



CITY OF SARASOTA
DEVELOPMENT APPLICATIONS

Index of Forms

- **Form 1 - Tiered Flat Fees:** required for all General & Development applications.
- **Form A – General Information:** required for all General & Development applications.
- **Form B1 – Minimum Submission Checklist, General Applications:** required for all General applications.
- **Form B2 – Minimum Submission Checklist, Development Applications:** required for all Development applications.
- **Form C – Ownership Disclosure Form:** required of all Comprehensive Plan Amendment, Rezoning, and Rezone Ordinance Amendment applications.
- **Form D1 – Conditional Use Affidavit:** required for Conditional Use applications.
- **Form E – Applicant Disclosure/Proffer Form:** required if the Applicant is making a disclosure or proffer.
- **Form F – Affordable Housing Form:** required for all Development applications requiring approval of an Ordinance and all Development applications for which a waiver of the fees is being requested.
- **Form G – Power of Attorney:** required if a Power of Attorney is being assigned.
- **Form H – Affected Person Form:** available for people who wish to apply for status as an Affected Person regarding a quasi-judicial hearing.
- **Form I – Amendments to the Sarasota City Plan:** information and data required for Amendments to the Sarasota City Plan.
- **Form J – Public Input:** required for applications for Amendments to the Sarasota City Plan. May be used to receive Public Input for other application types.
- **Form K – Street Name Change Form/Petition:** required for requests for street name changes.
- **Form L – Pet-Free Area:** required for requests for street name changes.
- **Forms M & SWE – Revocable Sidewalk Café Permit:** required for all Sidewalk Café Permit applications.
- **Form N – School Impact Analysis Application:** required for final subdivision approval, site plans, comprehensive plan amendments, rezonings, or preliminary subdivision approval with a residential component.
- **Form O – Regional Activity Center/Urban Central Business District:** information and data required for all requests for approval of a Regional Activity Center or Urban Central Business District.
- **Form P – Tax Increment Financing (TIF) Funding Assistance Request:** required for TIF Funding Assistance applications.
- **Form Q – Utility Demand Form:** required for Site Plan applications.
- **Community Workshop Application Form:** required for Community Workshops.



CITY OF SARASOTA DEVELOPMENT APPLICATION Tiered Flat Fees

The following is a summary of fees applicable to General and Development Applications as adopted by Resolution No. 23R-3190

APPLICATION [PROJECT] NAME: _____

PROPERTY ADDRESS[ES]: _____

PARCEL ID NUMBER[S]: _____

PERMIT / DEVELOPMENT REVIEW TYPE	Fees	Escrow*	TOTALS
PRE-APPLICATION FEES:			
-Pre-Application Conference with the Development Review Committee [DRC] -Pre-Application Conference with Staff for TIF Funding Assistance <i>[Note: First Pre-Application Fee credited toward application fee upon submittal]</i>	\$306.81		
-Pre-Application Conference with Planning Director/Designee for Historic Reuse Permit	\$0.00		
APPLICATION FEES:			
Credit for Pre-Application Fee, if applicable	- \$306.81		
Zoning Code Confirmation Letter	\$306.81		
Zoning Code Interpretation Letter	\$675.20		
Adjustment to the Downtown Code – Director of Development Services – plus \$250 for each add'l adjustment	\$613.61		
Adjustment to the Downtown Code – Planning Board Review – plus \$250 for each add'l adjustment	\$1,841.96	\$1,000.00	
Annexation (includes Pre-Annexation Agreement)	\$0.00	\$1,500.00	
Boundary Adjustment/Lot Split Review	\$613.61		
Brownfield Designation	\$2,456.71	\$500.00	
Community Workshop	\$306.82		
Small Scale Comprehensive Plan Amendment – plus \$109 times the number ____ of acres	\$7,370.10	\$1,500.00	
Large Scale Comprehensive Plan Amendment (including Regional Activity Center or Urban Central Business District Designation) - plus \$109 time the number ____ of acres	\$7,817.99	\$1,500.00	
Development Agreement	\$8,398.01	\$1,500.00	
Encroachment Agreement for Minor Encroachments in the Public Right-of-Way (other than single family)	\$671.84	\$500.00	
Encroachment Agreement for Major Encroachments in the Public Right-of-Way	\$1,841.96	\$1,000.00	
Encroachment - 3rd and Subsequent Reviews	\$1,228.35		
"G" Zone Waiver	\$2,456.70	\$1,000.00	
Notice of Filing and Notice of Issuance (paid at time of submittal for Building Permit located within the Laurel Park Overlay District)	\$306.81		
Off-Site Parking Agreement/Shared Parking Agreement	\$1,228.35	\$500.00	
Proportionate Fair Share Agreement	\$4,913.40	\$1,500.00	
Revocable Sidewalk Café Permit Application and Renewal - plus \$5 per square foot of permit area	\$306.81		
Provisional Use Permit/Open Air Market	\$613.61		
Provisional Use Permit Extension	\$306.81		
Street Name Change Request - Plus cost of street name signs	\$1,910.27	\$1,000.00	
Right-of-Way or Street Vacation	\$4,199.02	\$1,500.00	
Easement Vacation	\$1,845.32	\$1,000.00	
Tax Increment Financing (TIF) Funding Assistance - Economic Development/Business Enhancement	\$2,317.85	\$2,930.00	
Tax Increment Financing (TIF) Funding Assistance – Public/Private Partnerships	\$2,317.85	\$8,280.00	
Traffic Concurrency Initial Review	\$613.61		
Traffic Concurrency Study	\$1,227.24		
Variance – Residential – plus \$150 per each additional variance	\$1,841.96	\$1,000.00	
Variance - Non-Residential – plus \$250 for each additional variance	\$2,456.71	\$1,000.00	
Variance - Extension of Time	\$306.81		
Variance – Limited Administrative Review for Historic Structures	\$306.82		
All Appeals Authorized by the Zoning Code to the Board of Adjustment, Planning Board, or City Commission including, but not limited to, Appeals regarding Site Plans; Administrative Orders/Interpretations; Minor Conditional Uses; Provisional Use Permits; or Adjustments	\$1,228.35	\$1,500.00	
<p>*The Escrow Amount is deposited with the Office of the City Auditor and Clerk at the time of application or appeal. In addition to the stated fees, the applicant/appellant is responsible for all costs associated with any legal advertising required. The applicant/appellant is also responsible for all costs associated with any application or appeal submitted pursuant to the Zoning Code billed by the City Attorney's Office and any fees billed by outside consultants, such as a traffic consultant, required. Advertising and legal costs are charged against the Escrow Amount. Charges for advertising and legal costs beyond the Escrow Amount will require the payment of an additional Escrow Amount. Any balance remaining in the Escrow Account will be refunded once the application is completed. Any errors in calculation must be resolved prior to receiving sign-off by the Development Review Committee.</p> <p>Note: There is no charge for an application for a Comprehensive Plan Amendment or a Rezoning if part of an annexation.</p>			

