

**CITY OF TREASURE ISLAND
FLOOD PLAIN DEVELOPMENT APPLICANT FOR DEVELOPMENT ORDER
SITE PLAN REVIEW APPLICATION**

OFFICE USE ONLY:

Fees: Single Family & Duplex: - \$300.00; Multi-family, Commercial & Institutional - \$500.00; Minor Modification to previously approved Site Plan – One –half regular site plan review fee.

1. **APPLICANT:**
Name of Owner: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone (home): _____ Phone (work): _____
Contact Person: _____ Phone: _____
Contact Address: _____
2. **PROPERTY DESCRIPTION:**
Street Address: _____
Land Use: _____ Site Area: _____ Sq. Ft.
Legal Description:
Lot: _____ Block: _____ Subdivision: _____
Flood Zone: _____
Description of Adjacent Properties:
North: _____ East: _____
South: _____ West: _____
3. **Description of Site Plan:**

4. Required attachments and filing fee must accompany this application. The date of application shall be the date the application is complete with all required attachments and fees.

I certify that the information contained herein is correct to the best of my knowledge. All provisions of laws and ordinances governing this type of issue will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant

Printed Name of Signatory

5. **STATE OF FLORIDA
COUNTY OF PINELLAS**

Before me personally appeared _____ who said file he/she executed the above instrument of his/her own free will and accord with full knowledge of the purpose therefore; and, who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

Sworn to and subscribed in my presence this _____ day of _____ 20_____

Notary Public: _____

My commission expires: _____

CITY OF TREASURE ISLAND
PROCEDURES FOR APPLYING TO THE
PLANNING AND ZONING BOARD
SITE PLAN REVIEW

Please Note: It is advisable to make application at least a week before the deadline as any application with a correction needed will be rejected after the deadline date.

1. A PRE-APPLICATION CONFERENCE shall be held prior to the submission of an APPLICATION in order to be heard at the next regular meeting.
2. Single Family & Duplex: - \$300.00; Multi-family, Commercial & Institutional - \$500.00; Minor Modification to previously approved Site Plan – One –half regular site plan review fee.
3. Before the Board can hear any case, twenty (20) copies of the following must be submitted to the Community Improvement Department by the Deadline date:
 - a. Completed Site Plan Review application.
 - b. Proof of ownership of the property; i.e. deed, title abstract.
 - c. A boundary survey of the original parcel/property at a scale not smaller than one (1) inch equals thirty (30) feet.
 - d. All site plans shall be prepared at a scale not smaller than one (1) inch equals one hundred (100) feet, and shall be submitted on sheets twenty - four (24) inches by thirty - six (36) inches.
 - e. Any portion of a site plan involving architecture, landscape architecture, engineering or surveying shall be certified by the individual responsible for the portion of the site plan and shall bear the seal, registration number, name and address of said individual.
 - f. Information to be shown on the Site plan:
 - (1) The name, and address of the owner and/or developer, legal description, north arrow, date and scale of drawing and number of sheets;
 - (2) All existing and proposed street right-of-way reservations and easements, canals and waterways; their names, and widths; land use of site and all adjacent properties;
 - (3) The density of land use to be allocated to all parts of the site, with tabulations by area and percentages thereof. Such allocations shall include, but not be limited to:
 - (a) Total site area
 - (b) Area covered by buildings
 - (c) Impervious surface ratio
 - (d) Floor area ratio
 - (e) Density (dwelling units per acre)
 - (f) Landscaped areas
 - (g) Vehicular circulation and parking area(s)
 - (h) Location, area and use of all other portions of the site
 - (4) Footprint of all buildings, required and proposed setbacks, height, number of floors, and where applicable, the number, size and type of dwelling units;
 - (5) All off-street parking, driveway entrances, walkways, decks and patios; the type of surfacing, size, angle and width of parking spaces, driveway entrances and aisles; a schedule showing the number of parking spaces provided and the number required by the provisions of the land development regulations;

