



CITY OF SARASOTA DEVELOPMENT APPLICATION

Minimum Submission Checklist

If you are applying for approval of any of the following application types for a project with a residential component, you must first contact the School Board of Sarasota County for a School Impact Analysis Determination: final subdivision approval, site plans, comprehensive plan amendments, rezonings, or preliminary subdivision approval (see reverse for contact information).

The following is to be completed for Development Applications

The following plans, reports and information are **required** for City review of Development Applications. The General Information Form (Form A) Minimum Submission Checklist (Form B-2) and Fee Form (Form 1) are to be submitted for all Development Applications. **NOTE: PLEASE SEE #23 BELOW REGARDING REQUIREMENT FOR SUBMISSION OF ELECTRONIC COPY.**

All items must be folded to approximately 8 1/2" x 11" size and collated and assembled into complete sets. No Development Application will be accepted for review until deemed complete by the Office of the City Auditor and Clerk. This form shall be used for all applications except Temporary Commercial Activity Permits and Adult Use Permits. The items required for Major Encroachment Agreements are indicated with an asterisk. The appropriate Application Fee as indicated on the Fee Schedule must be collected at the time the application is submitted.

For a description of all items, please refer to the **Definitions** section included in the General Information Packet. After acceptance of an application by the DRC, the Case Planner will advise regarding the scheduled hearing by the Planning Board/Local Planning Agency and/or the City Commission. The notification will include the appropriate number of plan sets required as well as the requirement for one electronic version of the plan in Adobe (.pdf format).

SUBMISSION REQUIREMENTS FOR DEVELOPMENT APPLICATIONS		REQUIRED	YES	N/A
1.	De minimis letter/Draft Traffic Study /or Signed Contract for Traffic Study <i>Not Required for:</i> Street/R-O-W Vacation Applications, Off-Site and Shared Parking Agreements	Submit at time of application		
2.	Community Workshop Meeting (Proof of Workshop) - Meeting minutes must be part of application but are not required at the time of submittal if they are not yet available. <i>Required for:</i> Conditional Use, Rezoning, Rezone Ordinance Amendment, Street/R-O-W Vacation, Comp Plan Amendment, "G" Zone Waiver Applications and certain projects in the Laurel Park Overlay District	Submit at time of application		
3.	Ownership Disclosure (Form C) <i>Required for:</i> Rezoning & Rezone Ordinance Amendment Applications			
4.	Affidavit – Conditional Use (Form D1) <i>Required for:</i> Major and Minor Conditional Use Applications			
5.	Applicant Disclosure / Proffer Statement (Form E) <i>Required for:</i> Rezoning, Site Plan, Major and Minor Conditional Use Applications	If offered		
6.	Affordable Housing Impact (Form F) <i>Required for:</i> Rezoning, Rezone Ordinance Amendment, Street/R-O-W Vacation Applications			
7.	Special Power of Attorney Affidavit (Form G)	If applicable		
8.	Street Name Change (Forms K)	If applicable		
9.	Narrative – per Zoning Code (2002 Ed.) Please see the definitions section of the General Information Package as to information to include in the narrative. <i>Note:</i> Narrative for Major Encroachment Agreements must include a legal description of the encroachment.	Yes		
10.	Letters from Corresponding Utility Companies A meeting with Staff prior to submittal is encouraged. <i>Required for:</i> Street/R-O-W/Utility Easement Vacations See General Information Package for Utility Company contact information.			
11.	If applicable, previously issued Zoning Code Confirmation/Zoning Code Interpretation	If applicable		
12.	Additional reports, studies, letters, documentary evidence, and the names and addresses of expert witnesses, if any, who may be called or submitted in any future public hearing.	If applicable		
13.	Utilities Demand Form <i>Required for:</i> Site Plans			
14.	*Building Elevation Plans <i>Required for:</i> Site Plans			
15.	Major Encroachment (includes all forms, below items and signed & sealed plans) Sign-off letters from City & County utilities, FPL, gas, cable & phone Narrative containing written justification & addressing Section VII-1201 of the Zoning Code <i>Required for:</i> Major Encroachment Agreements only (A meeting with Staff prior to submittal is encouraged)			
16.	*Landscape Plans – <u>signed and sealed original by a Florida licensed landscape architect</u> <i>Required for:</i> Site Plans All trees to be removed or relocated must be reflected on the plans with the required mitigation in accordance with Section VI-Division 3.1, Zoning Code, Irrigation Plans must be included at time of building permit application.			
17.	*Site Civil Engineering Plans - <u>signed and sealed by a civil engineer.</u> <i>Required for:</i> Site Plans			
18.	*Solid Waste Plans <i>Required for:</i> Site Plans			
19.	Site Plans - <u>signed and sealed by appropriate design professional except:</u> • Site Plans accompanying a Conditional Use Application do NOT have to be signed and sealed if for an existing building with NO site improvements <i>Required for:</i> Site Plans and Conditional Uses			
20.	Sign Plan <i>Required for:</i> Site Plans			

SUBMISSION REQUIREMENTS FOR DEVELOPMENT APPLICATIONS		REQUIRED	YES	N/A
21.	Topographical and Property Boundary Surveys (Surveys must have been completed within 6 months of filing) <i>Required for:</i> Site Plans – signed and sealed by a licensed surveyor Site Plans accompanying a Conditional Use Application – signed and sealed by a licensed surveyor R.O.W. Vacations – 8.5 x 11 size legal description and sketch of proposed vacated area – signed and sealed by a licensed surveyor Rezoning – 8.5 x 11 size legal description and sketch of proposed rezone property - signed and sealed by a licensed surveyor Conditional Uses (Major and Minor) - 8.5 x 11 size legal description and sketch - signed and sealed by a licensed surveyor Governmental "G" Zone Waivers - 8.5 x 11 size legal description and sketch - signed and sealed by a licensed surveyor			
22.	School Impact Analysis Determination <i>Required for:</i> Only for the following application types containing a residential component: preliminary or final subdivision approval, site plans, comprehensive plan amendments, or rezonings			
23.	CD/USB DRIVE CONTAINING AN ELECTRONIC COPY (PDF) OF ALL SURVEY AND SITE PLAN MATERIALS <i>Required for:</i> All application types requiring site plan or survey submission	YES		

*Not required for Site Plans accompanying a Conditional Use Application if for an existing building with NO site improvements.

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.

Please respond to the following:		YES	NO
1.	Applicant has included on the plans the following statement - "Applicant understands the exterior site lighting provision of Section VII-1402, Zoning Code, and will provide documentation the provision will be met at the time of building permit application."		
2.	Site Civil Engineering Plan to include stormwater area – A meeting with Staff prior to submittal is encouraged. Applicant has included on the plans the following statement - "Applicant will assure the plans will meet all engineering requirements and the standards of the Southwest Florida Water Management District (SWFMWD) at the time of building permit application."		
3.	For Landscape Plans, which are required for Site Plans, Applicant confirms that an on-site inspection by the City Arborist to discuss tree protection has been held prior to submission of this application.		

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.
- The required Plans noted in Checklist Items 14 through 21 above shall be stapled together and combined with any submittals noted in Checklist Items 1 through 13 to create complete development application sets, accompanied by copies of the General Information Form and the Minimum Submission Checklist.
- Applicants for the Affordable Housing Fee Deferral Program who are fee simple owners of the property must submit an extra copy of Form 3 and Form A, B, and F.

Contact Information for School Impact Analysis Determination

Micki Ryan
Planning Analyst
Long Range Planning Department
School Board of Sarasota County
7895 Fruitville Road
Sarasota, FL 34240
941-927-9000, ext. 32263