



CITY OF CLEARWATER PLANNING & DEVELOPMENT SERVICES

MUNICIPAL SERVICES BUILDING 100 SOUTH MYRTLE AVENUE, 2nd FLOOR
PHONE (727)-562-4567 FAX (727) 562-4576

APPLICATION REQUIREMENTS

(other than single-family dwellings and accessory uses)

All applications for development must be accompanied by the information as required below. Only complete applications will be accepted.

Number of applications, site plans and elevation drawings required:

- Standard Development: Three (3) copies
- Flexible Standard Development or Flexible Development (for review by the Development Review Committee): Thirteen (13) copies *please make sure they are collated/stapled and folded*

---- **APPLICATION FEE(S):**

___ **CRITERIA** as provided within the Code for all applicable applications (Comprehensive Infill Redevelopment Use, Residential Infill Project use, reductions in setbacks, parking, etc.);

___ **REDUCED SITE PLAN** to scale (8 ½ X 11);

___ **REDUCED LANDSCAPE PLAN** to scale (8 ½ X 11) (color rendering if possible);

___ **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);

___ **REDUCED SIGNAGE PACKAGE** (8 ½ X 11) (color);

---- **AFFIDAVIT OF AUTHORIZATION** (if submitted by an agent);

___ **SIGNED AND SEALED SURVEY** (including legal description of property);

___ **COPY OF PLAT**, as applicable;

___ **PROOF OF OWNERSHIP OF PROPERTY** (title, deed);

___ **NAMES OF ALL PERSONS WITH CONTRACTUAL INTEREST IN THE PROPERTY;**

___ **BUILDING ELEVATION DRAWINGS** – all sides of all buildings – include height dimensions, colors and materials;

___ **LOCATION MAP OF THE PROPERTY;**

___ **TRAFFIC IMPACT STUDY**, as required;

___ **PRELIMINARY PLAT**, as required;

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

___ All dimensions;

___ North arrow, bar scale, and date prepared (Minimum 1: 50' engineering scale);

___ Index sheet referencing individual sheets included in package;

- ___ The footprint and size of all 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 refuse collection facilities and all required screening (min. 10'x12' clear space);
- ___ 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;

___ **SITE DATA:** for existing and proposed development, in written form -

- ___ Land area in square feet and acres;
- ___ Number of dwelling units proposed;
- ___ 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 as a percentage of the paved vehicular area;
- ___ Size and species of all landscape material;
- ___ Height and type of all outdoor lighting fixtures;
- ___ Official records book and page numbers of all existing utility easement;
- ___ Impermeable surface ratio;

___ **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.)

___ **LANDSCAPE PLAN** (see Community Development Code for requirements); include Comprehensive Landscape Program application, as applicable;

___ **IRRIGATION PLAN;**

___ **GRADING PLAN,** as applicable;

___ **SIGNAGE,** include Comprehensive Sign Program application, as applicable (separate \$300 fee required);

___ **OTHER:** _____

___ **FOR DEVELOPMENTS OVER ONE ACRE:**

- ___ 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 the size, canopy (Drip lines) and condition of such trees.