



**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 1) 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.

Please note all items requiring a site plan or survey must include an electronic copy (.pdf file) of site plan and survey materials

SUBMISSION REQUIREMENTS FOR GENERAL APPLICATIONS:		IF REQUIRED	YES	N/A
1.	<p><b>A. Pre-Application Conference with the Development Review Committee</b> – 1 original and 12 copies</p> <ul style="list-style-type: none"> <li>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, &amp; other items the applicant deems pertinent.</li> </ul> <p><b>B. Pre-Application Conference with Staff regarding TIF Funding</b> – 1 original and 4 copies</p> <ul style="list-style-type: none"> <li>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.</li> </ul>			
2.	<p><b>Traffic Concurrency Initial Review</b> – 1 original and 1 copy</p> <ul style="list-style-type: none"> <li>Proposed site plan to include one 8 1/2" X 11" and one 24" X 36"</li> </ul>	Submit prior to filing Application		
3.	<p><b>Traffic Concurrency Study</b> – 1 original and 1 copy</p> <ul style="list-style-type: none"> <li>Copies of any plans already submitted or copies of plans being submitted</li> <li>The Scope of Services for the Traffic Concurrency Study</li> </ul> <p><b>Determination of concurrency must be made prior to filing a Development application.</b></p>	Submit prior to filing Application		
4.	<p><b>Community Workshops</b> – 1 original and 1 copy</p> <ul style="list-style-type: none"> <li>Proposed site plan</li> <li>Narrative including the following information: Proposed use, height, density, intensity, parking, vehicular access, landscaping and/or any other applicable information related to the project</li> <li>Other materials may include a sketch or concept plan, architectural renderings, special studies, etc.</li> </ul> <p><b>Application submittal does not guarantee a specific Community Workshop date.</b> <b>The Community Workshop, when required, must be held prior to filing a Development Application.</b></p>	Submit at least 7 business days prior to 14-day notification period of Workshop Date		
5.	<p><b>Adjustments to the Downtown Code</b> <input type="checkbox"/> City Staff <input type="checkbox"/> Planning Board – 1 original and 2 copies</p> <ul style="list-style-type: none"> <li>Surveys – all signed and sealed; survey requirement can be waived by the Director (incl. electronic copy)</li> <li>Narrative and any other supporting documentation indicating how criteria in Section IV-1903 – Adjustments, Zoning Code (2002 Ed.), as amended, have been met.</li> </ul>			
6.	<p><b>Amendments to the City's Comprehensive Plan, a/k/a Sarasota City Plan</b> – 1 original and 1 copy</p> <ul style="list-style-type: none"> <li>Narrative responding to all the questions indicated in Form I</li> <li>If a text amendment, proposed text. If an illustration amendment, proposed changes</li> <li>Summary of comments received at the Community Workshop</li> </ul>			
7.	<p><b>Annexations</b> – 1 original and 3 copies</p> <ul style="list-style-type: none"> <li>Verification the property is within the City's Urban Service Boundary</li> <li>Legal description of property by Metes and Bounds</li> <li>Signed &amp; Sealed Boundary Surveys, Property Surveys, and Topographic Surveys by Metes and Bounds</li> <li>County Zoning &amp; Future Land Use Map applicable to the area</li> <li>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.</li> </ul>			
8.	<p><b>Boundary Adjustment/Lot Split Review</b> – 1 original and 1 copy both with a signed and sealed survey</p> <ul style="list-style-type: none"> <li>Narrative</li> <li>Written authorization of all affected property owners</li> </ul>			
9.	<p><b>Sidewalk Café (First time and Extensions)</b> – 1 original and 1 copy</p> <ul style="list-style-type: none"> <li>Form M (2 signed originals)</li> <li>2 Restaurant menus</li> <li>8 1/2" X 11" professional drawing showing outdoor seating including scale and directional</li> <li>Copy of the Florida Department of Business and Profession Regulation License (Food Permit) and Liquor License (if applicable)</li> <li>Copy of the City of Sarasota Local Business Tax receipt and Sarasota County Business Tax receipt</li> <li>Certificates of Insurance (see Form M)</li> </ul>			
10.	<p><b>Provisional Use/Open Air Market</b> – 1 original and 2 copies</p> <ul style="list-style-type: none"> <li>Narrative describing the type of market, days and hours of operation, types of signs and any entertainment</li> <li>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.</li> <li>8.5 x 11 sketch of the site identifying the location of all uses and parking if provided.</li> </ul>			
11.	<p><b>Regional Activity Center or Urban Central Business District</b> – 1 original and 3 copies</p> <ul style="list-style-type: none"> <li>Narrative responding to the questions/criteria indicated on Form O.</li> <li>Map delineating the boundary of the proposed area.</li> <li>Proposed Ordinance delineating a Regional Activity Center or Urban Central Business District, optional.</li> <li>Summary of comments received at the Community Workshop.</li> </ul>			

SUBMISSION REQUIREMENTS FOR GENERAL APPLICATIONS:		IF REQUIRED	YES	N/A
12.	<b>Revisions/Amendments to Previously Approved Applications</b> – 1 original and 2 copies <ul style="list-style-type: none"> <li>Submission requirements will be determined by agreement of Staff and the Applicant</li> </ul>			
13.	<b>Site Plan - Extension of Time</b> – 1 original and 2 copies <ul style="list-style-type: none"> <li>Narrative</li> </ul>	Submit 30 days prior to expiration		
14.	<b>Tax Increment Financing (TIF) Funding Assistance Requests</b> – 1 original and 4 copies <ul style="list-style-type: none"> <li>Narrative including <b>1)</b> Development Budget for (a) Permanent Financing and (b) During Construction; <b>2)</b> Construction timeline by Phase/Structure; <b>3)</b> Detailed Operating Cash Flow Pro Forma.</li> <li>11" X 17" Schematic architectural drawings – a site plan and elevations of all facades</li> </ul>			
15.	<b>Zoning Code Confirmation</b> – 1 original and 1 copy <ul style="list-style-type: none"> <li>Narrative</li> </ul>			
16.	<b>Zoning Code Interpretation</b> – 1 original and 1 copy; a meeting with Staff prior to filing is encouraged <ul style="list-style-type: none"> <li>Narrative</li> </ul>			

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 Agent [**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.