- (6) All existing and proposed utilities, including, but not limited to:
 - (a) Water and sanitary sewer pipe sizes, rim and invert elevations, direction of flow and top and bottom elevations;
 - (b) Telephone, electric, gas and other utilities;
 - (c) Solid waste disposal facilities including proposed location and screening of containers or other equipment;
 - (d) Existing and proposed fire hydrants;
 - (e) Provisions for the adequate retention and disposition of the first one (1) inch of storm water on site, indicating the location, size, type and grade of retention areas, catch basins, pipes and connections to the existing drainage system;
 - (7) Building elevations (all sides) showing finished grade at building, base flood elevation, lowest floor elevation, height to top of roof and height of appurtenances above roof.
 - (8) Existing topography with a maximum contour interval of one (1) foot, or spot elevations shall be provided where necessary, but not more than twenty-five (25) feet apart;
 - (9) Proposed finished grading with a maximum contour interval of one(1) foot, or spot elevations shall be provided where necessary, but not more than twenty-five (25) feet apart particularly those locations along lot line;
 - (10) Provisions for the use of open space and a landscape plan indicating the location, type, size and description of all landscape materials;
 - (11) Location, type, size and height of free-standing signs and exterior lighting;
 - (12) Location, type, size and height of fences, retaining walls and screen planting;
 - (13) Provisions for the adequate control of erosion and sedimentation, indicating the proposed temporary and permanent control practices and measures that will be implemented during all phases of clearing, grading and construction;
 - (14) In the case of plans which call for development over a period of years, a schedule showing the proposed times within which applications for building permits are intended to be filed;
 - (15) Any additional data, plans or specifications which the applicant believes is pertinent and will assist in clarifying his application;
 - (16) Architectural considerations: All proposed site plans shall be reviewed to determine if there is excessive uniformity, dissimilarity, inappropriateness or poor quality of design in the exterior of buildings erected in any neighborhood which would adversely affect the desirability of the immediate area and neighboring area for residential or business purposes or other use.
4. If applicant cannot appear in person, a designated representative shall be present and a letter so stating shall be submitted with the application.
 5. Applicants to the Board are required to notify neighbors within a 200-foot radius of their property. Notices will be prepared by the City for hand delivery or certificate of mailing delivery by the applicant. If hand delivered, a signature of the property owner and date of delivery is required. If notices are sent via certificate of delivery, the postal receipt shall be returned to the Community

Improvement Department not less than 10 days prior to the date of the public hearing. When condominium or cooperative apartment fall within the 200-foot radius, notices may be delivered to the manager or president of the condo association for distribution to the individual owners.

NOTE: Sufficient copies of the public notices for distribution shall be furnished by the Community Improvement Department.

6. A minimum majority of the seated board membership shall constitute a quorum for the transaction of business.
7. If, within twelve (12) months of the date of the approval of an application for site plan review, a building permit has not been applied for, the approval site plan becomes null and void.
8. All site plan applications that will require variances from the City Commission will be reviewed by the Board prior to submission to the City Commission.
9. Applicants are required to schedule one or more pre-application conference(s) with the City Planner to insure that all-necessary data is shown and acceptable for Board review.

LANDSCAPE

Site Plan Submission Requirements

Submission Requirements:

An application for landscape approval shall be accompanied by the following information and processed by the City only after the following procedural requirements have been complied with:

1. Twenty (20) copies of all plans and required supporting documentation together with an application signed by the owner of record shall be submitted to the Community Improvement Department. Each application shall be accompanied by the application fee as specified by resolution of the Commission and no application will be accepted nor a review conducted until the fee is paid to the City.
2. All paved area landscape plans shall be prepared at a scale not smaller than one (1) inch equals fifty (50) feet and shall be submitted on sheets twenty-four (24) by thirty-six (36) inches.
3. All paved area landscape plans submitted for review and approval shall include the following information:
 - a. The shape and dimensions of the lot or parcel;
 - b. All existing and proposed parking spaces, access aisles, driveways, sidewalks, wheel stops, curbs and other vehicular use controls;
 - c. The location of existing and proposed curb and/or driveway cuts and median openings;
 - d. The distance between curb cuts including the distance from any curb cuts on adjacent property;
 - e. Existing and proposed lighting and irrigation systems, planting area and decorative or screen walls. Planting areas must indicate the quantity, spacing, size and name of proposed plant material. An exterior elevation and wall section shall be provided for any decorative or screen wall indicated on the plan.

Grounds Permit – Vehicular Use Plan

The grounds permit shall be issued upon submission of the following requirements by the applicant and upon a finding by the designated official that the provisions of this article have been complied with:

1. Vehicular Use Plan. The developer shall submit to the designated official such information as the designated official deems necessary to include nineteen (19) copies of a combination site plan/planting plan and which shall be in addition to any plans submitted for building permits. Said plan shall hereinafter be referred to as the "Vehicular Use Plan" and shall be required to be submitted for all proposed vehicular use areas. When the vehicular use area is adjacent to or developed in connection with a proposed new structure, the vehicular use plan shall be submitted at the same time of the submittal of a site plan for the proposed structure.
2. Contents. The name and address of the owner and of the designer shall be indicated on the plan. The date the plan is completed shall be stated. Said plan shall be drawn to scale no smaller than one (1) inch equals thirty (30) feet, indicate all dimensions and property lines, provide elevation data and the north point, and clearly delineate existing and proposed parking spaces, access aisles, driveways, sidewalks, wheel stops, curbs and other vehicular use controls. The location of curb cuts on adjacent property, median openings on abutting streets, lighting, irrigation systems, fire hydrants, water check valves, proposed planting areas, decorative or screen walls and fencing, existing trees and related buildings shall be shown to completion of the vehicular use area, a temporary certificate of occupancy may be issued if a financial guarantee, acceptable in form to the City Manager, is provided.

3. Filing Fee. At the time of the issuance of the grounds permits, the applicant shall pay to the City a filing fee in the amount as established by the City Commission. If any person commences work on the development of any vehicular use area prior to obtaining the necessary grounds permit, the filing fee shall be quadrupled, and he/she shall be liable for the penalties prescribed for violation of this Code.

STORM DRAINAGE Site Plan Submission Requirements

One (1) or more pre-application conferences between the applicant and representatives of the City's administrative staff is encouraged.

1. Nineteen (19) copies of all plans and required supporting documentation, together with an application signed by the owner of record or a duly authorized representative shall be submitted to the Community Improvement Department. Each application shall be accompanied by the application fee as specifies by resolution of the City Board of Commissioners, and no application will be accepted nor a review conducted until said fee is paid to the City;
2. The drainage plans and supporting documentation shall be certified by a registered professional engineer and shall bear the seal, registration number and name and address of the individual;
3. All Drainage plans shall be prepared at an appropriate scale and shall be submitted on sheet(s) twenty-four (24) by thirty-six (36);
4. All drainage plans submitted for review and approval shall include the following information:
 - a. A hydraulic survey of the site and the existing stormwater facilities proximate to the site into which portions of the runoff may be allowed to discharge;
 - b. A description of those measures which will be taken to provide adequate on-site retention in a manner acceptable to the City in accordance with the intent of this article;
 - c. Calculations to support the adequacy of the described measures; and
 - d. Preliminary design drawings of the proposed storm drainage facilities.

The hydraulic survey, on-site retention methods and analysis and calculations, shall be in accordance with the requirements, procedures and methods as set forth by the City.

Site Plan Submission Requirements Checklist

Complete Checklist

Any site plan submitted for review shall contain the following information:

NO.	Requirement	√	Comments	Staff Only	
				OK	Reject
1.	Pre-application Conference		Date Held: ____/____/____		
2.	Filing Fee				
3.	Nineteen (19) Copies of Information				
3a.	Completed site plan review application				
3b.	Proof of ownership of property.				
3c.	A boundary survey of the property at a scale not smaller than one (1) inch equals thirty (30) feet.				
3d.	All site plans at a scale not smaller than one (1) inch equals thirty (30) feet and on sheets 24" by 36".				
3e.	Site plan seal, registration number, name and address of said individual.				
3f1.	The name and address of the owner and/or developer.				
3f1.	Legal Description.				
3f1.	North arrow.				
3f1.	Date.				
3f1.	Scale of Drawing.				
3f1.	Number of sheets.				
3f2.	All existing and proposed street right-of-way reservations and easements, canals and waterways; their names and widths.				
3f2.	Land use of site.				
3f2.	Land use of all adjacent properties.				
3f3.	The density of land use to be allocated to all parts of the site, with tabulations by area and percentages thereof.				
3f3.	A. Total site area				
3f3.	B. Area covered by buildings.				
3f3.	C. Impervious surface ratio.				
3f3.	D. Floor area ratio.				
3f3.	E. Density dwelling units per acre.				
3f3.	F. Landscaped areas.				
3f3.	G. Vehicular circulation and parking areas.				
3f3.	H. Location, area and use of all other portions of the site.				
3f4.	Footprint of all buildings.				
3f4.	Required and proposed setbacks.				

3f4.	Height of building.				
3f4.	Number of floors.				
3f4.	Where applicable, the number, size and type of dwelling units.				
3f5.	All off-street parking.				
3f5.	Driveway entrances.				
3f5.	Walkways				
3f5.	Decks and patios.				
3f5.	Type of surfacing, size, angle and width of parking spaces, driveway entrances and aisles.				
3f5.	Schedule showing the number of parking spaces provided.				
3f5.	Number required by the provisions of the land development regulations.				
3f6.	All existing and proposed utilities.				
3f6.	A. Water and sanitary sewer pipe sizes, rim and invert elevations, direction of flow and top and bottom elevations.				
3f6.	B. Telephone, electric, gas and other utilities.				
3f6.	C. Solid waste disposal facilities, proposed location and screening of containers.				
3f6.	D. Existing and proposed fire hydrants.				
3f6.	E. Provisions for the adequate retention and disposition of the first one (1) inch of storm water on site, indicating the location, size, type and grade of retention areas, catch basins, pipes and connections to the existing drainage system.				
3f7.	Building elevations all sides showing finished grade at building.				
3f7.	Base flood elevation.				
3f7.	Lowest floor elevation.				
3f7.	Height to top of roof.				
3f7.	Height of appurtenances above roof.				
3f8.	Existing topography with a maximum contour interval of one (1) foot, or spot elevations shall be provided where necessary, but not more than twenty-five (25) feet apart.				
3f9.	Proposed finished grading with a maximum contour interval of one (1) foot, or spot elevations shall be provided where necessary, but not more than twenty-five (25) feet apart particularly those locations along lot lines.				
3f10.	Open space and a landscape plan indicating the locations, type, size and description of all landscape materials.				

3f11.	Location, type, size and height of free-standing signs and exterior lighting;				
3f12.	Location, type, size and height of fences.				
3f12.	Location, type, size and height of retaining walls.				
3f12.	Location, type, size and height of screen planting.				
3f13.	Provisions for the adequate control of erosion and sedimentation, indicating the proposed temporary and permanent control practices and measures that will be implemented during all phases of clearing, grading and construction.				
3f14.	In the case of plans which call for development over a period of years, a schedule showing the proposed times within which applications for building permits are intended to be filed.				
3f15.	Any additional data, plans or specifications which the applicant believes is pertinent and will assist in clarifying his application.				
4.	If applicant cannot appear in person, a designated representative shall be present and a letter so stating shall be submitted with the application.				
	Landscape Site Plan Submission Requirements Checklist				
	Grounds Permit – Vehicular Use Site Plan Requirements Checklist				
	Drainage Facilities Site Plan Submission Requirements Checklist				

I have read the attached instructions, requirements and completed the checklist.

Applicant Signature

Date

Submission Date: ____/____/____

Rejection Date: ____/____/____

Staff Review Approval Date: ____/____/____

Staff Signature

Landscape Site Plan Submission Requirements Checklist

All uses of land and development thereof, excepting single-family dwellings and duplex dwellings on lots of six thousand (6,000) square feet or less, where off-street parking and open lot sales, display and services are provided, except within buildings, shall comply with the provisions of this article, and the developer shall submit required information for review and approval.

All property within existing paved vehicular use areas on the effective date of the ordinance from which this article was derived shall not be required to conform to provisions of this article unless reconstruction or expansion of improvements on the property requires a site plan approval in accordance with the "City of Treasure Island Site Plan Review Ordinance".

Any landscape site plan submitted for review shall contain the following information:

NO.	Requirement	√	Comments	Staff Only	
				OK	Reject
1.	Nineteen (19) copies of all plans and required supporting documentation together with an application signed by the owner of record shall be submitted.				
2.	All paved area landscape plans shall be prepared at a scale not smaller than one (1) inch equals fifty (50) feet and shall be submitted on sheets twenty-four (24) by thirty-six (36) inches.				
3.	All paved area landscape plans submitted for review and approval shall include the shape and dimensions of the lot or parcel.				
4.	All paved area landscape plans submitted for review and approval shall include all existing and proposed parking spaces, access aisles, driveways, sidewalks, wheel stops, curbs and other vehicular use controls.				
5.	All paved area landscape plans submitted for review and approval shall include the location of existing and proposed curb and/or driveway cuts and median openings.				
6.	All paved area landscape plans submitted for review and approval shall include the distance between curb cuts including the distance from any curb cuts on adjacent property.				
7.	All paved area landscape plans submitted for review and approval shall include existing and proposed lighting and irrigation systems, planting areas and decorative or screen walls. Planting areas must indicate the quantity, spacing, size and name of proposed plant material. An exterior elevation and wall section shall be provided for any decorative or screen wall indicated on the plan.				

I have read the attached instructions, requirements and completed the checklist.

Applicant Signature

Date

Submission

Date: ____/____/____

Rejection

Date: ____/____/____

Staff Review Approval

Date: ____/____/____

Staff Signature

Grounds Permit – Vehicular Use Site Plan Submission Requirements Checklist

The City Manager shall designate an official to be responsible for the issuance of ground permits. Prior to the development modification or expansion of any vehicular use areas, application shall be made to the designated official for the issuance of a grounds permit. The grounds permit shall be issued by the designated official upon submission of the following requirements by the applicant and upon a finding by the designated official that the provisions of this article have been complied with.

NO.	Requirement	√	Comments	Staff Only	
				OK	Reject
1.	Submit to the designated official such information as the designated official deems necessary to include nineteen (19) copies of a combination site plan/planting plan.				
2.	The name and address of the owner and of the designer shall be indicated on the plan.				
3.	The date the plan is completed shall be stated.				
4.	Drawn to scale no smaller than one (1) inch equals thirty (30) feet, indicate all dimension and property lines.				
5.	Elevation data and the north point.				
6.	Clearly delineate existing and proposed parking spaces, access aisles, driveways, sidewalks, wheel stops, curbs and other vehicular use controls.				
7.	The location of curb cuts on adjacent property.				
8.	The location of median openings on abutting streets.				
9.	The location of lighting.				
10.	The location of irrigation systems.				
11.	The location of fire hydrants.				
12.	The location of water check valves.				
13.	The location of proposed planting areas, decorative or screen walls and fencing, existing trees and related buildings.				

I have read the attached instructions, requirements and completed the checklist.

Applicant Signature

Date

Submission

Date: ____/____/____

Rejection

Date: ____/____/____

Staff Review Approval

Date: ____/____/____

Staff Signature

Drainage Facilities Site Plan Submission Requirements Checklist

The following uses of land and development shall submit the following required information for review and approval:

- (1) All permitted uses within all districts which are located on a lot containing thirty thousand (30,000) square feet or more.
- (2) All approved special exception uses within all districts which are located on a lot containing thirty thousand (30,000) square feet or more, and
- (3) All uses within all districts, except single family detached and two-family dwellings and their accessory uses and structures, located on a lot which abuts Boca Ciega Bay or any waterway or canal connecting thereto.

The uses and developments identified, as required to comply with the provisions of this division, do not and shall not include the interior and/or exterior renovation, remodeling or alteration of an existing use, provided however, that if the use or structure are not increased in size or the density.

Any site plan submitted for review shall contain the following information:

NO.	Requirement	√	Comments	Staff Only	
				OK	Reject
1.	Pre-application conference.				
2.	Nineteen (19) copies of all plans and required supporting documentation.				
3.	Application signed by the owner or record or a duly authorized representative.				
4.	The drainage plans and supporting documentation shall be certified by a registered professional engineer and shall bear the seal, registration number and name and address of the individual.				
5.	All drainage plans shall be prepared at an appropriate scale and shall be submitted on sheet(s) twenty-four (24) by thirty-six (36) inches.				
6.	A Hydraulic survey of the site and the existing stormwater facilities proximate to the site into which portions of the runoff may be allowed to discharge.				
7.	A description of those measures which will be taken to provide adequate on-site retention in a manner acceptable to the City.				
8.	Calculations to support the adequacy of the described measures.				
9.	Preliminary design drawings of the proposed storm drainage facilities.				
10.	The hydraulic system, on-site retention methods and analysis and calculations, in accordance with the requirements, procedures and methods as set forth by the City.				

I have read the attached instructions, requirements and completed the checklist.

Applicant Signature

Date

Submission

Date: ____/____/____

Rejection

Date: ____/____/____

Staff Review Approval

Date: ____/____/____

Staff Signature