



Planning Department
100 South Myrtle Avenue
Clearwater, Florida 33756
Telephone: 727-562-4567
Fax: 727-562-4865

CASE #: _____
 RECEIVED BY (staff initials): _____
 DATE RECEIVED: _____

- SUBMIT ORIGINAL SIGNED AND NOTARIZED APPLICATION
- SUBMIT 14 COPIES OF THE ORIGINAL APPLICATION - Plans and application are required to be collated, stapled, and folded into sets
- SUBMIT FIRE PRELIMINARY SITE PLAN: **\$200.00**
- SUBMIT APPLICATION FEE \$ _____

* NOTE: 15 TOTAL SETS OF INFORMATION REQUIRED (APPLICATIONS PLUS SITE PLAN SETS)

FLEXIBLE DEVELOPMENT APPLICATION

Residential Infill Project
 (Revised 07/11/2008)

~PLEASE TYPE OR PRINT~

A. APPLICANT, PROPERTY OWNER AND AGENT INFORMATION: (Code Section 4-202.A)

APPLICANT NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ **FAX NUMBER:** _____

CELL NUMBER: _____ **EMAIL:** _____

PROPERTY OWNER(S): _____

List ALL owners on the deed

AGENT NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ **FAX NUMBER:** _____

CELL NUMBER: _____ **EMAIL:** _____

B. PROPOSED DEVELOPMENT INFORMATION: (Code Section 4-202.A)

PROJECT NAME: _____ **PROJECT VALUATION:** \$ _____

STREET ADDRESS: _____

PARCEL NUMBER(S): _____

PARCEL SIZE (acres): _____ **PARCEL SIZE (square feet):** _____

LEGAL DESCRIPTION: _____

PROPOSED USE(S): _____

DESCRIPTION OF REQUEST: _____

Specifically identify the request
 (include number of units or square
 footage of non-residential use and all
 requested code deviations; e.g.
 reduction in required number of
 parking spaces, specific use, etc.)

DOES THIS APPLICATION INVOLVE THE TRANSFER OF DEVELOPMENT RIGHTS (TDR), A PREVIOUSLY APPROVED PLANNED UNIT DEVELOPMENT, OR A PREVIOUSLY APPROVED (CERTIFIED) SITE PLAN? **YES** ___ **NO** ___ (if yes, attach a copy of the applicable documents)

C. PROOF OF OWNERSHIP: (Code Section 4-202.A.5)

- SUBMIT A COPY OF THE TITLE INSURANCE POLICY, DEED TO THE PROPERTY OR SIGN AFFIDAVIT ATTESTING OWNERSHIP (see page 7)

D. WRITTEN SUBMITTAL REQUIREMENTS: (Code Section 3-913.A)

- Provide complete responses to the six (6) GENERAL APPLICABILITY CRITERIA – Explain **how** each criteria is achieved, in detail:

1. The proposed development of the land will be in harmony with the scale, bulk, coverage, density and character of adjacent properties in which it is located.

2. The proposed development will not hinder or discourage the appropriate development and use of adjacent land and buildings or significantly impair the value thereof.

3. The proposed development will not adversely affect the health or safety of persons residing or working in the neighborhood of the proposed use.

4. The proposed development is designed to minimize traffic congestion.

5. The proposed development is consistent with the community character of the immediate vicinity of the parcel proposed for development.

6. The design of the proposed development minimizes adverse effects, including visual, acoustic and olfactory and hours of operation impacts, on adjacent properties.

WRITTEN SUBMITTAL REQUIREMENTS: (Residential Infill Project Criteria)

Provide complete responses to the seven (7) RESIDENTIAL INFILL PROJECT CRITERIA – Explain **how** each criteria is achieved, in detail:

1. The development or redevelopment of the parcel proposed for development is otherwise impractical without deviations from the intensity and development standards.

2. The development of the parcel proposed for development as a residential infill project will not materially reduce the fair market value of abutting properties. (Include the existing value of the site and the proposed value of the site with the improvements.)

3. The uses within the residential infill project are otherwise permitted in the City of Clearwater.

4. The uses or mix of use within the residential infill project are compatible with adjacent land uses.

5. The development of the parcel proposed for development as a residential infill project will upgrade the immediate vicinity of the parcel proposed for development.

6. The design of the proposed residential infill project creates a form and function that enhances the community character of the immediate vicinity of the parcel proposed for development and the City of Clearwater as a whole.

7. Flexibility in regard to lot width, required setbacks, height and off-street parking are justified by the benefits to community character and the immediate vicinity of the parcel proposed for development and the City of Clearwater as a whole.

