



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

CASE #: _____
DATE RECEIVED: _____
RECEIVED BY (staff initials): _____
ATLAS PAGE #: _____
ZONING DISTRICT: _____
LAND USE CLASSIFICATION: _____
SURROUNDING USES OF ADJACENT PROPERTIES:
NORTH: _____
SOUTH: _____
WEST: _____
EAST: _____

- SUBMIT ORIGINAL SIGNED AND NOTARIZED APPLICATION
- SUBMIT 12 COPIES OF THE ORIGINAL APPLICATION including
 1) collated, 2) stapled and 3) folded sets of site plans
- SUBMIT APPLICATION FEE \$ _____

* NOTE: 13 TOTAL SETS OF INFORMATION REQUIRED
 (APPLICATIONS PLUS SITE PLAN SETS)

GENERAL DEVELOPMENT APPLICATION

This form is to be use for proposed accessory uses, fences seawalls, docks, marinas, marine structures, and home occupations (Revised 11/05/02)

~PLEASE TYPE OR PRINT~

A. APPLICANT, PROPERTY OWNER AND AGENT INFORMATION: (Code Section 4-202.A)
APPLICANT NAME: _____
MAILING ADDRESS: _____
PHONE NUMBER: _____ FAX NUMBER: _____
PROPERTY OWNER(S): _____ (Must include ALL owners)
AGENT NAME: _____
MAILING ADDRESS: _____
PHONE NUMBER: _____ FAX NUMBER: _____
CELL NUMBER: _____ E-MAIL ADDRESS: _____

B. PROPOSED DEVELOPMENT INFORMATION: (Code Section 4-202.A)
STREET ADDRESS: _____
LEGAL DESCRIPTION: _____
PARCEL NUMBER: _____
PARCEL SIZE: _____ (acres, square feet)
PROPOSED USE(S) AND SIZE(S): _____ (number of dwelling units, hotel rooms or square footage of nonresidential use)
DESCRIPTION OF REQUEST(S): _____ (include 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 OR AFFIDAVIT ATTESTING TO THE OWNERSHIP OF THE PROPERTY

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.

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

- SIGNED AND SEALED SURVEY (including legal description of property) – **One original and 12 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);
- 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;

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

- SITE PLAN with the following information (not to exceed 24" x 36"):
 - ___ All dimensions;
 - ___ North arrow;
 - ___ Engineering bar scale (minimum scale one inch equals 50 feet), and date prepared;
 - ___ Location map;
 - ___ Index sheet referencing individual sheets included in package;
 - ___ 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; and
 - ___ Location of all existing and proposed sidewalks.
- SITE DATA TABLE for existing, required, and proposed development, in written/tabular form:
 - ___ 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 and driveways, expressed in square feet and percentage of the paved vehicular area;
 - ___ Size and species of all landscape material;
 - ___ 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 SITE PLAN to scale (8 ½ X 11) and color rendering if possible;
- 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;
 - ___ Tree Inventory; prepared by a "certified arborist", of all trees 8" DBH or greater, reflecting size, canopy (drip lines) and condition of such trees.

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

- STORMWATER PLAN including the following requirements:
 - ___ 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;
 - ___ Stormwater calculations for attenuation and water quality;
 - ___ Signature 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
- COPY OF STATE AND COUNTY STORMWATER SYSTEM TIE-IN PERMIT APPLICATIONS, if applicable

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

- LANDSCAPE PLAN:
 - ___ 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;
 - ___ Proposed and required parking spaces;
 - ___ Existing trees on-site and immediately adjacent to the site, by species, size and locations, including dripline;
 - ___ Location, size, description, specifications and quantities 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 LANDSCAPE PLAN to scale (8 ½ X 11) (color rendering if possible);
- IRRIGATION PLAN (required for level two and three approval);
- COMPREHENSIVE LANDSCAPE PROGRAM application, as applicable.

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

Required in the event the application includes a development where design standards are in issue (e.g. Tourist and Downtown Districts) or as part of a Comprehensive Infill Redevelopment Project or a Residential Infill Project.

- BUILDING ELEVATION DRAWINGS – all sides of all buildings including height dimensions, colors and materials;
- REDUCED BUILDING ELEVATIONS – four sides of building with colors and materials to scale (8 ½ X 11) (black and white and color rendering, if possible) as required.

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
- 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 4-801.C)

- Include as required if proposed development will degrade the acceptable level of service for any roadway as adopted in the Comprehensive Plan. Trip generation shall be based on the most recent edition of the Institute of Transportation Engineer's Trip General Manual. Refer to Section 4-801 C of the Community Development Code for exceptions to this requirement.

L. 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:

M. AFFIDAVIT TO AUTHORIZE AGENT:

(Names of all property owners)

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

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

3. 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;

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

5. 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;

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

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

Notary Public

My Commission Expires: