

SARASOTA COUNTY

CONCURRENT COMMERCIAL (S&D)

(Condominium, Apartment, Office, Industrial)

APPLICATION

PACKET

**Complete Package shall be submitted to
Planning and Development Services
Land Development Services
1001 Sarasota Center Blvd
Sarasota, Florida 34240
(941) 861-6576**

CONCURRENT COMMERCIAL (S&D) REVIEW PROCEDURES

1. **GENERAL.** A Concurrent Site and Development Plan shall be required for all development other than the creation of a subdivision. Condominiums shall be processed through the Site and Development or Concurrent Site and Development review process.
 - a. Exceptions are:

Increase in the impervious surface of less than 50% of a developed site providing such increase is less than 2,000 square feet and no additional impacts; i.e., new access points, redesign of stormwater structures, intensification of use, etc., will occur. (An Exemption by Land Development would be required)
 - b. Zoning: Prior to consideration by the County, any proposed development must have the appropriate zoning for the intended use.
 - c. Transmission Towers: Obtain supplemental application for Transmission Towers.
2. **REVIEW.** The representative/applicant shall submit a Concurrent Site and Development Plan application to Land Development Services, in accordance with the submission requirements of the Land Development Regulations (LDR). At the time of application, fees as approved by the Board of County Commissioners shall be required.

Signed, sealed, and folded plans (including signed, sealed, and folded surveys, **done with the benefit of a current title search**), submitted for review shall be forwarded by Land Development Services to the following entities:

- Land Development Services
- Transportation Planning
- Stormwater Environmental Utility
- Utilities Permitting
- Fire Marshal
- Environmental Health
- History Center
- Resource Protection
- Tree Protection
- Water Resource Services
- Landscape Architect
- DRC Coordinator
- Zoning
- Planning Services (If applicable)
- Forestry (If applicable)
- Design Standards Review (If applicable)
- Traffic Operations (If a signal is required)
- Road Program (If on a major road)

Total minimum required is **15 sets**.

Prior to submission of an application, the representative/applicant is strongly encouraged to arrange a presubmittal conference with the Sarasota County Development Review Committee (DRC). The purpose of the conference is to assist the representative/applicant who has questions concerning the submittal procedures or the requirements for

the Concurrent Site and Development Plan Review. The conference is also used to determine the number of required reviewing entities.

3. **DETERMINATION.** Five (5) working days will be given the entities for review. The submittal shall be either authorized with stipulations, or deemed insufficient by the County. In the event the submittal is deemed insufficient by the County, the insufficient items shall be resubmitted and reviewed under the same procedures as the original submission. During the review process, the representative/applicant may be called upon for consultation from the review entities.
4. **DURATION OF APPROVAL STATUS.** The Concurrent Site and Development Plans shall be void if substantial construction work, as determined by the County Engineer, has not commenced within two (2) years of Construction Authorization. Resubmittal, review and reapproval of Concurrent Site and Development Plans shall be required. "Substantial construction work" means the commencement and continuous prosecution of construction of required improvements to completion. For previously approved phased developments, the representative/applicant will demonstrate that activity, roadway engineering design and permitting have occurred. Such activity will be considered as meeting the requirements for substantial construction. Plans thus submitted for review and re-approval shall comply with all current Regulations.

In cases of unforeseen circumstances, the representative/applicant may apply for an extension of the Construction Authorization prior to the expiration date of the original approval. The approval status may be extended once for an additional two (2) year period, if a written request is received by the County at least thirty (30) days prior to the termination of the original approval status. The extension shall be for the original site use and configuration only. Approval will not be granted if the project is not in compliance with all current requirements.

5. **AUTHORITY GRANTED BY APPROVAL.** Approval of the Plan by the County shall be construed as authority for the representative/applicant to:
 - a. construct improvements such as stormwater facilities, excavation and fill, bulkheads, sidewalks, paving; and
 - b. apply for building permits.

CONCURRENT SITE AND DEVELOPMENT PLAN SUBMISSION REQUIREMENTS:

PLANS shall include the following unless the County determines that one or more of the following does not apply to the particular development (specific requirements for each of these can be found in the LDR):

1. **OWNERSHIP AND UNIFIED CONTROL (on Site Plan).** A statement of ownership and unified control of the entire property for which development approval is requested.
2. **CHARACTER AND INTENDED USE (on Site Plan).** A statement describing in detail the character and intended use of the development.
3. **GENERAL LOCATION MAP (on Site Plan).** A map showing the relationship of the site to major streets, schools, existing utilities, shopping concentrations, important physical features in and adjoining the project, and the like.
4. **SITE PLAN** folded, signed and sealed (15 sets) by registered engineer showing graphically (**site surveys [15 copies], done with the benefit of a current title search, folded, signed and sealed by a Professional Surveyor and Mapper required with each set of the site plans**) (include 3 legible, recent copies of aerial photographs, 24"x36", 1"=200'):
 - a. title of the project, name of owner(s) and representative/applicant, if applicable, date, north arrow, legal description and scale;

