



APPLICATION FOR SITE DEVELOPMENT PLAN APPROVAL

NOTE: This application is for land uses requiring the submission and approval of a Site Development Plan prior to application for a Development Permit. Review of an application for approval of a Site Development Plan is governed by Section 7.05 of the Zolfo Springs Land Development Code.

APPLICANT NAME: _____

PHONE: _____ EMAIL (optional) _____

ADDRESS: _____

OWNER OF PROPERTY: _____

NAME OF SITE PLAN : _____

LOCATION OF PROPERTY: _____

ATTACH LEGAL DESCRIPTION AND/OR PROVIDE APPRAISER I.D. #:

SIZE OF THE SITE: _____

ZOLFO SPRINGS FUTURE LAND USE CLASSIFICATION: _____

ZONING DISTRICT: _____

EXPLAIN THE NATURE OF THE PROPOSED DEVELOPMENT: What is the intended use of the property? any new construction, reconstruction or site modifications proposed?

ATTACH ONE THE FOLLOWING:

1. A general **Site Plan of the proposed development** drawn to scale. Include such items as the *existing* and *proposed*: dimensions of the property; location of structures; signage; vehicular access ways and circulation areas; off-street parking and loading areas; sidewalks, refuse and service areas; required yards and open spaces; landscaping and buffer areas; as well as, the measurements of *existing* and *proposed*: adjacent rights-of-way; setbacks; distances between buildings; and widths of access ways, driveways, and sidewalks; **OR**
2. Where no major improvements are proposed, attach a recent lot survey or site improvement map showing existing improvements such as building locations, paving, landscape, driveways, signs, fences or walls. Show lot and building measurements, property line setbacks.

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ADDITIONAL INFORMATION – Site 5 acres or less [NOTE: For new construction on sites larger than five acres, see information requirements on page three.]

1. Identify the use of land on all adjacent properties
2. Identify any vegetation or trees on the property, and any proposed
3. Floor area of existing buildings
4. Number of parking spaces, existing and proposed
5. Sign locations, existing and proposed
6. Location of stormwater retention areas on site, existing and proposed.
7. Location of any solid waste receptacles; i.e., dumpsters?

APPLICATION SUBMITTAL, REVIEW, AND APPROVAL PROCESS
(Summary of requirements from Section 7.04 of Land Development Code)

- Applicant shall submit at least three (3) copies of the site development plan, with a completed application form, all necessary attachments and the requisite application fee to the City Clerk to initiate processing of the plan. Additional plans shall be provided if necessary for review by other state, regional and county agencies, upon staff request.
- Where the proposed development site is five (5) acres in size or larger, the site development plan shall be prepared by an architect or engineering professional. The same requirement may be applied to sites of less than five acres where the plan proposes high-intensity uses or activities that may have a substantial impact on surrounding properties.
- The applicant may be required to provide additional information or revise the site development plans in response to staff review comments.
- After the application has been reviewed and all necessary information provided, the request will be placed on the agenda for the soonest available meeting of the Planning Board.
- The Planning Board will review and approve or disapprove any site development plan. The Planning Board will review and evaluate the site development plan with specific regard to the Comprehensive Plan, applicable City codes, and the advisory recommendations of City staff. The Planning Board shall approve, approve with conditions, or deny the site plan. The decision of the Planning Board is final, but may be appealed.
- Upon approval of the site development plan, the applicant may proceed to submit construction drawings, where applicable, to the appropriate City staff for permitting; and/or obtain the appropriate business license. Approved site development plans shall remain valid if a permit or occupational license is obtained within one year after final approval.

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Information required in application for substantial new construction and on sites exceeding five acres:

- (A) Site development plan name.
- (B) The property owner's name, address and telephone number; and the designated project applicant or representative if other than property owner. In addition, it shall reserve a blank space, three inches wide and five inches high for the use of the approving authority.
- (C) The engineer's name, address, telephone number and registration number.
- (D) North arrow, scale and date prepared.
- (E) A certified boundary survey of the tract prepared by a surveyor registered with the State of Florida showing the location and type of boundary evidence related to the State Plane Coordinate System, if available, and the accurate legal description of the property with a computation of the total acreage of the tract to the nearest tenth of an acre. Survey must have been done within one year prior to filing.
- (F) Zoning district assigned to the property that is the subject of the site plan and to the properties contiguous thereto.
- (G) Identification of watercourses, wetlands, and significant stands of mature trees and understory vegetation that may provide wildlife habitats or other environmentally unique areas.
- (H) Number of units proposed, if any, and resulting net density.
- (I) Floor area of non-residential uses.
- (J) Open space expressed in square feet and as a percentage of the overall site.
- (K) Number of parking lots and spaces required and proposed.
- (L) Location of all public and private streets, driveways and utility easements, within and adjacent to the site.
- (M) The footprint of all proposed buildings and structures on the site, including setbacks.
- (N) Required landscape and buffer yards.
- (O) Sign locations.
- (P) Phase lines, if the development is constructed in phases.
- (Q) Provisions for both on- and off-site stormwater drainage and detention related to the proposed development.
- (R) Existing topography with a maximum contour interval of one foot.
- (S) Proposed finished grading by contours supplemented where necessary by spot elevations and in particular at those locations along lot lines.
- (T) The delineation of all wetlands and flood-prone areas as delineated by the National Wetlands Inventory and the Flood Insurance Rate Maps published by the Federal Emergency Management Agency (FEMA).
- (U) Delineation of all environmentally sensitive areas as determined by any appropriate agency.
- (V) All existing and proposed utilities, including but not limited to:
 - a. Water and sanitary sewer pipe sizes, rim and invert elevations, direction of flow and top and bottom elevations and fire hydrant locations and flows.
 - b. Telephone, electric, gas and other utilities.
- (W) Location of major solid waste receptacles.

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APPLICANTS PLEASE NOTE:

Answer **ALL** questions completely and accurately. Please print or type responses. Where additional space is required, number and attach additional sheets.

Signatures of applicant

I, the undersigned owner or authorized representative, hereby submit this application and the attached comprehensive plan amendment documentation. The information and documents provided are complete and accurate to the best of my knowledge.

(Signature of Owner or Authorized Representative)

(Date)

(Please print Name and Title)
