

**City of Safety Harbor Application for  
SITE PLAN or SITE PLAN MAJOR  
MODIFICATION**

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/ARCHITECT:**

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

**Please check one:**

☐ **Site plan only**

☐ **Site plan and construction plan (residential projects only)**

**5. SITE INFORMATION:**

Address:			
Project Acres:	Sq. Ft.		
Total Site Acres (including contiguous property owned by applicant):			
Sq. Ft.	Parcel ID#:		
Subdivision:		Lot#	Block#:
Existing Land Use Description:			
Future Land Use Designation:		Zoning Classification:	

**6. REQUEST INFORMATION:**

Is this a new site plan application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Proposed Land Use(s):		
Proposed Number of Dwelling Units:		Proposed Density: DU/A
Proposed Non-Residential Square Footage:		Proposed Intensity: F.A.R.
Submerged Land:		Wetlands:

**7. PETITION REQUEST -FOR MAJOR MODIFICATIONS, LIST ALL CHANGES:**


## **8. REQUIRED INFORMATION:**

- ☐ Site Plans—Nine (9) signed and sealed folded copies including information from the checklist on pages 7 and 8 (additional copies will be requested prior to Planning & Zoning Board and City Commission hearings and for final approved site plan/construction plan).
- ☐ Traffic Study (if meets criteria in Section 141.12) and transportation management plan (if meets criteria in Section 141.13)
- ☐ Tree Inventory and Survey with overlay of proposed structure(s), tree replacement plan including calculations, planting locations, and proposed tree fund calculation, and Excel spreadsheet with all tables and calculations on USB flash drive
- ☐ Signed and Sealed Survey
- ☐ Drainage flow and calculations
- ☐ Proof of ownership (copy of Warranty Deed, Title Certification, etc.)
- ☐ Utility calculations (see attached form)
- ☐ USB Flash Drive with .pdf of sealed site plan
- ☐ Notarized affidavit (see attached)
- ☐ A table summarizing the date and description of all revisions
- ☐ All revisions to the prior approved site plan are clouded

## 9. COMPLETENESS REVIEW

Site plan applications will be reviewed for completeness based on the check list on pages 6-8 before being reviewed. Please submit at least one set of all documents in a .pdf format for review without the application fee. You will be notified of any missing items. Only complete applications will be reviewed.

## 10. APPLICATION FEES (Must be paid prior to processing):

Type	Review Fee	Public Notice Fee	Total*
Residential (New site plan or major amendment)			
Two acres or less	\$500	\$50	\$550
More than two acres	\$750	\$50	\$800

Nonresidential (New site plan or major amendment)			
Two acres or less	\$500	\$50	\$550
More than two acres	\$750	\$50	\$800

**\*Note: if the site plan includes a traffic study and/or TMP, reimbursement for traffic engineering consultant costs is required**

# 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 \_\_\_\_\_. They are ☐ 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

**NOTARY  
STAMP**

\_\_\_\_\_  
Name of Notary [typed, printed, or stamped]

## FINAL SITE PLAN CHECKLIST

- A. All site plans shall be prepared under the direction of a Florida Registered Engineer and sealed by same.
- B. All site plans shall conform to the following minimum provisions, unless determined by the Director that certain provisions are unnecessary to comply with the terms of this Code:
  - (1) All required information shall be presented on sheets no larger than twenty-four (24) by thirty-six (36) inches.
  - (2) Drawings may be presented on one (1) or more sheets to clearly show the information required. If a drawing is prepared on more than one (1) sheet, match lines shall clearly show where the sheets join. All sheets shall be consecutively numbered and must show the particular number of that sheet and the total number of sheets included.
  - (3) All lettering shall be neat and legible, and a minimum of 3/32" in height.
  - (4) All dimensions shall be feet and decimals of a foot.
  - (5) All drawings shall have a north arrow.
  - (6) Final Site Plans shall be prepared at a scale of one-inch equals sixty feet (1" = 60') or larger, provided that the Director may approve a smaller scale for large projects. All drawings shall show the scale at which they are drawn.
  - (7) All drawings shall show the date they were drawn, and the date of any revisions.
  - (8) Any legal description of the property, and the citation and general description of any existing covenants, easements and rights-of-way affecting the use and development of the property shall be provided.
  - (9) An accurate vicinity map at a scale of not less than one (1) inch equals one mile (1" = 1 mile) shall be provided.
  - (10) An accurate boundary survey sealed by a Registered Surveyor shall be provided.
  - (11) The name, location, and width of existing or platted streets and street rights-of-way within or contiguous to the site shall be provided.
  - (12) The location size and depth of underground power and phone lines, sewers, water mains, storm drains, and other underground facilities and utility easements within or contiguous to the site shall be provided.
  - (13) The location and size of easements for all above ground utilities, such as electric power lines, within and adjoining the site shall be provided.
  - (14) The location and nature of existing land uses, historic sites and structures, buildings, and existing zoning shall be provided.
  - (15) Open Space, recreation, and public areas, including the locations, type, and area of all open spaces, parks, recreational areas, school sites and similar areas of facilities on the property, including the percent of open space provided shall be shown.
  - (16) Plans for signs, if any, including the location, type, height, area, and proposed lighting shall be shown.
  - (17) The method and required improvements for sanitary sewer service and potable water supply shall be provided.
  - (18) The location of proposed fire hydrants and systems shall be provided.
  - (19) The location and type of all proposed electric and communication lines shall be provided.
  - (20) The location, size, and type of all stormwater management facilities shall be provided.
  - (21) Drainage flow and calculations signed and sealed by an engineer shall be provided.
  - (22) Type and location of any erosion and sedimentation controls shall be provided.
  - (23) The location, description, and terms of any proposed easements, reservations, or dedications, together with any

necessary legal instruments shall be provided.