- b. location of any buildings, **approximate age of existing buildings (for History Center review)**, off-street vehicular use areas, parking spaces (number required and number provided), access ways, retention/detention ponds, existing and proposed easements, and existing and proposed road rights-of-way;
 - c. number of residential units and resulting density;
 - d. gross floor area;
 - e. the total gross acreage of the project shall be presented and the percentage thereof, along with the area/acreage, for each of the following shall be shown:
 - (1) building coverage,
 - (2) open space, and
 - (3) impervious coverage.
 - f. building height(s), number of floors, floor elevations, type of construction, and use of structures;
 - g. location of sidewalks;
 - h. location of refuse collection facilities, including screening;
 - i. phase lines, if development is to be constructed in phases;
 - j. preserve areas;
 - k. FEMA flood zones, floodways, and flood zone map number (if applicable);
 - l. Watershed Model floodplain delineation;
 - m. landscape buffer types and widths;
 - n. location of any wells and/or septic tanks or a statement that none exist; and
 - o. any stipulations from the Rezone Petition or Special Exception Resolution shall be printed on the plans.
5. **MAINTENANCE OF COMMON FACILITIES STATEMENT (on Site Plan).** When common facilities such as recreation areas or structures, private streets, private drainage facilities, common open space, etc. are proposed, statements shall be included explaining how such common facilities are to be provided and permanently maintained (at other than public expense) and stating the designated responsible entity for the facility. The statements would refer to deed restrictions, deeds of trust, homeowners associations, surety arrangements, or other legal instruments providing adequate guarantees that such common facilities will not become a future liability to the County. **The actual legal instrument is not required for this review.**
6. **ALL EXISTING CONDITIONS AND IMPROVEMENTS** on and abutting within two hundred (200) feet of the tract (topographical survey; folded, signed/sealed by a Professional Surveyor and Mapper, 15 copies);
- a. Boundaries of the tract (shown by a heavy line) with bearings and distances, section lines, and significant topographical conditions (water courses, wetlands, vegetation, wooded areas, etc.);
 - b. Sarasota County Gulf Beach Setback Line (DNR Coastal Construction Control Line and/or Barrier Island Pass Twenty (20) Year Hazard Line, Florida Department of Environmental Protection [FDEP] Coastal Construction Control Line), and Gulf Front Setback Line, if applicable;

- c. Flood plain area designations;
 - d. Names of owners, zoning, and current use of abutting tracts of land;
 - e. Existing contours at one (1) foot intervals based on National Geodetic Vertical Datum of 1929 (NGVD-29) for the tract extending twenty-five (25) feet beyond the tract boundary;
 - f. Existing streets and platted rights-of-way. The name, location, right-of-way width, pavement width, and established centerline elevation, as applicable;
 - g. Existing stormwater and other drainage facility locations; and
 - h. Other existing improvements including utilities, easements, and buildings.
7. **UTILITIES PLANS** (15 plans in compliance with the terms of the LDR) and statement indicating the proposed method intended to provide water (including fire hydrants), sewer, power, telephone, refuse collection, gas, street lighting, etc., and the following, where applicable:
- a. The utility company(ies) intended to supply water and/or sewer service and a statement of available plant capacity from the appropriate utility company(ies) or utility franchise(s). Statement must include:
 - (1) existing or proposed plant capacities,
 - (2) average and peak daily flows, obtained from the most recent twelve (12) months State operating reports or from the Sarasota County Utilities Plant Data Information Forms,
 - (3) number of commitments,
 - (4) number of connections, and
 - (5) indication of the ability to serve the proposed development.
 - b. Preliminary engineering report on any proposed central water and/or sewer system;
 - c. Other proposed methods or systems (e.g., septic, etc.) with subsoil examination, tests, and calculations, as required; and
 - d. Service requirement statement indicating that the developer is aware that all service requirements contained therein must be complied with prior to acceptance by the County and issuance of the First Letter.
8. **BUILDING ELEVATIONS/TYPE OF MATERIALS (on Site Plan or 2 copies)** shall be provided for buildings in the development along with information as to the number of dwelling units, sizes, and types.
9. **LANDSCAPE PLANS AND SPECIFICATIONS** (seven folded, signed and sealed by a Florida Registered Landscape Architect) shall be provided which include:
- a. buffer types and widths;
 - b. a list of all plants/structures required and provided for each buffer;
 - c. location of all plants/structures in buffers and in parking lots;
 - d. a plant list with the size, quantity and quality of all required plants; and
 - e. provisions for irrigation and maintenance shall also be provided.

The location of all trees protected by the current County Tree Protection Ordinance shall be shown on a survey map prepared by a registered land surveyor (unless an aerial of adequate scale and resolution is proposed and approved by Resource Protection Services prior to the submittal of the plan), as well as all plantings and other elements required by the Sarasota County Zoning Ordinance, and in compliance with the LDR.