PERMIT / DEVELOPMENT REVIEW TYPE		Fees	Escrow*	TOTALS
SITE PLANS AND MAJOR AMENDMENTS*				
Site Plan (including all Administrative Site Plans)				
Base Cost	\$6,141.75			
Plus \$43.00 times the number _____ of dwelling units				
Plus \$ 0.11 times the number _____ of sq. ft. for non-residential				
Plus \$ 0.05 times the number _____ of sq. ft. for parking garages				
TOTAL			\$1,000.00	
Site Plan Additional Review Fees:				
3 rd Review		\$1,228.35		
4 th Review		\$1,841.96		
5 th Review		\$2,456.71		
6 th and Subsequent Reviews		\$3,070.32		
Site Plan - Extension of Time		\$613.63		
Request to Consider Revision (Amendment) of Previously Approved Application		\$613.63		
SUBDIVISIONS				
Subdivision Preliminary Plat		Variable		
Base Cost	\$2,456.69			
Plus \$109 times the number _____ of dwelling units				
TOTAL				
Subdivision Final Plat		Variable		
Base Cost	\$3,685.05			
Plus \$109 times the number _____ of dwelling units				
TOTAL			\$1,000.00	
APPLICATIONS AND AMENDMENTS AUTHORIZED BY THE ZONING CODE				
Major and Minor Conditional Use including Amendments (Site Plan required)		\$1,119.74	\$1,000.00	
Amendments to the Development of Regional Impact		\$3,685.05	\$1,000.00	
Rezoning Without Site Plan*		Variable		
Base Cost	\$7,370.09		\$1,000.00	
Plus \$109 times the number _____ of quarter acres or fraction				
Rezoning with Site Plan*		Variable		
Base Cost	\$4,913.40		\$1,000.00	
Plus \$109 times the number _____ of quarter acres or fraction				
Rezone Ordinance Amendment		\$3,685.05	\$1,000.00	
HISTORIC PRESERVATION				
Demolition Reviews FMSF – Section IV-823 (a)		\$306.81		
Demolition Reviews FMSF – Section IV-823 (b)		\$839.80		
Certificates of Appropriateness - Demolition Reviews Locally Designated – Section IV-804 (b)		\$1,119.73	\$1,500.00	
Appeals Filing Fees		\$1,228.35	\$2,500.00	
Historic Designation [Note: No fee is charged as long as Demolition funds are available.]		\$0.00		
Certificates of Appropriateness		\$0.00		
Certificate of Appropriateness Appeal		\$1,228.35	\$1,500.00	
Historic Reuse Permit		\$1,119.73		
GRAND TOTAL:				



CITY OF SARASOTA
DEVELOPMENT APPLICATION

GENERAL INFORMATION

[PLEASE PRINT OR TYPE]

APPLICATION [PROJECT] NAME: _____

PROPERTY ADDRESS[ES]: _____

PARCEL ID NUMBER[S]: _____

	EXISTING		PROPOSED
Zone District			
Total Acres / Sq. Ft.			
Estimated Construction Value [Excluding land costs]			
THE FOLLOWING MUST BE COMPLETED FOR TRAFFIC CONCURRENCY ANALYSIS AS APPLICABLE:			
Use			
No. of Employees			
No. of Seats			
Hours of Operation			
Build-Out Date			
THE FOLLOWING MUST BE COMPLETED FOR AMENDMENTS TO THE COMPREHENSIVE PLAN:			
Future Land Use Classification			
Attach a legal description of the property and a map outlining/showing the parcel.			
THE FOLLOWING MUST BE COMPLETED BY THE OFFICE OF THE CITY AUDITOR AND CLERK FOR ANNEXATIONS:			
The property is within the Urban Service Boundary:	Signed: _____		Print: _____

ATTACH A PROJECT DESCRIPTION including total bldg. sq. ft. and, where applicable, total retail and office sq. ft., number of residential units, and proposed parking.

APPLICATION TYPE [CHECK ALL APPLICABLE]:

- | | | |
|--|--|--|
| <input type="checkbox"/> Adjustment to Downtown Code
<input type="checkbox"/> Staff <input type="checkbox"/> Planning Board | <input type="checkbox"/> Major Conditional Use/Amendment * | <input type="checkbox"/> Site Plan/ Major Site Plan Amendment (Major) |
| <input type="checkbox"/> Administrative Site Plan
<input type="checkbox"/> Laurel Park Overlay District (LPOD) | <input type="checkbox"/> Minor Conditional Use/Amendment * | <input type="checkbox"/> Site Plan Extension |
| <input type="checkbox"/> Amendment to the EDCM/City Code | <input type="checkbox"/> Miscellaneous | <input type="checkbox"/> Street Name Change |
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Off-Site Parking Agreement | <input type="checkbox"/> TIF Funding Request: <input type="checkbox"/> Downtown <input type="checkbox"/> Newtown |
| <input type="checkbox"/> Appeal: <input type="checkbox"/> BOA <input type="checkbox"/> PB <input type="checkbox"/> CC | <input type="checkbox"/> Pre-Application Conference with
Development Review Committee | <input type="checkbox"/> Econ.Dev/Bus.Enhance <input type="checkbox"/> Public/Private |
| <input type="checkbox"/> Boundary Adjustment/Lot Split Review | <input type="checkbox"/> Preliminary Plat/Subdivision | <input type="checkbox"/> Traffic Concurrence - Initial Review |
| <input type="checkbox"/> Brownfield Designation | <input type="checkbox"/> Proportionate Fair Share Agreement | <input type="checkbox"/> Traffic Concurrence Study |
| <input type="checkbox"/> Comprehensive Plan Amendment – Small* | <input type="checkbox"/> Provisional Use Permit/Market | <input type="checkbox"/> Vacation*: <input type="checkbox"/> Street <input type="checkbox"/> R-O-W <input type="checkbox"/> Easement |
| <input type="checkbox"/> Comprehensive Plan Amendment – Large* | <input type="checkbox"/> Provisional Use Permit Extension | <input type="checkbox"/> Variance – Limited Admin (Non-historic) |
| <input type="checkbox"/> <input type="checkbox"/> Regional Activity Center (Expedited) | <input type="checkbox"/> Revision (Amendment) of a
previously approved application | <input type="checkbox"/> Variance Extension |
| <input type="checkbox"/> <input type="checkbox"/> Urban Central Business District (Expedited) | <input type="checkbox"/> Rezone without Site Plan* | <input type="checkbox"/> Variance - Historic Structures |
| <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Rezone with Site Plan* | <input type="checkbox"/> <input type="checkbox"/> Limited Admin <input type="checkbox"/> HPB |
| <input type="checkbox"/> Development of Regional Impact [DRI] | <input type="checkbox"/> Rezone Ordinance Amendment * | <input type="checkbox"/> Zoning Code Interpretation Letter: |
| <input type="checkbox"/> Final Plat/Subdivision | <input type="checkbox"/> R-O-W Encroachment Agreement- Major | <input type="checkbox"/> <input type="checkbox"/> Downtown <input type="checkbox"/> Outside DT |
| <input type="checkbox"/> "G" Zone Waiver * | <input type="checkbox"/> Shared Parking Agreement | <input type="checkbox"/> Zoning Code Confirmation Letter: |
| <input type="checkbox"/> Historic Reuse Permit | | <input type="checkbox"/> <input type="checkbox"/> Downtown <input type="checkbox"/> Outside DT |
| | | <input type="checkbox"/> Zoning Text Amendment [City Only] |

☐ Check if applying for the Affordable Housing Fee Deferral Program and you are fee simple owner of the property

* Community Workshop Required

FOR USE BY THE OFFICE OF THE CITY AUDITOR AND CLERK

RECEIVED BY: _____ **APPLICATION NUMBER:** _____
DATE: _____ **AMOUNT PAID:** _____



CITY OF SARASOTA
DEVELOPMENT APPLICATION

GENERAL INFORMATION

[Please Print or Type]

I. PROPERTY OWNER, LESSEE, OR CONTRACT PURCHASER [Circle One]:

Name/Title:	Telephone No:
Company Name:	Facsimile No:
Company Address:	E-Mail Address:
City/State/Zip Code:	

II. AGENT OF RECORD [IF ANY]: The following individual is designated as the Agent of Record for the property owner, lessee, or contract purchaser and should receive all correspondence related to the application review and billing. [Billing information will also be sent to the above-named individual.]