- (24) Date, scale, north arrow, and legend shall be shown.
- (25) Total site area including upland area and submerged area shall be provided.
- (26) A topographic survey signed and sealed by a registered engineer, architect, or surveyor.
- (27) A tree survey reviewed and approved by a certified Arborist with an overlay of the proposed development and showing the following:
  - (a) Location of all Protected Trees, common names of all trees, and DBH of each tree on the site and within 25 feet of the property line;
  - (b) The location of all proposed structures, driveways, parking areas, and other improvements;
  - (c) The designation of all trees to remain, and all trees to be removed;
  - (d) Proposed grade changes which might adversely affect or endanger any Protected Tree(s), with specification on how to maintain Protected Trees; and
  - (e) The size of all tree canopies.
  - (f) The location of the drip line and critical root zone for all trees.
  - (g) Tree condition rating for protected trees in accordance with section 153.05 (c)(3)
- (28) A statement as to why the Protected Tree(s) is (are) proposed to be removed.
- (29) A statement showing how trees not proposed for removal are to be protected during land clearing and construction.
- (30) A statement of intent to physically replace trees that are required to be replaced pursuant to Section 153.07 on the site or submit a written request for optional participation to the City Tree Bank, as further outlined in Section 153.06 of this Code.
- (31) Existing contours and proposed grades at one foot intervals shall be shown.
- (32) Flood zone and required first floor elevation (if more than one flood zone provide contours on survey) shall be provided.
- (33) Complete screening details, including fences or walls shall be provided.
- (34) Landscaping provided by size, type, spacing, and location shall be shown.
- (35) The method of irrigation shall be provided.
- (36) Percentage of interior landscaping shall be provided.
- (37) Percentage of open space (impermeable surface) shall be provided.
- (38) Surrounding land use shall be shown.
- (39) Surrounding zoning shall be shown.
- (40) Site zoning shall be shown.
- (41) All existing and proposed water/sewer lines shall be shown.
- (42) Existing fire hydrant locations within 500 feet shall be provided.
- (43) Lot dimensions shall be shown.
- (44) Required and proposed setback dimensions shall be shown.
- (45) Gross floor area by type for nonresidential uses shall be provided.
- (46) Gross density for residential uses and number of units shall be provided.
- (47) The proposed building height shall be provided.

- (48) Proposed streets and street rights-of-way (give easement width for private streets) shall be provided.
- (49) Required right-of-way needs under the Comprehensive Plan and Section 150.00 of this Code shall be provided.
- (50) Street names or numbers shall be shown.
- (51) Proposed phasing plan by anticipated commencement and completion date (on plans or by letter) shall be provided for all projects with more than one phase.
- (52) Dumpster location and screening shall be shown.
- (53) Required parking calculations (parking provided and required for vehicles and bikes) shall be provided.
- (54) Size and location of required loading shall be shown.
- (55) Required (proposed) sidewalks shall be shown.
- (56) Driveways and access improvements shall be shown.
- (57) Location and type of lighting shall be shown to demonstrate compliance with sec. 171.00.
- (58) Description of the maintenance of common facilities for residential projects shall be provided.
- (59) Construction drawings shall be submitted to the Engineering Department after site plan approval.
- (60) Any other information deemed necessary to comply with the provisions of this Code as determined by the Director.
  - (C) Proof of ownership shall be provided at the time of site plan application.
  - (D) An affidavit of ownership and designation of an authorized agent shall be provided at the time of site plan application.
  - (E) Compliance with the concurrency management requirements of Article IX shall be demonstrated by the applicant for site plan approval.
- (61) Include all applicable City of Safety Harbor Standard Engineering Details on the site plan.
- (62) Include all required data on the Engineering Department check list for grading and drainage.
- (63) Include all required data on the Fire Department check list.

**SITE PLAN  
UTILITY LEVEL OF SERVICE FORM**

(A) DATE:

(B) PROPOSED DEVELOPMENT

Site Acreage:

Location:

Residential:	_____	Single-family	_____	Units
	_____	Two Family	_____	Units
	_____	Multi-Family	_____	Units

Non-Residential Use(s):

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Adopted Level of Service standards:

- Sanitary Sewer 119 gallons per day, per capita
- Solid Waste 1.3 tons per year, per capita
- Water 115 gallons per day, per capita

(C) Proposed Project Utility Capacity

Sanitary sewer -

Solid waste -

Potable water -