

# City of Safety Harbor Application for **PLANNED DEVELOPMENT**

Date Received:	
File Number:	
Staff Reviewer:	

## 1. **PROPERTY OWNER:**

Name:		
Address:		
Telephone:	Fax:	E-Mail:

## 2. **APPLICANT (if same as property owner, write "Same"):**

Name:		
Address:		
Telephone:	Fax:	E-Mail:

## 3. **ENGINEER/SURVEYOR:**

Name:		
Address:		
Telephone:	Fax:	E-Mail:

## 4. **PLANNER/LANDSCAPE ARCHITECT:**

Name:		
Address:		
Telephone:	Fax:	E-Mail:

**5. SITE INFORMATION:**

Address:		
Project Acres:	Sq. Ft.	Parcel ID#:
Total Site Acres (including contiguous property owned by applicant):		
Subdivision:	Lot#	Block#:
Existing Land Use Description:		
Future Land Use Designation:	Zoning Classification:	
Do you claim vested rights or estoppel? <input type="checkbox"/> Yes (If so, please explain on separate sheet of paper) <input type="checkbox"/> No		

**6. REQUEST INFORMATION:**

Is this a new application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no to above, check amendment type (see Sec. 83.00):	<input type="checkbox"/> Major	<input type="checkbox"/> Minor
If new application, are you submitting:	<input type="checkbox"/> Conceptual Development Plan	<input type="checkbox"/> Final Development Plan
Proposed Land Use(s):		
Proposed Number of Dwelling Units:		Proposed Density: DU/A
Proposed Non-Residential Square Footage:		Proposed Intensity: F.A.R.

**7. PETITION REQUEST AND SUMMARY OF FACTS:**



**\*PLEASE NOTE\***

- No development order may be issued where the required levels of service provided are not available concurrent with the impacts of the development.
  
- All requests for site plan, subdivision, zoning/land use, or conditional use approval shall be required to demonstrate that the required facilities provided are available at the prescribed levels of service concurrent with the impacts of the development.
  
- The burden of demonstrating compliance with the level of service requirements shall be upon the applicant for development approval.

**8. REQUIRED INFORMATION:**

- Site Plans - Nine (9) folded copies including information from the checklist on pages 6 and 7 (additional copies will be requested prior to Planning & Zoning Board and City Commission hearings).
- Tree Inventory and Survey with overlay of proposed structure(s).
- Signed and Sealed Survey
- Proof of Ownership (Copy of Warranty Deed, Title Certification, etc.)
- USB Flash Drive with .pdf of sealed site plan

**9. APPLICATION FEES (Must be paid prior to processing):**

Type	Review Fee	Public Notice Fee	Total
Conceptual Development Plan	\$500	\$300	\$800
Final Development Plan	\$250	\$300	\$550
Combined Conceptual and Final Development Plan	\$750	\$300	\$1,050
Minor Modifications	\$125	\$0	\$125
Time Extensions	\$75	\$0	\$75
Major Modifications - Same as original approval type			

# NOTARIZED AFFIDAVIT

I and/or we, the undersigned certify ownership of the property within this application, certify that said ownership has been fully divulged, whether such ownership be contingent or absolute, and that the names of all parties to any existing contract for sale or any options to purchase are filed with this application.

I/we, certify that \_\_\_\_\_ and \_\_\_\_\_ is/are duly designated as the agent(s) for the owner, that the agent(s) is/are authorized to provide subject matter on the application contained herein, whether verbal or written, and appear at any public hearing(s) involving this petition. Further, it is understood that this application must be complete and accurate, and the fee paid prior to processing.

STATE OF FLORIDA  
COUNTY OF PINELLAS

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ by \_\_\_\_\_.

Personally Known OR  Produced Identification \_\_\_\_\_ Type of identification \_\_\_\_\_

_____	Signature of Title Holder
_____	Printed Name of Title Holder
_____	Signature of Title Holder
_____	Printed Name of Title Holder
_____	Signature of Notary
_____	Name of Notary [typed, printed or stamped]

**NOTARY  
STAMP**

## **CONCEPTUAL DEVELOPMENT PLAN CHECKLIST**

- (A) The applicant is required to submit to the Planning and Zoning Department a Conceptual Development Plan for review by the City Commission in conjunction with the zoning application. The Planning Director may allow a combined Conceptual and Final Development Plan. A Conceptual Development Plan shall be accompanied by a statement setting forth:
- (1) The relationship of the proposed project to the City of Safety Harbor Comprehensive Plan and Community Redevelopment Plan (if applicable);
  - (2) The general character of and the uses to be included in the proposed project;
  - (3) Aspects of the project that provide a community benefit; and
  - (4) Other studies or impact analyses as deemed appropriate by the Planning and Zoning Director.
- (B) Conceptual Development Plans shall consist of the following minimum information:
- (1) Accurate survey of boundary and existing conditions including but not limited to easements, streets, buildings, land uses, historic sites, zonings, wetlands, watercourses, trees, utilities, general topographic contours, rights-of-way, and existing zoning and land uses for all contiguous properties;
  - (2) Title of the project;
  - (3) Total site acreage;
    - (a) Upland acreage;
    - (b) Submerged acreage;
    - (c) Jurisdictional Wetlands
  - (4) Date, scale (1" = 60' or larger), north arrow, legend, location map;
  - (5) Master plan showing the locations and acreages of general land uses including dwelling unit types, building footprints, proposed setbacks, open spaces, street trees and other proposed design features;
  - (6) Circulation plan showing locations and types of all access points and streets;
  - (7) Street lighting location and design;
  - (8) Gross residential density of each unit type and overall gross residential density;
  - (9) Architectural elevations and floor plans;
  - (10) Proposed development phasing for all projects with more than one phase;
  - (11) A Master Signage Plan that provides specifications and illustrations for all proposed signage, including type, size and locations. Calculations for total sign area must be included.

## **FINAL DEVELOPMENT PLAN CHECKLIST**

- (A) Within one (1) year of Conceptual Development Plan approval, the developer shall submit the Final Development Plan for review and approval by the City Commission;
- (B) Final Development Plans shall consist of the following minimum information:
- (1) Accurate survey of boundary, existing conditions, and proposed rights-of-way;

- (2) Title of the project;
- (3) Date, scale (1" = 40' or larger), north arrow, legend, location map;
- (4) Sheet size 24 x 36 inches maximum;
- (5) Multiple sheets if necessary, with match lines clearly shown;
- (6) Total site acreage;
  - (a) Upland acreage;
  - (b) Submerged acreage;
  - (c) Jurisdictional Wetlands
- (7) Existing contours at one-foot intervals;
- (8) Proposed contours at one-foot intervals;
- (9) All required drainage and utility construction drawings;
- (10) Tree survey and overlay at proposed development indicating size, type and location of protected trees to remain and trees to be removed, in accordance with the requirements under Section 153.00 and 154.00. Proposed replacement tree species, specifications and locations.
- (11) Open spaces, common element design features, landscaping, and any proposed street trees;
- (12) Building Envelopes and the number, size, type and gross density of all dwelling units. First floor elevations of all structures and proposed floor plans;
- (13) Streets, travelways, sidewalks, and alleyways, including their type, name, width, street center lines, construction, and whether they are to be public or private, showing the boundaries of all rights-of-way or easements;
- (14) Proposed parking and the location, type, and dimension of all driveways;
- (15) Yards, limited to the location and dimensions of all yards and/or buffers provided to satisfy any yard requirements, and the distance between buildings where such minimums are required;
- (16) A Landscape Plan, signed and sealed by a State of Florida Registered Landscape Architect, including dimensions and the location, spacing, type, size, method of irrigation, and maintenance, and a description of all proposed plant materials;
- (17) Plans for signs, if any, including the location, type, height, area, and proposed lighting;
- (18) Proposed street lighting, the location and type of all streetlights;
- (19) Pedestrian facilities;
- (20) Documents for the maintenance of all common improvements and open space;
- (21) Final Subdivision Plat indicating:
  - (a) the dimensions of all lot lines
  - (b) designation of all required minimum yards
  - (c) the designation of all building envelopes
  - (d) the designation of all distances between structures where applicable
- (22) Architectural plans, floor plans, elevations, and perspective drawings and sketches illustrating the design and character of proposed structures;
- (23) A Master Signage Plan that provides specifications and illustrations for all proposed signage, including type, size and locations. Calculations for total sign area must be included.
- (24) Compliance with the design standards of this Article and all other requirements of this Code.