Name/Title:	Telephone No:
Company Name:	Facsimile No:
Company Address:	E-Mail Address:
City/State/Zip Code:	

III. THE UNDERSIGNED, AS THE PROPERTY OWNER, LESSEE, CONTRACT PURCHASER, OR AGENT [Circle One], acknowledges responsibility for all City expenses associated with the referenced application(s) **including time spent by City Staff and Attorneys** through the date of issuance of a Final Certificate of Occupancy. [If same as #I above, note "Same". Not required for Pre-Application Conference with DRC.]

Name/Title:	Telephone No:
Company Name:	Facsimile No:
Company Address:	E-Mail Address:
City/State/Zip Code:	

I hereby certify that all information contained herein is true and correct.

IV. Signed this _____ day of _____, _____

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

WITNESSES TO EXECUTION ON BEHALF OF APPLICANT

Witness

Witness

Print Name

Print Name

Submit To: The Office of the City Auditor and Clerk
1565 First Street, Room 110 – Sarasota, Florida 34236
Office Number: 941-263-6222 – Fax Number: 941-263-6466
www.sarasotafl.gov



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"> The grant of the limited administrative variance will be consistent with the general intent and purpose of these regulations. 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.



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



CITY OF SARASOTA
DEVELOPMENT APPLICATION

OWNERSHIP DISCLOSURE FORM

THIS FORM MUST BE COMPLETED FOR ALL COMPREHENSIVE PLAN AMENDMENT, REZONING, AND REZONE ORDINANCE AMENDMENT APPLICATIONS.

Please provide the information as requested below in accordance with Ordinance No. 92-3556:

1. List all natural persons who have an ownership interest in the property, which is the subject matter of this petition, by name, address, and ownership percentage.

Name: _____
Address: _____
Phone #: _____
Ownership Percentage: _____

Name: _____
Address: _____
Phone #: _____
Ownership Percentage: _____

Name: _____
Address: _____
Phone #: _____
Ownership Percentage: _____

Name: _____
Address: _____
Phone #: _____
Ownership Percentage: _____

(Use additional sheets for more space.)

2. For each corporate owner, list the name, address, and title of each officer of the corporation, the name and address of each director of the corporation, and the name and address of each shareholder who owns 5% or more of the stock of the corporation. Shareholders need not be disclosed as to corporations whose shares of stock are traded publicly on any national or regional stock exchange.

Name of Corporation: _____
Officers: _____
Address: _____
Directors: _____
Address: _____
Shareholders: _____
Address: _____

Name of Corporation: _____
Officers: _____
Address: _____
Directors: _____
Address: _____
Shareholders: _____
Address: _____

(Use additional sheets for more space.)

3. In the case of a trust, list the name and address of each trustee and the name and address of the beneficiaries of the trust including the percentage of interest of each beneficiary.

Name of Trust: _____
Trustees: _____
Address: _____

Beneficiaries: _____
Address: _____
Percentage of Interest: _____

(Use additional sheets for more space.)



CITY OF SARASOTA
DEVELOPMENT APPLICATION

4. For partnerships, including limited partnerships, list the name and address of each principal in the partnership, including general or limited partners and their percentage of ownership interest in the partnership.

Name of Partnership: _____	Name of Partnership: _____
Principal: _____	Principal: _____
Address: _____	Address: _____
Percentage of Ownership: _____	Percentage of Ownership: _____

(Use additional sheets for more space.)

5. In the circumstances of a contract for purchase, list the name of each contract vendee, with the names and addresses and percentages of interest, the same as required for corporations, trust, or partnerships. In addition, the date of the contract for purchase shall be specified along with any contingency clause relating to the outcome of the consideration of this petition.

Contract Vendee:	Contract Vendee:
Name: _____	Name: _____
Address: _____	Address: _____
Percentage of Interest: _____	Percentage of Interest: _____

(Use additional sheets for more space.)

6. As to any type of owner referred to above, a change of ownership or percentage of interest between owners occurring subsequent to this application, shall be disclosed in writing to the City Auditor and Clerk prior to the date of the public hearing on the petition by the Planning Board or final Public Hearing by the City Commission.

Date

Owner, Agent, Petitioner Signature

For Use by the Office of the City Auditor and Clerk

Date: _____

Application Number: _____



CITY OF SARASOTA
DEVELOPMENT APPLICATION

Affidavit – Conditional Use

BEFORE ME, this ____ day of _____, _____, the undersigned Notary Public, personally appeared _____ (Affiant), who being first duly sworn as required by law deposes and says:

1. Affiant has filed an application for conditional use with the City of Sarasota designated Conditional Use Application No. _____ (insert application number) pertaining to the real property described in Exhibit A, a copy of which is attached hereto and made a part hereof by reference. This Affidavit is being provided in accordance with the application requirements for conditional uses set forth in Section IV-910(b)(3), Zoning Code (2002 Ed.).
2. To be completed only if the applicant for the conditional use is a corporation:

The Affiant is a _____ (insert title of officer) of _____ (insert name of corporation) and is duly authorized by the above-named corporation to execute this Affidavit.
3. Affiant certifies that he/she is familiar with Section IV-910, Zoning Code (2002 Ed.) regarding the revocability of conditional uses and has had a copy of Section IV-910, Zoning Code (2002 Ed.) provided to him/her, and fully understands its content.
4. Affiant acknowledges that if Conditional Use Application No. _____ (insert application number) is finally approved by the City of Sarasota, that the conditional use approval may be revoked by the City of Sarasota at any time if the construction of the conditional use has not been completed in accordance with the conditions of the approval, or if the use is not conducted consistent with any condition of approval and that such grounds for revocation may include, but are not limited to the following:
 - a. A change in intensity (character) of the conditional use beyond the intensity that was initially intended at the time of approval which affects the public health, safety and welfare since approval of the conditional use; or
 - b. Any violations of the Zoning Code (2002 Ed.), including any conditions attached to the conditional use, by the owner/operator of the use.
5. Affiant acknowledges that such revocation of the conditional use may occur regardless of the amount of the investment Affiant has committed to the conditional use.
6. Affiant agrees to provide written notification to any future purchasers of the real property described herein or anyone having any legal interest in the subject conditional use of the revocation provisions of Section IV-910, Zoning Code (2002 Ed.).
7. Affiant acknowledges that future (subsequent) purchasers, owners, or operators of the conditional use described herein shall be required to submit to the Director of Neighborhood and Development Services through the Office of the City Auditor and Clerk the Affidavit required pursuant to Section IV-910, Zoning Code (2002 Ed.) and shall so notify such future purchasers, owners, or operators.
8. This Affidavit is made and given by the undersigned with full knowledge of the applicable Florida Laws regarding sworn affidavits and the penalties and liabilities resulting from false statements and representations herein.



CITY OF SARASOTA
DEVELOPMENT APPLICATION

IN WITNESS WHEREOF, Affiant has caused this instrument to be executed on the day and year first above written.

Witness

Print Name: _____

Affiant (Signature)

Print Name: _____

Witness

Print Name: _____

The foregoing Affidavit was acknowledged before me this _____ day of _____, _____,
by _____ who is personally known to me or has produced
_____ as identification.

Notary Public
State of Florida at Large

My Commission expires: _____

**A COMPLETE AFFIDAVIT MUST ACCOMPANY ALL APPLICATIONS FOR
MAJOR OR MINOR CONDITIONAL USES.**

Instructions:

1. Insert Conditional Use Application number in the blank spaces provided in Sections 1 and 4. This is assigned when application is submitted to the Office of the City Auditor and Clerk.
2. Please complete Section 2 only if the applicant is a corporation.
3. Please attach the legal description for the real property for which the conditional use is requested as Exhibit A to the affidavit. (See Section 1)
4. Please have two (2) witnesses sign the affidavit and print their name below their signature.
5. Please have the affidavit notarized in the blank provided on page 2.
6. Please refer to the Definitions section of the General Information booklet and provide a narrative stating how the applicable conditional use criteria of the Zoning Code (2002 Ed.) will be met.