E. STORMWATER PLAN SUBMITTAL REQUIREMENTS: (City of Clearwater Storm Drainage Design Criteria Manual and 4-202.A.21)

- A STORMWATER NARRATIVE MUST BE SUBMITTED WITH ALL APPLICATIONS.** All applications that involve addition or modification of impervious surface, including buildings, must include a stormwater plan that demonstrates compliance with the City of Clearwater Storm Drainage Design Criteria manual. A reduction in impervious surface area does not qualify as an exemption to this requirement.
- If a plan is not required, the narrative shall provide an explanation as to why the site is exempt.
- At a minimum, the STORMWATER PLAN shall include the following;
- Existing topography extending 50 feet beyond all property lines;
- Proposed grading including finished floor elevations of all structures;
- All adjacent streets and municipal storm systems;
- Proposed stormwater detention/retention area including top of bank, toe of slope and outlet control structure;
- A narrative describing the proposed stormwater control plan including all calculations and data necessary to demonstrate compliance with the City manual.
- Proposed stormwater detention/retention area including top of bank, toe of slope and outlet control structure;
- Signature and seal of Florida Registered Professional Engineer on all plans and calculations.
- COPY OF PERMIT INQUIRY LETTER OR SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT (SWFWMD) PERMIT SUBMITTAL (SWFWMD approval is required prior to issuance of City Building Permit), if applicable
- ACKNOWLEDGEMENT OF STORMWATER PLAN REQUIREMENTS (Applicant must initial one of the following):**

_____ Stormwater plan as noted above is included
_____ Stormwater plan is not required and explanation narrative is attached. At a minimum, a grading plan and finished floor elevations shall be provided.

CAUTION – IF APPLICATION REVIEW RESULTS IN THE REQUIREMENT FOR A STORMWATER PLAN AND NONE HAS BEEN SUBMITTED, APPLICATION MUST BE RESUBMITTED AND SIGNIFICANT DELAY MAY OCCUR.

If you have questions regarding these requirements, contact the City Public Works Administration Engineering Department at (727) 562-4750.

F. SUPPLEMENTAL SUBMITTAL REQUIREMENTS: (Code Section 4-202.A)

- SIGNED AND SEALED SURVEY (including legal description of property) – **One original and 14 copies;**
- TREE SURVEY (including existing trees on site and within 25' of the adjacent site, by species, size (DBH 4" or greater), and location, including drip lines and indicating trees to be removed) – *please design around the existing trees;*
- TREE INVENTORY; prepared by a "certified arborist", of all trees 4" DBH or greater, reflecting size, canopy (drip lines) and condition of such trees;
- LOCATION MAP OF THE PROPERTY;
- PARKING DEMAND STUDY in conjunction with a request to make deviations to the parking standards (ie. Reduce number of spaces). Prior to the submittal of this application, the methodology of such study shall be approved by the Community Development Coordinator and shall be in accordance with accepted traffic engineering principles. The findings of the study will be used in determining whether or not deviations to the parking standards are approved;
- GRADING PLAN, as applicable;
- PRELIMINARY PLAT, as required (Note: Building permits will not be issued until evidence of recording a final plat is provided);
- COPY OF RECORDED PLAT, as applicable;

G. SITE PLAN SUBMITTAL REQUIREMENTS: (Section 4-202.A)

SITE PLAN with the following information (not to exceed 24" x 36"):

- ___ Index sheet referencing individual sheets included in package;
- ___ North arrow;
- ___ Engineering bar scale (minimum scale one inch equals 50 feet), and date prepared;
- ___ All dimensions;
- ___ Footprint and size of all EXISTING buildings and structures;
- ___ Footprint and size of all PROPOSED buildings and structures;
- ___ All required setbacks;
- ___ All existing and proposed points of access;
- ___ All required sight triangles;
- ___ Identification of environmentally unique areas, such as watercourses, wetlands, tree masses, and specimen trees, including description and location of understory, ground cover vegetation and wildlife habitats, etc; Location of all public and private easements;
- ___ Location of all street rights-of-way within and adjacent to the site;
- ___ Location of existing public and private utilities, including fire hydrants, storm and sanitary sewer lines, manholes and lift stations, gas and water lines;
- ___ All parking spaces, driveways, loading areas and vehicular use areas;
- ___ Depiction by shading or crosshatching of all required parking lot interior landscaped areas;
- ___ Location of all solid waste containers, recycling or trash handling areas and outside mechanical equipment and all required screening {per Section 3-201(D)(i) and Index #701};
- ___ Location of all landscape material;
- ___ Location of all onsite and offsite storm-water management facilities;
- ___ Location of all outdoor lighting fixtures;
- ___ Location of all existing and proposed sidewalks; and
- ___ Floor plan typicals of buildings for all Level One (flexible standard development) and Level Two approvals. A floor plan of each floor is required for any parking garage requiring a Level One (minimum standard and flexible standard) or Level Two approval.

