

# APPLICATION

## 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 January 2022 and replaces and supersedes all previous application forms)

## 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 .....1,500.00
- (2) Non-substantial modification to the development order .....1,000.00
- (3) Substantial modification to the development order .....2,500.00

(4) 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

(5) 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 planned unit development review processes.

### Planned Unit Development

- A. What is planned unit development?
- B. What application forms are required to submit a planned unit development?
- C. Is there a cost to submit a planned unit development?
- 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 standards are addressed in the Planned Unit Development review?  
H.....

### Application Forms

- Agent of Record
- Affidavit of Ownership
- Application Content Checklist
- Planned Unit Development Review Checklist

# PLANNED UNIT DEVELOPMENT

## A. What is a Planned Unit Development?

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. There is no minimum acreage size required for a PUD. The PUD is allowed in every zoning district except the single family residential zoning district. (Chapter 110, Section 642).

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

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

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

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

Yes, the cost to submit a planned unit development for review is one thousand five hundred (\$1,500) Dollars (Chapter 15, Section 21).

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

A checklist has been provided on the *Planned Unit Development 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.

## E. 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 645):

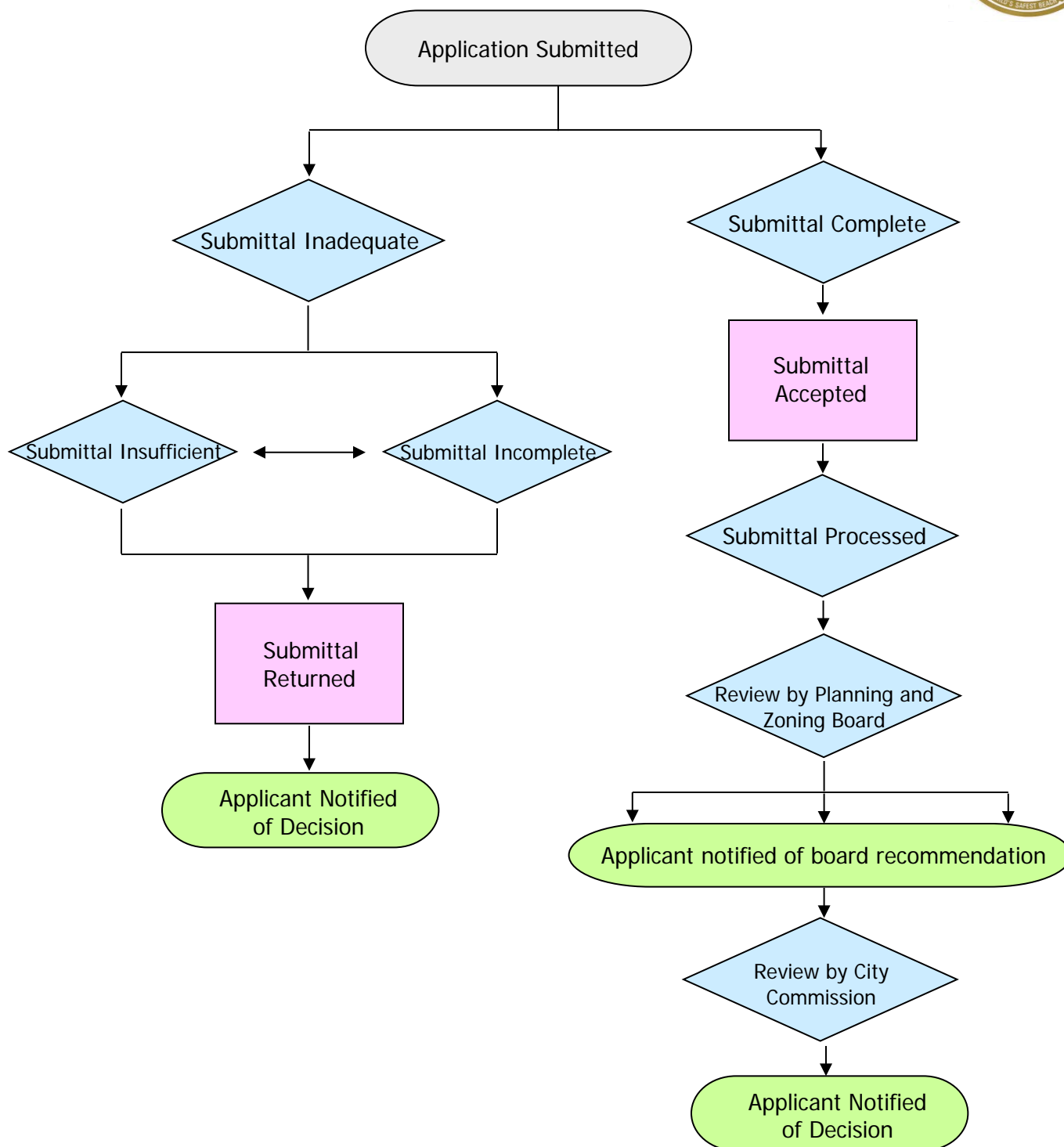
- (a) Preliminary review by relevant city staff.
  1. An application for preliminary review by relevant city staff shall be submitted to the city.
  2. Relevant city staff may include the building official, city planner, public services director, city attorney, city manager and other staff as designated by the city manager. Individual staff members may provide comments, including but not limited to recommended reconfigurations, modifications, additions or deletions to the preliminary submission.

