire hydrant locations within 500 feet.
  - g. Location and type of outdoor lighting.
  - h. Proposed streets and street right-of-way (give easement width for private streets).
  - i. Existing and/or proposed sidewalks.
  - j. The location and size of easements for all above and underground utilities within and adjoining the site.
  - k. The location, description, and terms of any proposed easements, reservations, or dedications, together with any necessary legal instruments.
10. Other Information to be provided:
- a. Entity responsible for the maintenance of common facilities (residential projects).
  - b. Plans for signs, if any, including the location, type, height, area, and proposed lighting shall be shown.
  - c. Size and location of required loading (non-residential projects).
  - d. The location of existing structures and buildings.
  - e. Elevations of proposed building(s).

**VIII. Architectural plans including elevations and statement of compliance with guidelines.**

**VIII. Submit Site Plan Review Fee.**



## IX. SITE PLAN REVIEW CHECKLIST

Submission of Review:

Date of Review:

Name and address of Project:

North arrow:

Scale:

Survey:

Zoning:

Future Land Use:

Item	Chapter	Section	Subject	Information Provided		Meets Requirements		Notes
				Yes	No	Yes	No	
1.	6	31	License designation					
2.		32	Location approval					
3.	26	36 (c)	Setback: AC					
4.	50	64	Dumpster: enclosure					
5.		66	Dumpster: accessibility					
6.		91 (c)	Container(s) required					
7.	78	32 (a)	Statement received					
8.		33	Statement: contents					
9.	82	34	Concurrency data					
10.	86	85	Beach lighting					
11.	94	86 (b)	Dock: number/location					
12.		87	Dock: length					
13.		89	Dock: height					
14.		91	Dock: lighting					
15.	102	32	Plan received					
16.		34	Control requirements					
17.		56	Drainage standards					
18.	106	38	Tree spacing					
19.		39	Dist: curb/sidewalk					
20.		40	Dist: corner/hydrant					
21.		114	Landscaping (ROW)					
22.		115	Landscaping: parking					
23.		116	Landscaping: interior					
24.		117	Intersection Visibility					
25.		143	Buffer					
26.	110	81 (a)	Structure proximity					
27.		(b)	City notification					
28.		153	Setbacks					
29.		153	ISR					
30.		153	FAR					
31.		153/183	Height					
32.		154	Unit area					
33.		154/261	Density					
34.		155	Use					
35.		218	Gulf setback					
36.		241	Yard features					
37.		245	Setback: overhang					

Item	Chapter	Section	Subject	Information Provided		Meets Requirements		Notes
				Yes	No	Yes	No	
38.		282	Plan received-Fence					
39.		(1)(a)	Height					
40.		(b)	Decoration					
41.		285	Permitted materials					
42.		290	Setback: front-yard					
43.		291	Setback: side-yard					
44.		292	Setback: Rear-yard					
45.		293	Setback: double					
46.		294	Setback: Alley					
47.		311	Front-yard-Accessory					
48.		312	Lots not abutting					
49.		314	Accessory size					
50.		341	Outdoor storage					
51.		344 (1)	Grade projection-Pool					
52.		(2)	Pool equipment/deck					
53.		(3)	Setback					
54.		(4)	Non-waterfront lots					
55.		(5)	Intracoastal lots					
56.		(6)	Gulf of Mexico lots					
57.		(7)	Spas					
58.		(8)	Protective Barrier					
59.		372	Required parking					
60.		373	Collective parking					
61.		375	Stall/aisle size					
62.		377	Off-street loading					
63.		378	Bicycle parking					
64.	Building Elevations							
65.	NPDES Compliance							
66.	Design Standards							
67.		821 (a)	Zoning district					
68.		(b)	Business Triangle					
69.		(c)	50% applicability					
70.		823	Unique structures					
71.		824	Non-structural fix					
72.		825	Site plan contents					
73.		826	Prohibited features					
74.		827(1)(a)	Design articulation					
75.		(b)	Façade methods					
76.		(c)	Façade methods					
77.		(2)(a)	Building entrance					
78.		(b)	Pedestrian connect					
79.		(c)	Parking access					
80.		(d)	Parking screen					
81.		(3)(a)	Blank Bldg walls					
82.		(b)	Façade style					
83.		(c)	Façade openings					
84.		(4)(a)	Roof pitch					
85.		(b)	Flat roofs					
86.		(5)(a)	Window/door trim					
87.		(b)	Display windows					
88.		(6)(a)	Landscaping					
89.		(b)	Mailboxes					
90.		(c)	Common areas					
91.		(d)	Pavement treatment					

Item	Chapter	Section	Subject	Information Provided		Meets Requirements		Notes
				Yes	No	Yes	No	
92.		(e)	Lighting fixtures					
93.		(f)	Fence/wall landscape					
94.		(g)	Tree canopy					

## PLANNED UNIT DEVELOPMENT REVIEW CHECKLIST

Submission of Review:

