



CITY OF SARASOTA
Development Application
Minimum Submission Checklist – General Applications

The following is to be completed for General Applications

The General Information Form (Form A), Minimum Submission Checklist – General Applications (Form B-1) and Fee Form (Form 1) are required for all General Applications. All items are to be folded to approximately 8 1/2" x 11" size, collated and assembled into complete sets. **Please note all items requiring a site plan or survey must include an electronic copy (.pdf file) of site plan and survey materials.**

SUBMISSION REQUIREMENTS FOR GENERAL APPLICATIONS:		IF REQUIRED
1.	A. Pre-Application Conference with the Development Review Committee <ul style="list-style-type: none">Narrative including details and applicable information related to the project.Supplementary materials should be folded to 8 1/2 x 11 size. Supplementary materials may include a sketch or concept plan, site plan(s), architectural renderings, special studies, & other items the applicant deems pertinent. B. Pre-Application Conference with Staff regarding TIF Funding <ul style="list-style-type: none">Narrative including details and applicable information related to the project and demonstrating consistency with city redevelopment objectives.Supplementary materials should be folded to 8 1/2 x 11 size and should include a statement of the public purpose, should demonstrate the need for public investment; indicate sources and uses of funds; indicate the developer's financial capacity and experience; and state the need for additional consultant services, if any.	
2.	Traffic Concurrency Initial Review <ul style="list-style-type: none">11" X 17" preliminary site plan	Submit prior to filing Application
3.	Traffic Concurrency Study <ul style="list-style-type: none">Copies of any plans already submitted or copies of plans being submittedThe Scope of Services for the Traffic Concurrency Study Determination of concurrency must be made prior to filing a Development application.	Submit prior to filing Application
4.	Community Workshops <ul style="list-style-type: none">Proposed site planNarrative including the following information: Proposed use, height, density, intensity, parking, vehicular access, landscaping and/or any other applicable information related to the projectOther materials may include a sketch or concept plan, architectural renderings, special studies, etc.Draft notice for the Community Workshop to be approved by City Staff Application submittal does not guarantee a specific Community Workshop date. The Community Workshop, when required, must be held prior to filing a Development Application.	Submit at least 7 business days prior to 14-day notification period of Workshop Date
5.	Adjustments to the Downtown Code <input type="checkbox"/> City Staff <input type="checkbox"/> Planning Board <ul style="list-style-type: none">Surveys – signed and sealed; survey requirement can be waived by the Director (incl. electronic copy)Narrative and any other supporting documentation indicating how criteria in Section IV-1903 – Adjustments, Zoning Code (2002 Ed.), as amended, have been met.8.5 x 11 size legal description and sketch of property (PB Adjustment only)	
6.	Amendments to the City's Comprehensive Plan, a/k/a Sarasota City Plan <ul style="list-style-type: none">Narrative responding to all the questions indicated in Form IIf a text amendment, proposed text. If an illustration amendment, proposed changes.Summary of comments received at the Community Workshop.	
7.	Annexations <ul style="list-style-type: none">Verification the property is within the City's Urban Service BoundaryLegal description of property by Metes and BoundsSigned & Sealed Boundary Surveys, Property Surveys, and Topographic Surveys by Metes and Bounds (Surveys must have been completed within 6 months of filing)County Zoning & Future Land Use Map applicable to the areaNarrative responding to the following: 1) Reason for the Annexation; 2) Is the request is voluntary; 3) Is the property contiguous to the City Limits line; 4) County Future Land Use Designation, Equivalent City Zone District, and Proposed City Land Use Designation; 5) If the proposed Zone District requires a City or privately initiated Comprehensive Plan Amendment, and 6) Whether the Applicant wishes to be considered for a small-scale development activity amendment.	
8.	Boundary Adjustment/Lot Split Review <ul style="list-style-type: none">Signed and sealed survey of the lot(s) in its existing conditionSigned and sealed survey of the proposed lot configurationNarrativeWritten authorization of all affected property owners	
9.	Historic Reuse Permit <ul style="list-style-type: none">8.5 X 11 parking diagramNarrative describing 1) the proposed use; 2) how the use qualifies as low impact; 3) if parking will be provided on site; 4) the number of people working in the establishment; 5) the expected number of clients/applicants in a business day; 6) any additional information identified in the pre-application summary report (if applicable)	

10.	Provisional Use/Open Air Market <ul style="list-style-type: none"> • Narrative describing the type of market, days and hours of operation, types of signs and any entertainment • Approval letter from property owner(s) identifying site address, owner's name, mailing address, telephone number and acknowledgment of proposed activity and dates of operation. • 8.5 x 11 sketch of the site identifying the location of all uses and parking if provided. 	
11.	Regional Activity Center or Urban Central Business District <ul style="list-style-type: none"> • Narrative responding to the questions/criteria indicated on Form O. • Map delineating the boundary of the proposed area. • Proposed Ordinance delineating a Regional Activity Center or Urban Central Business District, optional. • Summary of comments received at the Community Workshop. 	
12.	Revisions/Amendments to Previously Approved Applications <ul style="list-style-type: none"> • Submission requirements will be determined by agreement of Staff and the Applicant 	
13.	Site Plan - Extension of Time <ul style="list-style-type: none"> • Narrative 	Submit 30 days prior to expiration
14.	Tax Increment Financing (TIF) Funding Assistance Requests <ul style="list-style-type: none"> • Narrative including 1) Development Budget for (a) Permanent Financing and (b) During Construction;2) Construction timeline by Phase/Structure; 3) Detailed Operating Cash Flow Pro Forma. • 11" X 17" Schematic architectural drawings – a site plan and elevations of all facades 	
15.	Variance – Limited Administrative Review (Non-historic) <ul style="list-style-type: none"> • Surveys - signed and sealed; to include proposed building and accessory footprint, driveway access, all tree locations with DBH and species, trees to be removed and trees to be preserved. • Narrative and any other supporting documentation indicating how criteria in Sect.IV-606(f) are met: <ol style="list-style-type: none"> 1. The grant of the limited administrative variance will be consistent with the general intent and purpose of these regulations. 2. Not injurious or otherwise detrimental to the public welfare. 	
16.	Zoning Code Confirmation <ul style="list-style-type: none"> • Narrative 	
17.	Zoning Code Interpretation – a meeting with Staff prior to filing is encouraged. <ul style="list-style-type: none"> • Narrative 	

FAILURE TO SUBMIT ALL REQUIRED ITEMS WILL RESULT IN AN INCOMPLETE SUBMISSION

I HEREBY CERTIFY THAT THE STATED INFORMATION IS INCLUDED IN THE SUBMITTED PLANS AND/OR DOCUMENTS.

Date: _____

Signature of Property Owner, Lessee, Contract Purchaser, or Agent [Circle One]

NOTES:

- If a Variance is filed, it must be filed simultaneously with any other land use applications for the same site and filed simultaneously with a re-submittal.
- If an Adjustment to the Downtown Code is filed, it must be filed simultaneously with any other land use applications for the same site and filed simultaneously with a re-submittal.
- Re-Submitted Applications require a narrative certified by signature of owner, developer, representative, engineer, or architect responding to each issue raised by Development Review Committee members; a corresponding pointer on plan documents noting where each narrative issue has been resolved; and changes on plan documents indicated with "clouds".
- Completion of the Traffic Study averages 30 to 40 business days.