- (b) PUD application, narrative and associated documents.
  - 1. After the owner has received comments from city staff and incorporated those comments into the proposed development of the PUD, the application for rezoning to PUD may be submitted along with the requisite narrative and any other associated documents.
  - 2. City staff will review the PUD application, narrative and associated documents for consistency with the Land Development Code. When the review is complete, the rezoning of the property to the PUD district will proceed to the requisite public hearings. City staff may require an applicant to supplement their submission before it can proceed to public hearing.
- (c) PUD ordinance and public hearings. A PUD ordinance will be prepared and presented to the following bodies within a reasonable time after initial review and approval by city staff:
  - 1. The planning and zoning board, for review and recommendation to city commission; and
  - 2. The city commission, for final review and approval or denial.

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



## **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. The Planning and Zoning Department will then transmit the application and supporting documentation to the planning and zoning board.

## **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. An insufficient application prevents staff from determining proposal compliance with the Code of Ordinances.

## **H. 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 available 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 enhance 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, Sec 110-647 Application Requirements for rezoning to PUD , the following standards shall apply

Sec. 110-647. - Application requirements for rezoning to PUD.

- (1) In addition to the standard rezoning application and submission, the applicant shall submit a PUD narrative describing the PUD and setting for the manner in which the proposed PUD complies with the requirements of section 110-643 of this Code.
- (2) Applications for review of a PUD rezoning shall be available from the planning and zoning department (hereafter, the "department"). The completed application shall be signed by all owners of the property subject to the proposal, and, where applicable, their agent; all signatures shall be notarized. Signatures by other parties will be accepted only with notarized proof of legal authorization by the owners. In a case of corporate ownership, the authorized signature shall be accompanied by a notation of the signer's office in the corporation. All applications will be required to comply with the following submittal requirements and where applicable and necessary additional submittal requirements as specified by the city staff or designated by the city manager.



- (a) The application shall include documents and drawings showing:
  - 1. Name, address, e-mail address, and telephone number of owner.
  - 2. Legal description of property involved.
  - 3. Parcel identification numbers.
  - 4. Survey of property.
  - 5. Description of intended use(s).
  - 6. PUD narrative.
  - 7. Description of proposed development activities.
  - 8. Development plans for all proposed project activities.
  - 9. A site plan drawn to scale. Each site plan sheet shall show:
    - (a) The north arrow;
    - (b) The graphic scale;
    - (c) The drawing date;
    - (d) All existing and proposed structures with the setbacks from each other and the property line;
    - (e) The lot coverage; and
    - (f) The proposed parking and landscaping.
  - 10. Traffic analysis.
  - 11. Flood zones.
  - 12. Architectural renderings.
  - 13. Electronic version of plans and all documents.
- (b) Where applicable to the development activity proposed, the city staff may require the following to be submitted as part of the application:
  - 1. Building, structure, sidewalk and pavement location, height and setback;
  - 2. Location, length and width of proposed driveways and driveway alignment with driveways on surrounding land;
  - 3. A map of vegetative cover including the location and identity by common name of all protected trees;
  - 4. Floor plan for existing and proposed structures;
  - 5. A detailed landscape plan meeting or exceeding the requirements of this Code for all new or existing uses;
  - 6. Sign plans, including the location of signs on the site; dimensions of all signs, including maximum square footage, height and width; and distance from the ground to the bottom of the sign display area (including borders); and
- (3) City staff will review the PUD application for compliance prior to any public hearings.