Date of Review:

Name and address of Project:

North arrow:

Scale:

Survey:

Zoning:

Future Land Use:

Item	Chapter	Section	Subject	Information Provided		Meets Requirements		Notes
				Yes	No	Yes	No	
95.	6	31	License designation					
96.		32	Location approval					
97.	26	36 (c)	Setback: AC					
98.	50	64	Dumpster: enclosure					
99.		66	Dumpster: accessibility					
100.		91 (c)	Container(s) required					
101.	78	32 (a)	Statement received					
102.		33	Statement: contents					
103.	82	34	Concurrency data					
104.	86	85	Beach lighting					
105.	94	86 (b)	Dock: number/location					
106.		87	Dock: length					
107.		89	Dock: height					
108.		91	Dock: lighting					
109.	102	32	Plan received					
110.		34	Control requirements					
111.		56	Drainage standards					
112.	106	38	Tree spacing					
113.		39	Dist: curb/sidewalk					
114.		40	Dist: corner/hydrant					
115.		114	Landscaping (ROW)					
116.		115	Landscaping: parking					
117.		116	Landscaping: interior					
118.		117	Intersection Visibility					
119.		143	Buffer					
120.	110	81 (a)	Structure proximity					
121.		(b)	City notification					
122.		153	Setbacks					
123.		153	ISR					
124.		153	FAR					
125.		153/183	Height					
126.		154	Unit area					
127.		154/261	Density					
128.		155	Use					
129.		218	Gulf setback					
130.		241	Yard features					
131.		245	Setback: overhang					
132.		282	Plan received					
133.		(1)(a)	Height					
134.		(b)	Decoration					

Item	Chapter	Section	Subject	Information Provided		Meets Requirements		Notes
				Yes	No	Yes	No	
135.		285	Permitted materials					
136.		290	Setback: front-yard					
137.		291	Setback: side-yard					
138.		292	Setback: Rear-yard					
139.		293	Setback: double					
140.		294	Setback: Alley					
141.		311	Front-yard Driveway					
142.		312	Lots not abutting					
143.		314	Accessory size					
144.		341	Outdoor storage					
145.		344 (1)	Grade projection Pool					
146.		(2)	Pool equipment/deck					
147.		(3)	Setback					
148.		(4)	Non-waterfront lots					
149.		(5)	Intracoastal lots					
150.		(6)	Gulf of Mexico lots					
151.		(7)	Spas					
152.		(8)	Protective Barrier					
153.		372	Required parking					
154.		373	Collective parking					
155.		375	Stall/aisle size					
156.		377	Off-street loading					
157.		378	Bicycle parking					
158.	Building Elevations							
159.	NPDES Compliance							
160.		641	District/parcel size					
161.		645 (a)	Minimum area					
162.		(b)	Open space					
163.		647 (a)	District compatibility					
164.		(b)	Plan consistency					
165.		(c)	Unified development					
166.		(d)	Area compatibility					
167.		648 (a)	Building layout					
168.		(b)	Building designs					
169.		(c)	Side/rear consistency					
170.		(d)	Arrangement					
171.		(e)	Emergency accessibility					
172.		649 (a)	Landscape design					
173.		(b)	Landscape plan					
174.		(c)	Tree survey					
175.		(d)	Use of street trees					
176.		650 (a)	Pedestrian circulation					
177.		(b)	Integral design					
178.		(c)	Pedestrian infra.					
179.		(d)	Pedestrian exposure					
180.		(e)	Pedestrian walks					
181.		(f)	Pedestrian walks					
182.		(g)	Bicycle parking					
183.		(h)	Service lanes					
184.		(i)	Material selection					
185.	Design Standards							
186.		821 (a)	Zoning district					
187.		(b)	Business Triangle					
188.		(c)	50% applicability					

Item	Chapter	Section	Subject	Information Provided		Meets Requirements		Notes
				Yes	No	Yes	No	
189.		823	Unique structures					
190.		824	Non-structural fix					
191.		825	Site plan contents					
192.		826	Prohibited features					
193.		827(1)(a)	Design articulation					
194.		(b)	Façade methods					
195.		(c)	Façade methods					
196.		(2)(a)	Building entrance					
197.		(b)	Pedestrian connect					
198.		(c)	Parking access					
199.		(d)	Parking screen					
200.		(3)(a)	Blank walls					
201.		(b)	Façade style					
202.		(c)	Façade openings					
203.		(4)(a)	Roof pitch					
204.		(b)	Flat roofs					
205.		(5)(a)	Window/door trim					
206.		(b)	Display windows					
207.		(6)(a)	Landscaping					
208.		(b)	Mailboxes					
209.		(c)	Common areas					
210.		(d)	Pavement treatment					
211.		(e)	Lighting fixtures					
212.		(f)	Fence/wall landscape					
213.		(g)	Tree canopy					