



CITY OF SARASOTA
DEVELOPMENT APPLICATION

Minimum Submission Checklist

The following is to be completed for General Applications

The General Information Form (Form A), Minimum Submission Checklist (Form B-1) and Fee Form (Form 3) are required for all General Applications. All items are to be folded to approximately 8 1/2" x 11" size, collated and assembled into complete sets.

SUBMISSION REQUIREMENTS FOR GENERAL APPLICATIONS:		IF REQUIRED	YES	N/A
1.	<p>A. Pre-Application Conference with the Development Review Committee – 1 original and 12 copies</p> <ul style="list-style-type: none"> If additional information is provided, and 1 original and 12 copies folded to 8 1/2 x 11" size should be submitted. Supplementary materials may include a sketch or concept plan, site plan(s), architectural renderings, special studies, detailed narrative, & other items the applicant deems pertinent. <p>B. Pre-Application Conference with Staff regarding TIF Funding – 1 original and 4 copies</p> <ul style="list-style-type: none"> Supplementary materials should be folded to 8 1/2 x 11 size and should include a statement of the public purpose, should demonstrate the need for public investment; indicate sources and uses of funds; indicate the developer's financial capacity and experience; a narrative demonstrating consistency with city redevelopment objectives; and state the need for additional consultant services, if any. 			
2.	<p>Traffic Concurrency Initial Review – 1 original and 1 copy</p> <ul style="list-style-type: none"> Proposed site plan to include one 8 1/2" X 11" and one 24" X 36" 	Submit prior to filing Application		
3.	<p>Traffic Concurrency Study – 1 original and 1 copy</p> <ul style="list-style-type: none"> Copies of any plans already submitted or copies of plans being submitted The Scope of Services for the Traffic Concurrency Study <p>Determination of concurrency must be made prior to filing a development application.</p>	Submit prior to filing Application		
4.	<p>Community Workshops – 1 original and 1 copy</p> <ul style="list-style-type: none"> Proposed site plan Narrative including the following information: Proposed use, height, density, intensity, parking, vehicular access, landscaping and/or any other applicable information related to the project Other materials may include a sketch or concept plan, architectural renderings, special studies, etc. <p>The Community Workshop, when required, must be held prior to filing a development</p>	Submit 5 business days prior to 14-day notification period of Workshop Date		
5.	<p>Adjustments to the Downtown Code <input type="checkbox"/> City Staff <input type="checkbox"/> Planning Board – 1 original and 2 copies</p> <ul style="list-style-type: none"> Surveys – all signed and sealed; survey requirement can be waived by the Director Narrative and any other supporting documentation indicating how criteria in Section IV-1903 – Adjustments, Zoning Code (2002 Ed.), as amended, have been met. 			
6.	<p>Amendments to the City's Comprehensive Plan, a/k/a Sarasota City Plan – 1 original and 1 copy</p> <ul style="list-style-type: none"> Narrative responding to all the questions indicated in Form I If a text amendment, proposed text. If an illustration amendment, proposed changes Summary of comments received at the Community Workshop 			
7.	<p>Annexations – 1 original and 3 copies</p> <ul style="list-style-type: none"> Verification the property is within the City's Urban Service Boundary Legal description of property by Metes and Bounds Signed & Sealed Boundary Surveys, Property Surveys, and Topographic Surveys by Metes and Bounds County Zoning & Future Land Use Map applicable to the area Narrative responding to the following: 1) Reason for the Annexation; 2) Is the request is voluntary; 3) Is the property contiguous to the City Limits line; 4) County Future Land Use Designation, Equivalent City Zone District, and Proposed City Land Use Designation; 5) If the proposed Zone District requires a City or privately initiated Comprehensive Plan Amendment, and 6) Whether the Applicant wishes to be considered for a small-scale development activity amendment. 			
8.	<p>Boundary Adjustments/Land Divisions – 1 original and 1 copy both with a signed and sealed survey</p> <ul style="list-style-type: none"> Narrative Written authorization of all affected property owners 			
9.	<p>Provisional Use/Sidewalk Café (First time and Extensions) – 1 original and 1 copy</p> <ul style="list-style-type: none"> Form M (2 signed originals) 2 Restaurant menus 8 1/2" X 11" professional drawing showing outdoor seating including scale and directional Copy of the Florida Department of Business and Profession Regulation License (Food Permit) and Liquor License (if applicable) Copy of the City of Sarasota Local Business Tax receipt and Sarasota County Business Tax receipt Certificates of Insurance (see Form M) 			
10.	<p>Provisional Use/Open Air Market – 1 original and 2 copies</p> <ul style="list-style-type: none"> Narrative describing the type of market, days and hours of operation, types of signs and any entertainment Approval letter from property owner(s) identifying site address, owner's name, mailing address, telephone number and acknowledgment of proposed activity and dates of operation. 8.5 x 11 sketch of the site identifying the location of all uses and parking if provided. 			
11.	<p>Regional Activity Center or Urban Central Business District – 1 original and 3 copies</p> <ul style="list-style-type: none"> Narrative responding to the questions/criteria indicated on Form O. Map delineating the boundary of the proposed area. Proposed Ordinance delineating a Regional Activity Center or Urban Central Business District, optional. Summary of comments received at the Community Workshop. 			

SUBMISSION REQUIREMENTS FOR GENERAL APPLICATIONS:		IF REQUIRED	YES	N/A
12.	Revisions/Amendments to Previously Approved Applications – 1 original and 2 copies • Submission requirements will be determined by agreement of Staff and the Applicant			
13.	Site Plan - Extension of Time – 1 original and 2 copies • Narrative	Submit 30 days prior to expiration		
14.	Tax Increment Financing (TIF) Funding Assistance Requests – 1 original and 4 copies • Narrative including 1) Development Budget for (a) Permanent Financing and (b) During Construction; 2) Construction timeline by Phase/Structure; 3) Detailed Operating Cash Flow Pro Forma. • 11" X 17" Schematic architectural drawings – a site plan and elevations of all facades			
15.	Zoning Code Confirmation – 1 original and 1 copy • Narrative			
16.	Zoning Code Interpretation – 1 original and 1 copy; a meeting with Staff prior to filing is encouraged • Narrative			

FAILURE TO SUBMIT ALL REQUIRED ITEMS WILL RESULT IN AN INCOMPLETE SUBMISSION

I HEREBY CERTIFY THAT THE STATED INFORMATION IS INCLUDED IN THE SUBMITTED PLANS AND/OR DOCUMENTS.

Date: _____

Signature of Property Owner, Lessee, Contract Purchaser, or Applicant [Circle One]

NOTES:

- If a Variance is filed, it must be filed simultaneously with any other land use applications for the same site and filed simultaneously with a re-submittal.
- If an Adjustment to the Downtown Code is filed, it must be filed simultaneously with any other land use applications for the same site and filed simultaneously with a re-submittal.
- Re-Submitted Applications require a narrative certified by signature of owner, developer, representative, engineer, or architect responding to each issue raised by Development Review Committee members; a corresponding pointer on plan documents noting where each narrative issue has been resolved; and changes on plan documents indicated with "clouds".
- Completion of the Traffic Study averages 30 to 40 business days.