



**CITY OF SARASOTA**  
**DEVELOPMENT APPLICATION**

## Minimum Submission Checklist

If you are applying for approval of any of the following application types for a project with a residential component, you must first contact the School Board of Sarasota County for a School Impact Analysis Determination: final subdivision approval, site plans, comprehensive plan amendments, rezonings, or preliminary subdivision approval (see reverse for contact information).

### The following is to be completed for Development Applications

The following plans, reports and information are **required** for City review of Development Applications. The General Information Form (Form A) Minimum Submission Checklist (Form B-2) and Fee Form (Form 3) are to be submitted for all Development Applications.

All items are to be **folded to approximately 8 1/2" x 11" size** and collated and assembled into complete sets. No Development Application will be accepted for review until deemed complete by the Office of the City Auditor and Clerk. This form shall be used for all applications except Temporary Commercial Activity Permits and Adult Use Permits. The items required for Major Encroachment Agreements are indicated with an asterisk. The appropriate Application Fee as indicated on the Fee Schedule must be collected at the time the application is submitted.

For a description of all items, please refer to the **Definitions** section included in the General Information Packet. After acceptance of an application by the DRC, the Case Planner will advise regarding the scheduled hearing by the Planning Board/Local Planning Agency and/or the City Commission. The notification will include the appropriate number of plan sets required as well as the requirement for one electronic version of the plan in Adobe (.pdf format).

SUBMISSION REQUIREMENTS FOR DEVELOPMENT APPLICATIONS		REQUIRED	YES	N/A
1.	<b>De minimis letter/Draft Traffic Study/or Signed Contract for Traffic Study</b> - 4 copies <i>Not Required for:</i> Street/R-O-W Vacation Applications, Off-Site and Shared Parking Agreements	Submit at time of application		
2.	<b>Community Workshop Minutes (Proof of workshop)</b> - 11 copies <i>Required for:</i> Conditional Use, Rezoning, Rezone Ordinance Amendment, Street/R-O-W Vacation, Development Agreement, and "G" Zone Waiver Applications	Submit at time of application		
3.	<b>Ownership Disclosure (Form C)</b> – 1 original and 10 copies <i>Required for:</i> Rezoning & Rezone Ordinance Amendment Applications			
4.	<b>Affidavit – Conditional Use (Form D1)</b> – 1 notarized original and 10 copies <i>Required for:</i> Major and Minor Conditional Use Applications			
5.	<b>Applicant Disclosure / Proffer Statement (Form E)</b> – If offered, 1 signed and notarized original and 10 copies <i>Required for:</i> Rezoning, Site Plan, Major and Minor Conditional Use Applications	If offered		
6.	<b>Affordable Housing Impact (Form F)</b> – 1 original and 10 copies <i>Required for:</i> Rezoning, Rezone Ordinance Amendment, Street/R-O-W Vacation Applications			
7.	<b>Special Power of Attorney Affidavit (Form G)</b> - 1 notarized original and 10 copies	If applicable		
8.	<b>Street Name Change (Forms K)</b> – 1 original and 10 copies	If applicable		
9.	<b>Narrative</b> – 1 original and 10 copies per Zoning Code (2002 Ed.) (1 original and 2 copies for Major Encroachments*) Please see the definitions section of the General Information Package as to information to include in the narrative. <i>Note:</i> Narrative for Major Encroachment Agreements must include a legal description of the encroachment.	Yes		
10.	<b>Correspondence with Utility Companies</b> - 11 copies A meeting with Staff prior to submittal is encouraged. <i>Required for:</i> Street/R-O-W/Utility Easement Vacations See General Information Package for Utility Company contact information.			
11.	<b>If applicable, previously issued Zoning Code Confirmation/Zoning Code Interpretation</b> – 11 copies	If applicable		
12.	<b>Additional reports, studies, letters, documentary evidence, and the names and addresses of expert witnesses, if any, who may be called or submitted in any future public hearing</b> - 11 copies	If applicable		
13.	<b>Building Elevation Plans</b> – 1 signed and sealed original and 10 copies <i>Required for:</i> Site Plans			
14.	<b>Major Encroachment Plans</b> - 6 signed and sealed originals* A meeting with Staff prior to submittal is encouraged. <i>Required for:</i> Major Encroachment Agreements only			
15.	<b>Landscape Plans</b> – 1 signed and sealed original and 10 copies <i>Required for:</i> Site Plans All trees to be removed or relocated must be reflected on the plans with the required mitigation in accordance with Section VI-Division 3.1, Zoning Code, Irrigation Plans must be included at time of building permit application.			
16.	<b>Site Civil Engineering Plans</b> - 11 copies - All signed and sealed <i>Required for:</i> Site Plans			
17.	<b>Site Plans</b> - 11 copies - All signed and sealed except: • Site Plans accompanying a Conditional Use Application do NOT have to be signed and sealed if for an existing building with NO site improvements <i>Required for:</i> Site Plans and Conditional Uses			
18.	<b>Topographical and Property Boundary Surveys</b> <i>Required for:</i> Site Plans – 11 copies, All signed and sealed Rezonings – 1 signed and sealed original and 2 copies			
19.	<b>School Impact Analysis Determination</b> - 11 copies <i>Required for:</i> Only for the following application types containing a residential component: preliminary or final subdivision approval, site plans, comprehensive plan amendments, or rezonings			

\*Required for Major Encroachment Agreements

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.

Please respond to the following:

1. Applicant has included on the plans the following statement -  Yes  No  
 "Applicant understands the exterior site lighting provision of Section VII-1402, Zoning Code, and will provide documentation the provision will be met at the time of building permit application."
2. Site Civil Engineering Plan to include stormwater area – A meeting with Staff prior to submittal is encouraged.  Yes  No  
 Applicant has included on the plans the following statement -  
 "Applicant will assure the plans will meet all engineering requirements and the standards of the Southwest Florida Water Management District (SWFMWD) at the time of building permit application."
3. For Landscape Plans, which are required for Site Plans, Applicant confirms that an on-site inspection by the City Arborist to discuss tree protection has been held prior to submission of this application.  Yes  No

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.
- The required Plans noted in Checklist Items 13 through 19 above shall be stapled together and combined with any submittals noted in Checklist Items 1 through 12 to create complete development application sets, accompanied by copies of the General Information Form and the Minimum Submission Checklist.
- Applicants for the Affordable Housing Fee Deferral Program who are fee simple owners of the property must submit an extra copy of Form 3 and Form A, B, and F.

**Contact Information for School Impact Analysis Determination**

Micki Ryan  
 Planning Analyst  
 Long Range Planning Department  
 School Board of Sarasota County  
 1960 Landings Boulevard  
 Sarasota, FL 34231  
**941-927-9000, ext. 32263**