All of the above must be completed to qualify as a complete affidavit.



CITY OF SARASOTA
DEVELOPMENT APPLICATION
Applicant's Disclosures

[Due At The Time The Application Is Filed]

A. The names and addresses of witnesses I intend to call at the hearing, during the presentation of my evidence or in rebuttal are:

1. _____

2. _____

[If insufficient space, please attach a list]

B. The names and addresses of expert witnesses I intend to use, if any, and their qualifications are:

1. _____

2. _____

[If insufficient space, please attach a list]

C. The following is a summary of the facts to be presented:

[If insufficient space, please attach a list]

NOTE: Copies of all reports, studies, letters, documentary evidence and summaries of evidence you intend to use are required to be filed no later than ten (10) days prior to the date of the public hearing.

[Applicant Signature]

[Date]

[Print Name]

[Application No.]

Proffer Statement

The undersigned applicant(s) for approval of application(s) _____ hereby proffer the following special condition(s) to be imposed by the City of Sarasota, Florida, upon the property located at _____

1) _____

2) _____

3) _____

[Use additional sheets if more space required.]

IN WITNESS WHEREOF, the undersigned have executed this Proffer Statement on the date certified below.

Signed, sealed and delivered in the presence of:

FIRST WITNESS

[Signature]

[Type or Print Name]

APPLICANT OR DESIGNATED REPRESENTATIVE

[Signature]

[Type or Print Name]

SECOND WITNESS

[SIGNATURE]

[Type or Print Name]

STATE OF FLORIDA
SARASOTA COUNTY

The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____ who is () personally known to me; or (has produced) _____ as identification.

Notary Public _____ County, Florida

My Commission Expires _____



CITY OF SARASOTA
DEVELOPMENT APPLICATION

Administrative Regulation No. 039.A005.1298
Impact of Ordinances on Affordable Housing

1. Does the proposed project increase the cost to construct or rehabilitate housing?

Yes ☐

No ☐

If yes, complete the following:

2. Describe the increased cost of the proposed project on the affordability of housing. If this impact can be quantified, include this amount in the narrative below.

The average additional cost per house for New Construction is: \$ _____

The average additional cost per house for Rehabilitation is: \$ _____

3. What alternatives, if any, have been considered or are available that could minimize any negative effect of the proposed project on the affordability of housing?

Prepared by: _____

Date: _____

Request for Expedited Processing Under
Section 420.9076(4)(a), Florida Statutes
Affordable Housing

The processing of approvals of development orders or permits, as defined in Section 163.3164(7) and (8), Florida Statutes, for affordable housing projects is expedited to a greater degree than other projects.

Applicants who are constructing affordable housing can have their applications expedited to a greater degree than all other projects. There are four ways that an applicant may receive expedited permitting of an application based upon construction of affordable housing:

- a. They may be receiving assistance through the City's Office of Housing and Community Development.
- b. They may be a builder and/or developer who is applying for Federal and/or State Affordable Housing Programs.
- c. They may be a Non-Profit Organization which is building affordable housing with a sales price that does not exceed the maximum sales price for the Housing Partnership Program.
- d. They may be an organization building affordable housing in an enterprise zone with a sales price that does not exceed the maximum sales price for the Housing Partnership Program.

I am requesting expedited permitting because my application qualifies under option _____ above.

Prepared by: _____

Date: _____



CITY OF SARASOTA
DEVELOPMENT APPLICATION

Special Power of Attorney Affidavit - Corporation

This _____ day of _____, _____, I, _____
as _____ [title of officer] of _____ [name of corporation], a
_____ [state of incorporation] corporation, on behalf of the corporation as the
owner/contract purchaser [circle one] of _____
_____ [describe zoning lot(s) by address and tax PIN number and
attach legal description] make, constitute, and appoint _____
of _____ [insert address], my true and lawful attorney-in-fact,
and in my name, place and stead giving unto said _____
full power and authority to do and perform all acts and make all representations necessary in connection
with the following Development Approval Application(s) filed with the City of Sarasota: _____
_____.

The right, powers and authority of said attorney-in-fact herein granted shall commence and be in full force
and effect on _____, _____, and shall remain in full force and effect thereafter until
actual notice, by certified mail, return receipt requested is received by the Office of the City Auditor and Clerk
for the City of Sarasota stating that the terms of this power have been revoked or modified.

[Name of Corporation]

By: _____
[Signature]

Print Name: _____

Title: _____

STATE OF FLORIDA
COUNTY OF SARASOTA

The foregoing Special Power of Attorney Affidavit was acknowledged before me this _____ day of
_____, _____, by _____ [title of officer] of _____
[name of corporation], on behalf of the corporation. He/she is personally known to me or has produced
_____ as identification.

Notary Public
State of Florida at Large

My commission expires: _____



CITY OF SARASOTA
DEVELOPMENT APPLICATION

Special Power of Attorney Affidavit - Not Corporation

This _____ day of _____, _____, I, _____
of _____ [insert address], the
owner/contract purchaser [circle one] of _____
_____ [describe zoning lot(s) by address and tax PIN number
and attach legal description] make, constitute, and appoint _____
of _____ [insert address], my true and lawful attorney-in-
fact, and in my name, place and stead giving unto said _____
_____ full power and authority to do and perform all acts and make
all representations necessary in connection with the following Development Approval Applications filed with
the City of Sarasota: _____

The right, powers and authority of said attorney-in-fact herein granted shall commence and be in full force
and effect on _____, _____, and shall remain in full force and effect thereafter until
actual notice, be certified mail, return receipt requested is received by the Office of the City Auditor and Clerk
for the City of Sarasota stating that the terms of this power have been revoked or modified.

Owner/Contract Purchaser [circle one]

Print Name: _____

STATE OF FLORIDA
COUNTY OF SARASOTA

The foregoing Special Power of Attorney Affidavit was acknowledged before me this _____ day of
_____, _____, by _____ who is personally known to me or has
produced _____ as identification.

Notary Public
State of Florida at Large

My commission expires: _____

**REQUEST FOR AFFECTED PERSON STATUS
TO BE FILED WITH CITY AUDITOR AND CLERK'S OFFICE
AT LEAST FIVE (5) COMPLETE WORKING DAYS PRIOR TO PUBLIC HEARING**

I, _____, request the status of "Affected Person" in the following quasi-judicial action:

Please write in either "Yes" or "No" in the blank before each statement below as appropriate:

- _____ 1. I am an owner, resident or other occupant of real property located within five hundred (500) feet of the real property which is the subject of the quasi-judicial action.
- _____ 2. I am the designated representative of an individual owner, resident or other occupant of real property located within five hundred (500) feet of the real property which is the subject of quasi-judicial action.
- _____ 3. I am the designated representative of a business entity, e.g. corporation, partnership, civic or religious organization, professional association, or trust, which owns real property located within five hundred (500) feet of the real property and which is the subject of the quasi-judicial action.
- _____ 4. I am the designated representative of a condominium or neighborhood association whose members consist of owners, residents or occupants of real property within five hundred (500) feet of the real property which is the subject of the quasi-judicial action.

NOTE: If you responded "Yes" to item 2, 3, or 4 above, you must have WRITTEN AUTHORIZATION signed by the person, entity, or association you represent. In the case of a condominium or neighborhood association, the authorization must be signed by an officer or member of the Board of Directors of the association.

If you responded "Yes" to any of the four statements above, PLEASE SKIP ITEM NO. 5.

- _____ 5. I will be adversely affected by the approval of the above referenced application because: (Your answer should explain how you will be adversely affected to a greater degree than other members of the community at large. You may attach a separate sheet if necessary.)