## **Application Forms**

The required application and supporting document forms are found on the City of Indian Rocks Beach website. The application package can be returned by mail if the required application fee and all required materials are included.



## PLANNED UNIT DEVELOPMENT APPLICATION

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

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

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

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

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

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

I hereby request Planned Unit Development 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).*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Property Owner:** \_\_\_\_\_

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

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

### Application Content Checklist

Item	Planned Unit Development	Included
	Number of Copies	
PUD narrative, intended uses and proposed development activity	10	
Sealed Boundary Survey	10	
Legal Description	10	
Affidavit of Ownership	10	
Agent of Record	10	
Subsurface Investigation/ Soil Condition Report	10	
Building Elevations	10	
Drainage Plan and Calculations	10	
Site Plan	10	
Landscaping Plan	10	
Traffic Analysis	10	
Flood Zones	10	
Architectural renderings	10	
Electronic version of plans and documents	1	
Filing Fee		

Provide notice of Name, Title and Certification/Licenses of those providing professional services 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 Planning and Zoning  
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 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



## PLANNED UNIT DEVELOPMENT 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.
- 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.**
- VII. Conceptual Site Plan containing:**
  1. The conceptual site plan shall be drawn at a readable scale, All required information shall be presented on sheets no larger than twenty four (24) by thirty six (36) inches.
  2. All conceptual Site Plans will show a Site Data Table with the following information:
    - a. Existing and proposed gross density for residential uses and number of units.
    - b. Existing and proposed gross floor area by type of non-residential uses.
    - c. Lot dimensions.
    - d. Existing and proposed setback dimensions.
    - e. Parking calculations (parking provided and required).
    - f. Existing and proposed Zoning Districts.
    - g. Existing and proposed building height.
    - h. Impervious surface calculations and ratio.
  3. A conceptual landscaping plan:
    - 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.
  4. 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. Proposed streets and street right-of-way (give easement width for private streets).
    - f. Existing and/or proposed sidewalks.
  5. 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. PLANNED UNIT DEVELOPMENT REVIEW CHECKLIST

<b>Submission of Review:</b>	<b>Date of Review:</b>
<b>Name and address of Project:</b>	
<b>Zoning:</b>	<b>Future Land Use:</b>

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	106	38	Tree spacing					
12		39	Dist: curb/sidewalk					
13		40	Dist: corner/hydrant					
14		114	Landscaping (ROW)					
15		115	Landscaping: parking					
16		116	Landscaping: interior					
17	110							
18		153	Setbacks					
19		153	ISR					
20		153	FAR					
21		153/183	Height					
22		154	Unit area					
23		154/261	Density					
24		155	Use					
25		218	Gulf setback					
26		241	Yard features					
27		245	Setback: overhang					
28		282	Plan received-Fence					
29		(1)(a)	Height					
30		(b)	Decoration					
31		285	Permitted materials					
32		290	Setback: front-yard					
33		291	Setback: side-yard					
34		292	Setback: Rear-yard					
35		293	Setback: double					
36		294	Setback: Alley					
37		311	Front-yard-Accessory					
38		312	Lots not abutting					
39		314	Accessory size					
40		341	Outdoor storage					
41		372	Required parking					



Item	Chapter	Section	Subject	Information Provided		Meets Requirements		Notes
				Yes	No	Yes	No	
42		373	Collective parking					
43		375	Stall/aisle size					
44		377	Off-street loading					
45		378	Bicycle parking					
46		Building Elevations						
47		Design Standards						
48		821 (a)	Zoning district					
49		(b)	Business Triangle					
50		(c)	50% applicability					
51		823	Unique structures					
52		824	Non-structural fix					
53		825	Site plan contents					
54		826	Prohibited features					
55		827(1)(a)	Design articulation					
56		(b)	Façade methods					
57		(c)	Façade methods					
58		(2)(a)	Building entrance					
59		(b)	Pedestrian connect					
60		(c)	Parking access					
61		(d)	Parking screen					
62		(3)(a)	Blank Bldg walls					
63		(b)	Façade style					
64		(c)	Façade openings					
65		(4)(a)	Roof pitch					
66		(b)	Flat roofs					
67		(5)(a)	Window/door trim					
68		(b)	Display windows					
69		(6)(a)	Landscaping					
70		(b)	Mailboxes					
71		(c)	Common areas					
72		(d)	Pavement treatment					
73		(e)	Lighting fixtures					
74		(f)	Fence/wall landscape					
75		(g)	Tree canopy					