SITE DATA TABLE for existing, required, and proposed development, in written/tabular form:

	EXISTING	REQUIRED	PROPOSED
___ Land area in square feet and acres;	_____	_____	_____
___ Number of EXISTING dwelling units;	_____	_____	_____
___ Number of PROPOSED dwelling units;	_____	_____	_____
___ Gross floor area devoted to each use;	_____	_____	_____
___ Parking spaces: total number, presented in tabular form with the number of required spaces;	_____	_____	_____
___ Total paved area, including all paved parking spaces & driveways, expressed in square feet & percentage of the paved vehicular area;	_____	_____	_____
___ Official records book and page numbers of all existing utility easement;	_____	_____	_____
___ Building and structure heights;	_____	_____	_____
___ Impermeable surface ratio (I.S.R.); and	_____	_____	_____
___ Floor area ratio (F.A.R.) for all nonresidential uses.	_____	_____	_____

REDUCED COLOR SITE PLAN to scale (8 1/2 X 11);

FOR DEVELOPMENTS OVER ONE ACRE, provide the following additional information on site plan:

- ___ One-foot contours or spot elevations on site;
- ___ Offsite elevations if required to evaluate the proposed stormwater management for the parcel;
- ___ All open space areas;
- ___ Location of all earth or water retaining walls and earth berms;
- ___ Lot lines and building lines (dimensioned);
- ___ Streets and drives (dimensioned);
- ___ Building and structural setbacks (dimensioned);
- ___ Structural overhangs;

H. LANDSCAPING PLAN SUBMITTAL REQUIREMENTS: (Section 4-1102.A)

- LANDSCAPE PLAN with the following information (not to exceed 24" x 36"):
 - ___ All existing and proposed structures;
 - ___ Names of abutting streets;
 - ___ Drainage and retention areas including swales, side slopes and bottom elevations;
 - ___ Delineation and dimensions of all required perimeter landscape buffers;
 - ___ Sight visibility triangles;
 - ___ Delineation and dimensions of all parking areas including landscaping islands and curbing;
 - ___ Existing trees on-site and immediately adjacent to the site, by species, size and locations, including driplines (as indicated on required tree survey);
 - ___ Location, size, and quantities of all existing and proposed landscape materials, indicated by a key relating to the plant schedule;
 - ___ Plant schedule with a key (symbol or label) indicating the size, description, specifications, quantities, and spacing requirements of all existing and proposed landscape materials, including botanical and common names;
 - ___ Typical planting details for trees, palms, shrubs and ground cover plants including instructions, soil mixes, backfilling, mulching and protective measures;
 - ___ Interior landscaping areas hatched and/or shaded and labeled and interior landscape coverage, expressing in both square feet and percentage covered;
 - ___ Conditions of a previous development approval (e.g. conditions imposed by the Community Development Board);
 - ___ Irrigation notes.
- REDUCED COLOR LANDSCAPE PLAN to scale (8 ½ X 11);
- COMPREHENSIVE LANDSCAPE PROGRAM application, as applicable. Landscape associated with the Comprehensive Landscape Program shall exceed minimum Code requirements to offset the areas where minimum Code will not be met.

I. BUILDING ELEVATION PLAN SUBMITTAL REQUIREMENTS: (Section 4-202.A.23)

- BUILDING ELEVATION DRAWINGS – with the following information;
 - ___ All sides of all buildings;
 - ___ Dimensioned;
 - ___ Colors (provide one full sized set of colored elevations);
 - ___ Materials;
- REDUCED BUILDING ELEVATIONS – same as above to scale on 8 ½ X 11.

J. SIGNAGE: (Division 19. SIGNS / Section 3-1806)

- All EXISTING freestanding and attached signs; Provide photographs and dimensions (area, height, etc.), indicate whether they will be removed or to remain.
- All PROPOSED freestanding and attached signs; Provide details including location, size, height, colors, materials and drawing; freestanding signs shall include the street address (numerals)
- Comprehensive Sign Program application, as applicable (separate application and fee required).
- Reduced signage proposal (8 ½ X 11) (color), if submitting Comprehensive Sign Program application.