I understand that completion of this form does not substitute for speaking in person at the public hearing on the matter. I hereby certify that the above statements are true to the best of my knowledge and belief. **I understand that by seeking affected person status I am seeking to become a party to the quasi-judicial public hearing. Consequently, I or someone on my behalf must be present at the public hearing to present my case to the Historic Preservation Board, the Board of Adjustment, the Planning Board, and/or the City Commission.**

Print Name:	Telephone No:
Print Address:	Application No.:
EMAIL:	Project Name:

Signature: _____

Date: _____



INFORMATION REGARDING “AFFECTED PERSON” STATUS

1. Florida Law requires that public hearings on certain matters such as requests for site specific rezonings and site plan approvals must be conducted in accordance with “quasi-judicial” proceedings. In a quasi-judicial proceeding, the person or entity filing the request under consideration has the right to present evidence, to question witnesses and to speak in rebuttal.
2. At a quasi-judicial public hearing, members of the public have the same right to speak and be heard as they would in a non quasi-judicial hearing. **You are not required to file a Request for Affected Person Status to be allowed to speak at the public hearing.**
3. **However, if in addition to seeking to speak as a member of the public, you or an attorney or agent acting on your behalf would like to become a party to the quasi-judicial public hearing and have the same opportunity the applicant will have to present testimony from yourself as well as third parties such as expert witnesses, to cross examine witnesses who speak against your position, and to speak a second time in rebuttal, then you may wish to seek “affected person” status.**
4. **You may also wish to seek “affected person” status at the quasi-judicial hearing if there is a possibility that you would appeal the final decision on a quasi-judicial matter to a court of law. To preserve your status as an "affected person," you must be present at the public hearing concerning the matter in which you are seeking "affected person" status.**
5. In order to qualify as an “affected person” you must complete a Request for Affected Person Status form (see reverse). These forms are available at the Office of the City Auditor and Clerk at City Hall, Room 110, 1565 First Street, Sarasota, Florida. Telephone No. (941) 263-6451. **The form must be submitted at least five (5) complete working days prior to the quasi-judicial public hearing and may be submitted by mail, email, or fax number listed below.** Your status as an “affected person” will be determined at the public hearing. Even if you qualify as an “affected person,” you are also requested to complete the “Request to Speak” form available at the public hearing.
6. To speak as an interested citizen at the public hearing, you need only complete a Request to Speak form when you attend the hearing.
7. Written authorization from the owner, resident, occupant, or an officer or member of the board of directors of neighborhood association is required to qualify as a "designated representative." Section IV-202 (F)(3)(a), Zoning Code (2002 Ed.)

**Office of the City Auditor and Clerk
City Hall, Room 110
1565 1st Street, Sarasota, FL 34236
clerk@sarasotafl.gov
Fax No. (941) 263-6466
Telephone No. (941) 263-6222**



**CITY OF SARASOTA
DEVELOPMENT APPLICATION**

**Amendments to the Sarasota City Plan
Information and Data Requirements**

Please indicate:

Current Land Use Classification:
Proposed Land Use Classification:

Please answer all applicable questions and provide source(s) for all data.

1. What is the reason for the proposed amendment?
2. A proposed amendment involving text changes should include a copy of the currently adopted text with proposed additions underlined (e.g. City of Sarasota) and proposed deletions struck through (e.g. ~~City of Sarasota~~).
3. A proposed amendment involving map changes should state the currently adopted classification and the proposed change(s).
4. Analysis of the character of the parcel, using additional pages as necessary, from the *Sarasota City Plan* in order to determine its suitability for the proposed use(s) including:
 - a. FEMA flood zone designation(s) from Illustration EP-4 or its source document;
 - b. Natural Resources from Illustration EP-2, EP-3, and EP-5 or their source documents;
 - c. Historic Resources from the Historic Preservation Chapter;
 - d. Hurricane Storm Surge Category from Illustration EP-11 or its source document.
5. Hurricane evacuation information based on the proposed amendment, considering the number of persons requiring evacuation, availability of hurricane shelter spaces, and evacuation routes and times from the Sarasota County Emergency Management Center.
6. Whether the proposed amendment affects beach accessibility.
7. Whether the site contains habitat for species listed by Federal, State or Local Agencies as endangered, threatened or species of specific concern as identified by Illustration EP-6 of the *Sarasota City Plan*. If yes, identify the species and show the habitat location on map.
8. Whether the proposed amendment affects adjacent local governments. If yes, how?
9. How will the public interest be furthered if the amendment were to be approved?
10. Why is the current land use classification for the subject parcel no longer appropriate?
11. Are there any changes in the character of the area surrounding the subject parcel since the adoption of the *Sarasota City Plan* which would support the amendment?
12. What benefit would accrue to adjacent and nearby properties as a result of the proposed amendment? What detriments?
13. Do any alternatives exist to accommodate the applicant's needs which would not require changes to the comprehensive plan and why the applicant is not proceeding with these alternatives? If so, what?

14. If you will be seeking a concurrent review of a rezoning request or other type of development approval (e.g., rezoning, conditional use permit, site plan, etc.) please so indicate and provide the characteristics of the request.
15. If other City actions are associated with your proposal (e.g., lease modifications, annexation, etc.) please so indicate and provide the characteristics of the request.

Public Infrastructure/Service Analyses Map Amendments Only

The Florida Statutes require that the City analyze all proposed land use changes in order to determine if the City's adopted levels-of-service (LOS) will be maintained and that existing infrastructure capacities are adequate to support the impact of the development associated with the land use change. In order for staff to undertake this LOS analysis, the applicant can pursue one of two options described below.

Option 1: - Worst-Case Scenario. Under this option, the applicant notes at the pre-application conference that he/she has no specific development plans for which the level-of-service analysis can be based. In this case, City staff will create a "Level of Service Analysis Table" based upon the most intensive activity that could be constructed on the subject parcel as determined by the most intensive implementing zone district. This table will be prepared within two weeks after the pre-application conference and transmitted to the applicant, the City departments of Public Works and Engineering as well as the Sarasota County Area Transit Service staff. Staff from these agencies will then determine if adopted LOS values will be maintained or whether additional information is required before this determination can be made (e.g., a traffic study).¹

Option 2: - Proffered Rezone Petition. Under this option, the applicant provides at the pre-application conference specific proffers reflecting specific land uses, intensities/densities, heights, and other components of a "concept plan." Staff will then prepare the "Level of Service Analysis Table" based upon these proffers and transmit it to the applicant, the Department of Public Works and the Engineering Department. Staff from these two departments will then determine if adopted LOS values will be maintained or whether additional information is required before this determination can be made (e.g., a traffic study).² If there are companion development application(s) accompanying the proposed amendment or if a specific development plan for the future has been determined, describe the proposal(s) including building(s) square footage, use, etc.

Note: If Option 2 is chosen, a "proffered rezone" application must be filed concurrently with the Comprehensive Plan Amendment Application.

¹ The procedure for determining the impact of the proposed land use change under this option involves a comparison of the "most intense" development possible under the existing Future Land Use classification with the "most intense" development possible under the proposed Future Land Use classification. This comparison will determine the *net* impact that the proposed amendment will have on LOS related services (e.g., transportation, recreation, water, sewer, storm water, public transit, etc). These "most intense" scenarios are based upon the land use classifications implementing zone districts.

² The procedure for determining the impact of the proposed land use change under this option involves a comparison of the "most intense" development possible under the existing Future Land Use classification with the development reflected by the proposed "proffered" rezone. This comparison will determine the *net* impact that the proposed amendment will have on LOS related services (e.g., transportation, recreation, water, sewer, storm water, public transit, etc).



