



**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

(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.)

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\_\_\_\_\_

\_\_\_\_\_

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.

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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.

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

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

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

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

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**WRITTEN SUBMITTAL REQUIREMENTS: (Flexibility Criteria)**

- Provide complete responses to the applicable flexibility criteria for the specific Use as listed in each Zoning District to which the waiver is requested (use separate sheets as necessary) – Explain **how** each criteria is achieved, in detail:

**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 Two approvals. A floor plan of each floor is required for any parking garage requiring a Level Two approval.

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

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

- REDUCED COLOR SITE PLAN to scale (8 ½ 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: \_\_\_\_\_