K. TRAFFIC IMPACT STUDY: (Section 4-202.A.13 and 4-801.C)

- Include if required by the Traffic Operations Manager or his/her designee or if the proposed development:
 - Will degrade the acceptable level of service for any roadway as adopted in the Comprehensive Plan.
 - Will generate 100 or more new vehicle directional trips per hour and/or 1000 or more new vehicle trips per day.
 - Will affect a nearby roadway segment and/or intersection with five (5) reportable accidents within the prior twelve (12) month period or that is on the City's annual list of most hazardous intersections.

Trip generation shall be based on the most recent edition of the Institute of Transportation Engineer's (ITE) Trip General Manual.

The Traffic Impact Study must be prepared in accordance with a "Scoping Meeting" held with the Traffic Operations Manager and the Planning Department's Development Review Manager or their designee (727-562-4750)

Refer to Section 4-801 C of the Community Development Code for exceptions to this requirement.

- Acknowledgement of traffic impact study requirements (Applicant must initial one of the following):

_____ Traffic Impact Study is included. The study must include a summary table of pre- and post-development levels of service for all roadway legs and each turning movement at all intersections identified in the Scoping Meeting.

_____ Traffic Impact Study is not required.

CAUTION – IF APPLICATION REVIEW RESULTS IN THE REQUIREMENT FOR A TRAFFIC IMPACT STUDY AND NONE HAS BEEN SUBMITTED, APPLICATION MUST BE RESUBMITTED AND SIGNIFICANT DELAY MAY OCCUR.

If you have questions regarding these requirements, contact the City Public Works Administration Engineering Department at (727) 562-4750.

L. FIRE FLOW CALCULATIONS/ WATER STUDY:

Provide Fire Flow Calculations. Water Study by a FIRE PROTECTION ENGINEER to assure an adequate water supply is available and to determine if any upgrades are required by the developer due to the impact of this project. The water supply must be able to support the needs of any required fire sprinkler, standpipe and/or fire pump. If a fire pump is required the water supply must be able to supply 150% of its rated capacity. Compliance with the 2004 Florida Fire Prevention Code to include NFPA 13, MFPA 14, NFPA 20, NFPA 291, and MFPA 1142 (Annex H) is required.

- Acknowledgement of fire flow calculations/water study requirements (Applicant must initial one of the following):

_____ Fire Flow Calculations/Water Study is included.

_____ Fire Flow Calculations/Water Study is not required.

CAUTION – IF APPLICATION REVIEW RESULTS IN THE REQUIREMENT FOR A FIRE FLOW CALCULATIONS/ WATER STUDY AND NONE HAS BEEN SUBMITTED, APPLICATION MUST BE RESUBMITTED AND SIGNIFICANT DELAY MAY OCCUR.

If you have questions regarding these requirements, contact the City Fire Prevention Department at (727) 562-4334.

M. SIGNATURE:

I, the undersigned, acknowledge that all representations made in this application are true and accurate to the best of my knowledge and authorize City representatives to visit and photograph the property described in this application.

STATE OF FLORIDA, COUNTY OF PINELLAS
Sworn to and subscribed before me this _____ day of _____, A.D. 20____ to me and/or by _____, who is personally known has produced _____ as identification.

Signature of property owner or representative

Notary public,
My commission expires:

N. AFFIDAVIT TO AUTHORIZE AGENT:

1. Provide names of all property owners on deed – PRINT full names:

2. That (I am/we are) the owner(s) and record title holder(s) of the following described property (address or general location):

3. That this property constitutes the property for which a request for a: (describe request)

4. That the undersigned (has/have) appointed and (does/do) appoint:

as (his/their) agent(s) to execute any petitions or other documents necessary to affect such petition;

5. That this affidavit has been executed to induce the City of Clearwater, Florida to consider and act on the above described property;

6. That site visits to the property are necessary by City representatives in order to process this application and the owner authorizes City representatives to visit and photograph the property described in this application;

7. That (I/we), the undersigned authority, hereby certify that the foregoing is true and correct.

Property Owner

Property Owner

Property Owner

Property Owner

**STATE OF FLORIDA,
COUNTY OF PINELLAS**

Before me the undersigned, an officer duly commissioned by the laws of the State of Florida, on this _____ day of

_____, _____ personally appeared _____ who having been first duly sworn

Deposes and says that he/she fully understands the contents of the affidavit that he/she signed.

Notary Public Signature

Notary Seal/Stamp

My Commission Expires: _____