**CITY OF SARASOTA
DEVELOPMENT APPLICATION**

PUBLIC INPUT SHEET

DATE: _____ APPLICATION No. _____

NAME: _____

ADDRESS: _____ PHONE NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Please indicate subject area of comment below:

<input type="checkbox"/> Neighborhood	<input type="checkbox"/> Housing	<input type="checkbox"/> Environmental Protection and Coastal Islands
<input type="checkbox"/> Recreation / Open Space	<input type="checkbox"/> Utilities	<input type="checkbox"/> Transportation
<input type="checkbox"/> Future Land Use	<input type="checkbox"/> Governmental Coordination	<input type="checkbox"/> Public School Facilities
<input type="checkbox"/> Capital Improvements	<input type="checkbox"/> Historic Designation	

Whether you plan to speak or not, please indicate your concerns and/or comments below.

Comment: _____

Submission of this form is required for Applications for Amendments to the Sarasota City Plan.



CITY OF SARASOTA
DEVELOPMENT APPLICATION
REQUEST TO CHANGE AN EXISTING STREET NAME

We, the undersigned (see attached petition list), hereby request the City of Sarasota for the following Street Name Change:

Existing Street Name: _____

Address Block Range (Example: 001 through 1199): _____

Limits of Street: From: _____ **To:** _____

Proposed Street Name: _____

Reason for Street Name Change: _____

Application Submitted By:

Neighborhood Association:	Home Telephone No.:
Print Contact Name:	Work Telephone No.:
Print Contact Address:	Fax No.:
City/State/Zip Code:	Email Address:

Applicant Signature: _____

Date: _____



**CITY OF SARASOTA
DEVELOPMENT APPLICATION**

REQUEST TO ESTABLISH A PET-FREE AREA WITHIN A CITY PARK

We, the undersigned (see attached petition list), hereby request the City of Sarasota for the following Street Name Change:

Park Name: _____

Limits of Pet-Free Area: From: _____

To: _____

Proposed Street Name: _____

Reason for Pet-Free Area: _____

Attach a narrative addressing the following:

1. The effect of the pet-free areas on users of the park.
2. Whether the creation of the pet-free areas would enhance or diminish use of the park.
3. Whether these areas can be distinguished from other parts of the park by the posting of signs or whether landscaping, fencing, berms or other barriers are required to clearly distinguish the area.
4. A letter from the affected Neighborhood Association supporting the designation.

Application Submitted By:

Name:	Home Telephone No.:
Print Contact Name:	Work Telephone No.:
Print Contact Address:	Fax No.:
City/State/Zip Code:	Email Address:

Applicant Signature: _____

Date: _____



**CITY OF SARASOTA
DEVELOPMENT APPLICATION**

REQUEST TO ESTABLISH A PET-FREE AREA WITHIN A CITY PARK

We, the undersigned, hereby request the City of Sarasota establish a pet-free area in the following City Park:

Park Name: _____

		PLEASE PRINT CLEARLY	CHECK ONE THAT APPLIES		
A). NAME (Print) & B). SIGNATURE		ADDRESS	PROPERTY OWNER	BUSINESS OWNER	TENANT
A).					
B).					
A).					
B).					
A).					
B).					
A).					
B).					
A).					
B).					
A).					
B).					
A).					
B).					
A).					
B).					
A).					
B).					
A).					
B).					
A).					
B).					
A).					
B).					
A).					
B).					
A).					
B).					

Use additional sheets if necessary



CITY OF SARASOTA
DEVELOPMENT APPLICATION

General Information

[Please Print or Type]

APPLICATION [PROJECT] NAME: _____

PROPERTY ADDRESS[ES]: _____

PARCEL ID NUMBER[S]: _____

APPLICATION TYPE: ☐ New Permit
 ☐ Sidewalk Café (Renewals)
 ☐ REVISION (Amendment) to a previously approved Sidewalk Café Permit

MINIMUM SUBMISSION CHECKLIST

The following is to be completed for Sidewalk Café Permits

All items are to be submitted as Word, JPEG, or Adobe PDF documents.

SUBMISSION REQUIREMENTS FOR APPLICATIONS:	
1.	Sidewalk Café – <ul style="list-style-type: none">• Form M• Restaurant menu• 8 1/2" X 11" professional drawing showing outdoor seating including scale and directional.• Copy of the Florida Department of Business and Profession Regulation License (Food Permit) and Liquor License (if applicable)• Copy of the City of Sarasota Local Business Tax receipt.• Certificates of Insurance and Endorsement (or other equivalent documentation) evidencing that the "City of Sarasota" is an additional insured (see Form M).• If the owner wishes to add tables and chairs in front of adjacent restaurants, provide a signed agreement between business owner and any adjacent neighbors agreeing to allow sidewalk café tables and chairs to be placed in front of their respective properties.• Copy of Sarasota County Health Department Doggie Dining Permit (if applicable).

Tiered Flat Fees

The following is a summary of fees applicable to General and Development Applications as adopted by Resolution No. 23R-3190.

PERMIT / DEVELOPMENT REVIEW TYPE	Fees
Sidewalk Cafe Permit – base fee (\$306.81) plus \$5.00 per square foot	\$306.81 +
FINAL TOTAL	

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]** _____

FOR USE BY THE OFFICE OF THE CITY AUDITOR AND CLERK

RECEIVED BY: _____ **APPLICATION NUMBER:** _____

DATE: _____ **AMOUNT PAID:** _____



CITY OF SARASOTA
DEVELOPMENT APPLICATION

GENERAL INFORMATION

[Please Print or Type]

I. PROPERTY OWNER, LESSEE, OR CONTRACT PURCHASER [Circle One]:

Name/Title:	Cell Phone No:
Company Name:	Business No:
Company Address:	Facsimile No:
City/State/Zip Code:	E-Mail Address:

II. AGENT OF RECORD [IF ANY]: The following individual is designated as the Agent of Record for the property owner, lessee, or contract purchaser and should receive all correspondence related to the application review and billing. [Billing information will also be sent to the above-named individual.]

Name/Title:	Cell Phone No:
Company Name:	Business No:
Company Address:	Facsimile No:
City/State/Zip Code:	E-Mail Address:

III. THE UNDERSIGNED, AS THE PROPERTY OWNER, LESSEE, CONTRACT PURCHASER, OR AGENT [Circle One], acknowledges responsibility for all City expenses associated with the referenced application(s) **including time spent by City Staff and Attorneys** through the date of issuance of a Final Certificate of Occupancy. [If same as #I above, note "Same". Not required for Pre-Application Conference with DRC.]

Name/Title:	Cell Phone No:
Company Name:	Business No:
Company Address:	Facsimile No:
City/State/Zip Code:	E-Mail Address:

I hereby certify that all information contained herein is true and correct.

IV. Signed this _____ day of _____, _____

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

WITNESSES TO EXECUTION ON BEHALF OF APPLICANT

Witness

Witness

Print Name

Print Name

Submit To: The Office of the City Auditor And Clerk
1565 First Street, Room 110 – Sarasota, Florida 34236
Office Number: 941-263-6451 – Fax Number: 941-263-6222
Email: Sean.Wilkins@sarasotafl.gov
www.sarasotafl.gov



CITY OF SARASOTA
Sidewalk Café
Revocable Right-Of-Way Use Permit Application

FOR OFFICE USE ONLY:

APPLICATION NO: _____ PERMIT: FROM _____ TO _____

Please complete the following:

Check one: ☐ New Application ☐ Annual Renewal (due January 1 of each year) ☐ Addendum to Approved Permit

Total Area Occupied by the Sidewalk Café: _____

Square Feet

Will the Sidewalk Café Include the Following (How Many)? ☐ Heaters (___) ☐ Umbrellas (___)

This is an application only and submission does not authorize the operation of the sidewalk café. The application fees are not refundable.

Operations may begin only after the permit has been issued by the City of Sarasota. The permittee shall ensure the furnishings stay out of the identified walkway. Live entertainment, amplified music, or mechanically amplified sound of any nature is not allowed within the permit area. The permittee shall be solely responsible for maintaining the permit area in a clean and sanitary condition and shall immediately remove trash or debris resulting from the operation of the sidewalk café and collect and properly dispose of such debris as may be scattered from within the permit area by patrons or weather conditions. Failure to follow these requirements could result in termination of permit.

Please include the following in the Development Application:

A scale drawing of the requested permit area showing the layout and dimensions of the existing curb line or the lateral line of a street, identifying:

- a minimum of 5 feet wide walking space on sidewalk area;
- adjacent private property lines;
- The linear and area dimensions of the sidewalk café
- ground-floor entry of the support business;
- location of tables, chairs, umbrellas, heaters, doorways, handicapped ramps, pedestrian crosswalks, bus stops, taxi stands, alleyways, street lights, utility poles, trash receptacles, benches, and trees;
- size of tables, chairs, umbrellas, heaters, and any other sidewalk obstruction either existing or proposed within the vicinity;
- if in a Commercial, Tourist (CT) Zone, location of plants, electrical outlets, outdoor lighting and/or irrigation (if in the other zones, electrical outlets, outdoor lighting and/or irrigation are not permitted in the café areas).

A copy of the current City of Sarasota Local Business Tax receipt for the business.

A copy of the business' State of Florida Department of Business and Professional Regulation License (Food License) and Alcohol License (if applicable).

Proof of insurance issued by an insurance company licensed to do business in the State of Florida that:

- provides public liability and property damage insurance pertaining to the Permit Area in a minimum amount of \$1,000,000 per person and \$2,000,000 in the aggregate per occurrence, and property damage in a minimum amount of \$500,000;
- names the City of Sarasota as an additional insured;
- provides that the policy shall not terminate or be canceled prior to the expiration date without 30 days advance written notice to the City.

Beer, wine, or other alcoholic beverage **[Circle One]** (will) - (will not) be served or consumed at the sidewalk café.

- Provide COI with liquor liability (if applicable) in a minimum amount of \$1,000,000; and **2,000,000 in aggregate per occurrence**

Is the café entirely within the applicant's property frontage? **[Circle One]** (Yes) or (No).

- If not, include a document indicating support from owner and business to which café is adjacent, if different. Please note that if the café is not in front of restaurant, the café must be within 50 feet of restaurant entrance. Also, the distance from the last café table to the restaurant entrance must be reasonable for control and maintenance of area.

A copy of the restaurant menu.



CITY OF SARASOTA
Sidewalk Café
Revocable Right-Of-Way Use Permit Application

Business (Sidewalk Café) Name: _____

I, the undersigned, have received a copy of the Sidewalk Café Ordinance No. 22-5403, as found in City Code Chapter 30, Section 22, and the application information. I have reviewed this application and certify that all information is true and correct and agree to the Sidewalk Café Revocable Right-Of-Way Use Permit requirements.

As an express condition of the issuance of the Permit and as consideration thereof, I agree to indemnify, hold harmless, and defend the City of Sarasota, its officers, agents, and employees against any and all claims, suits, actions, damages, liabilities, expenditures or causes of action of any kind arising out of any incident occurring in the sidewalk café permit area. This indemnification shall apply regardless of whether any such incident is caused, or alleged to have been caused, due to permittee's sole negligence, the City of Sarasota's sole negligence, or any joint negligence on the part of the permittee, the City of Sarasota, or any other person or entity. Further, in the event the sidewalk café has chairs, tables, umbrellas, plants, outdoor lighting, or irrigation affixed to the sidewalk or ground, and the City requires access to infrastructure located beneath the permit area, I agree to indemnify and hold harmless the City against all claims, liability, loss, injury, death, or damage whatsoever on account of or arising out of the removal of the fixed improvements.

In consideration of the issuance of this Sidewalk Café Revocable Right-Of-Way Use Permit or renewal of Permit, I agree to adhere to all standards or requirements noted here and those of Ordinance No. 22-5403 as found in City Code Chapter 30, Section 22, establishing the regulations for sidewalk cafes and any conditions of approval. I acknowledge the need for a clear sidewalk area of at least 5 feet with no obstructions. **I agree to undertake the duty of regular inspection of the permit area and informing the City's Risk Manager immediately upon discovery of any dangerous or unsafe condition by calling Risk Management at (941) 263-6339.** I have informed my staff of the clear walkway and cleanliness requirements and understand the City may seek fines through Code Compliance or revoke the permit if a walking path of 5 feet is not maintained.

I agree to print and post a copy of the permit, which may be a reduced size, and sidewalk café seating layout visible for the public at all times during the café operation.

Signed this _____ day of _____, _____

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

APPROVALS:

The City Engineer certifies this application for a sidewalk café is in compliance with the design standards and performance standards of Chapter 30-22, City Code. The Sidewalk Café Revocable Right-Of-Way Use Permit is issued and expires December 31, 20____.

Date

Nikesh Patel, P.E. C.P.M., City Engineer

THE FOLLOWING APPROVALS ARE REQUIRED FOR NEW APPLICATIONS ONLY:

The Director of Development Services certifies that the zoning of the real property on which the support business is located is _____ which allows for a restaurant.

Date

Lucia Panica, Director

The Risk Manager, certifies that the proof of insurance, as attached hereto for the sidewalk café, meets the requirements of Section 30-22, City Code.

Date

John Powers, Risk Manager

The Finance Director certifies that there are no outstanding fines, fees, taxes, or other charges due and owed to the City by the owners of the real property on which the support business is located.

Date

Kelly Strickland, Finance Director



**SARASOTA COUNTY SCHOOLS
PLANNING DEPARTMENT
SCHOOL IMPACT ANALYSIS APPLICATION**

Instructions: Please complete the entire application and submit or mail, along with the appropriate fees, to the School Board of Sarasota County Planning Department at the address listed on page 2 of this application.
To email your application, please call 941-927-9000, extension 69052.

Select type of review being requested:

_____ **School Capacity Determination** - This preliminary capacity review shall apply to applications for comprehensive plan amendments, rezone petitions and preliminary site plans for proposed residential development. This non-binding review analyzes student generation relative to existing school capacities and capacities planned within the District's current Five-year Capital Facilities Work Plan.

_____ **School Concurrency Determination** - This process applies to all final subdivision plats and final site plans for residential development applying for school concurrency and is inclusive as part of the local government's development review process. A local government's final development order or the equivalent must be issued in order for school capacity to be reserved for the project.

1. Name of Applicant or Agent: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Owner Email: _____ Agent Email: _____

2. Name of Project: _____ Application Type: _____

3. Property Address: _____

4. Legal Description including Parcel I.D. number(s) (attach additional sheets if needed) and acreage:

5. Property Zoning: Existing _____ Proposed _____

6. Future Land Use: Existing _____ Proposed _____

7. Description of the project including the number and type of dwelling units such as single family or multifamily, including any age restricted units or affordable/workforce/attainable housing units and the project phasing schedule if applicable.

The School Board of Sarasota County, Florida complies with State Statutes on Veterans' Preference and Federal Statute on non-discrimination on the basis of race, color, sex, religion, national origin, age, handicap, disabilities, marital status or sexual orientation.

Ret: Master, PERM
Dupl., OSA

003-08-LRP-BUS
Eff. 05-12-2015

8. Provide the approximate dates of: start of construction, initial occupancy and build out for each phase of the project.

9. Provide the anticipated resident mix and proposed price range of the units.

10. Provide a location map of the project that identifies the streets adjacent to and surrounding the site.

11. Provide a copy of the proposed site plan layout of the project showing phase lines (if applicable).

Signature of Applicant

Phone Number

Date

Please submit the completed application signed with all required materials and the appropriate fees per the adopted fee schedule to:

School Board of Sarasota County
Planning Department
7889 Fruitville Road
Sarasota, Florida 34240

FOR STAFF USE ONLY		
Reviewing Government:		
Case Planner:		
Agency Submittal Number:		
Governmental Agency Approval Date:		
Number of Units Approved for Concurrency Reservation:		
Number of Students: ES	MS	HS

The School Board of Sarasota County, Florida complies with State Statutes on Veterans' Preference and Federal Statute on non-discrimination on the basis of race, color, sex, religion, national origin, age, handicap, disabilities, marital status or sexual orientation.

Ret: Master, PERM
Dupl., OSA

003-08-LRP-BUS
Eff. 05-12-2015



CITY OF SARASOTA
DEVELOPMENT APPLICATION

**Designation of a Regional Activity Center or
Urban Central Business District**

1. Please indicate whether you are seeking the expedited process or wish the application to be submitted as part of the annual process for amending the City's Comprehensive Plan. Please see the General Information Packet for additional information concerning the two processes.
2. Please list the following:
 - a. The Future Land Use Map Classification(s) within the proposed boundary.
 - b. The Zoning District(s) within the proposed boundary.
 - c. The proposed land uses within the boundary
3. Please explain the reason(s) for seeking designation of a Regional Activity Center or Urban Central Business District.

For a Regional Activity Center Application

Please submit data and analyses to demonstrate a finding that the proposed area for the Regional Activity Center meets the following criteria:

- a. is consistent with the Sarasota City Plan and Future Land Use Map densities and intensities.
- b. is a compact, high intensity, high density multi-use area designated as appropriate for intensive growth by the City of Sarasota and may include: retail; office; cultural, recreational and entertainment facilities; hotels and motels; or appropriate industrial activities.
- c. shall routinely provide service to, or be regularly used by, a significant number of citizens of more than one county.
- d. contains adequate existing public facilities as defined in Chapter 9J-5, Florida Administrative Code, or committed public facilities as identified in the Capital Improvements Chapter, Sarasota City Plan.
- e. is proximate and accessible to interstate or major arterial roadways.

For an Urban Central Business District Application

Please submit data and analyses to demonstrate a finding that the proposed area for the Urban Central Business District meets the following criteria:

- a. is consistent with the Sarasota City Plan and Future Land Use Map densities and intensities.
- b. is the single urban core area of a municipality with a population of 25,000 or greater, located within an urbanized area as identified by the 1990 Census (1990 U.S. Department of Commerce, Bureau of Census publication, Census of Population and Housing Unit Counts (1990 CPH-2) maps, Report No. 11 for the State of Florida).
- c. contains mass transit service as defined in Chapter 9J-5, Florida Administrative Code.
- d. shall contain high intensity, high density multi-use development which may include any of the following: retail; office, including professional and governmental offices; cultural, recreational, and entertainment facilities; high density residential; hotels and motels; or appropriate industrial activities.
- e. contains adequate existing public facilities as defined in Chapter 9J-5, Florida Administrative Code, or committed public facilities as identified in the Capital Improvements Chapter, Sarasota City Plan.

City of Sarasota Utilities Department

Utilities Demand Form

Name & Title: _____ Date: _____

Owner _____

Contractor _____

Contractor Information _____

Project Name _____

Project Address _____

Type and Number of Uses – Single Family Residential Units – Total Number of Each _____

Restaurant – Total Square Footage _____ Total Number of Seats each _____

Retail – Total Square Footage _____ Total Number of Units _____

Value Used to Calculate Average Day Potable Water Demand for each use:
(i.e. – 200 gpd/single family residential, etc. gpd/sf retail, etc.)

Total Average Day Potable Water Demand for the Proposed Development: _____ gpd

Total Peak Hour Potable Water Demand for the Proposed Development:

Value Used to Calculate Average Day Wastewater Flow for each use:
(i.e. – 200 gpd/single family residential, etc. gpd/sf retail, etc.)

Total Average Day Wastewater Flow for the Proposed Development _____ gpd

Total Peak Hour Wastewater Flow for the Proposed Development _____ gpm

Fire Flow Classification for the Proposed Development _____

Total Fire Flow Required for the Proposed Development: Number hour Duration _____ gpm

Is there a Fire Sprinkler System? (y/n) If yes, provide flow requirements of the sprinkler system below

Estimated sprinkler demand (excluding hose stream) _____ gpm

Hose stream allowance at location (X one) _____ Standpipe OR _____ Hydrant _____ gpm

Provide drawings showing location of connection into City water system

Total Average Day Reclaimed (or Irrigation) Water Demand for the Proposed Project _____

Total Peak Hour Reclaimed (or Irrigation) Water Demand for the Proposed Development _____ gpm



Community Workshop Application

This form is to be completed and submitted to the City Auditor and Clerk's Office for any of the following:

- Amendments to the Future Land Use Map Illustration LU-6 of the Sarasota City Plan
 - Rezone (with or without site plans)
 - Major and minor conditional uses
 - Street and right-of-way vacations
 - Amendments to the text of the Sarasota City Plan that affect a specific and limited area of the City
 - Government (G) zone waivers
 - Day care facility with more than ten children in the DTN, HAOD, OCD, OND, ORD, and RMF zone districts
 - Utilization of North Trail Overlay District (NTOD) standards
 - Utilization of Golden Gate alternative standards
 - Building permit or administrative site plan which meets or exceeds the thresholds of Zoning Code IV-501(c) located on a parcel of land that is located entirely or partially within the Laurel Park Overlay District (LPOD) in accordance with the procedures located within Zoning Code VI-911
- An additional community workshop is required if:*
- Any increase to the height, density, or intensity of a development application occurs following the community workshop
 - An amendment to the items listed is requested that requires action by the Planning Board or City Commission
 - A development application is not filed within 12 months following the previous community workshop

Project Name: _____ Parcel ID Number(s): _____

Property Address(es): _____

	Existing	Proposed
Zone District		
Total Acres/Square Feet		
Future Land Use Classification		

The following must be submitted with a Community Workshop application:

- ☐ Narrative including why the applicant is holding the community workshop, proposed height, density, intensity, parking, vehicular access, landscaping, and/or any other applicable information related to the project
- ☐ Proposed site plan or concept plan, if applicable
- ☐ Other materials may include a sketch or concept plan, architectural renderings, special studies, etc.
- ☐ Community Workshop Application fee of \$306.82 payable to the City of Sarasota
- ☐ Draft notice and aerial map depicting the subject area for the Community Workshop to be approved by City staff.

Once the completed application has been submitted to the Office of the City Auditor and Clerk, a city staff member will contact the applicant based on the information provided. **Please allow up to seven business days for processing. The community workshop must be held prior to filing a development application.**

Applicants are required to:

1. Obtain a mailing list and subject parcel sign(s) from the City Auditor and Clerk. Mailing list must be requested at least five business days prior to mailing.
2. Mail notices including a date, time, location, and project narrative to property owners within 500 feet of the subject parcel(s) and adjacent neighborhood associations on record with the City. Notices must be postmarked at least 14 days prior to the workshop date.
4. Post sign(s) on each street frontage of the subject property at least 10 days prior to the workshop date and provide photo documentation via email to: CommunityWorkshops@sarasotaFL.gov
5. Create a workshop sign-in sheet for attendees.
6. Provide summary minutes, a copy of the sign-in sheet, and any available visuals used during the workshop within 30 business days via email to: CommunityWorkshops@sarasotaFL.gov

Property Owner, Lessee, Contract Purchaser, Agent (Circle One)

Name/Title: _____ Company Name: _____

Contact No.: _____ Company Address: _____

E-Mail: _____ City/State/Zip: _____

The undersigned, as the Property Owner, Lessee, Contract Purchaser, or Agent (Circle One), hereby certify that all information contained herein is true and correct.

Signature: _____ Date: _____

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

Witness: _____ Witness: _____

Print Name: _____ Print Name: _____