10. **HABITAT MAP (on Site Plan or 2 copies)** with all habitats delineated clearly, in accordance with Florida Land Use, Cover, and Forms Classification System (FLUCCS) nomenclature. Habitats shall be delineated on an aerial photograph (scale not larger than 1 inch = 200 feet). All preservation (including mitigation areas and conservation areas) must be labeled appropriately on the Site Plan.
11. **LITTORAL ZONE PLAN, if wet retention, (on Site Plans)** the plan shall follow the requirements outlined in the LDR Environmental Technical Manual.
12. **WETLAND MITIGATION, MAINTENANCE & MONITORING PLAN (on Site Plan or 2 copies) (if applicable).** The plan shall follow the requirements in the LDR Environmental Technical Manual.
13. **WETLAND HYDROPERIOD MAINTENANCE PLAN (on Site Plan or 2 copies) (if applicable).** The plan shall be submitted, which includes the following:
 - a. topography of each wetland;
 - b. description of the vegetative cover in each wetland;
 - c. depiction of wet season high water elevation in each wetland;
 - d. discussion of how seasonal high water elevations will be maintained under post-development conditions;
 - e. depiction of the boundaries and topography of each wetland's watershed; and
 - f. description of how rainfall reaching impervious surfaces within a wetland's watershed will be treated and routed to the wetland, wetland buffer, surficial water table within the wetland's watershed, or lake adjacent to the wetland.
14. **TREE PROTECTION PLAN (on Site Plan).** A tree location plan including provisions for protection of existing trees and for installation of any trees required by County regulations. This tree location plan shall be in the form of a survey prepared by a registered Professional Survey Mapper unless an aerial of adequate scale and resolution is proposed and approved by Resource Protection Services prior to the submittal of the site plan.
15. **MANAGEMENT PLAN FOR CONSERVATION & PRESERVATION AREAS (on Site Plan).** A management plan, based on best available technology, shall be submitted for all conservation and preservation areas. All such areas shall be labeled on all plans and maintained in perpetuity by a designated responsible entity. Pursuant to Section 74-62 of the LDR, no filling, excavating, removing native vegetation (both trees and understory plants), or storing materials shall be allowed within conservation and preservation areas, unless written approval is first obtained from Resource Protection Services.
15. **SIGN PLAN, if applicable, (with Site Plan or 2 copies)** not approved through the Site and Development review process; the Sarasota County Planning and Development Services Business Center is the approval agency for signs.
16. **OUTDOOR LIGHTING PLAN (2 copies).** A site lighting plan for nonresidential and multifamily buildings and projects, including their outparcels, shall be designed to provide safe, convenient, and efficient lighting for pedestrians and vehicles. Pursuant to Section 7.5 of the Zoning Ordinance, lighting shall be designed in a consistent and coordinated manner for the entire site. The lighting and lighting fixtures shall be integrated and designed so as to enhance the visual impact of the project on the community and/or should be designed to blend into the

surrounding landscape. Lighting design and installation shall ensure that lighting accomplishes on-site lighting needs without intrusion on adjacent properties.

17. **STORMWATER MANAGEMENT PLAN (3 sets of signed and sealed calculations).** The calculations shall be submitted which include the following:

- a. LDR Appendices 24-26;
- b. proposed treatment method, treatment volume required, treatment volume provided and drawdown calculations;
- c. pre-development attenuation and post-development attenuation;
- d. maintenance responsibility; and
- e. if a hydrograph routing method will be used, also include pre-development and post-development conditions for the sub-basins, nodes, pipes, canals, cross-sections, drop structures and weirs. Also include a pre-development and post-development sub-basin map.

The plan shall be submitted which includes the following:

- a. easements and right-of-way;
- b. existing and proposed swales, ditches, canals, storm sewers, structures, littoral areas, detention basins and applicable cross-sections;
- c. existing and proposed flow directions, contours and grades, water elevations, and discharge locations; and
- d. drainage basin location, project area, drainage area (including off-site contributions), 100-year floodplain designation, FEMA designation and soils information.

The Land Development Regulations require that developments greater than 35 acres or 8 acres of new impervious area be incorporated into the County's Watershed Model to demonstrate that no adverse increase in offsite flood levels will result from the proposed development. **To more efficiently process the reviews, please contact Public Works – Stormwater at 941-861-0910 to schedule a pre-submittal meeting if any of the following apply:**

- a. Is the project 35 acres or greater?
- b. Does the project propose 8 acres or more of impervious coverage?
- c. Does the project propose significant changes to the Watershed conveyance system?

If any of the above apply, an additional set of plans shall be submitted and a 20 working day review period will be required for the stormwater inclusion or revision to the existing condition model. Any revisions to the existing conditions model must be reviewed and approved prior to incorporation of the project into the model.

18. **REZONE PETITION/SPECIAL EXCEPTION(S)**, the applicant shall furnish a copy of applicable Rezone Petition(s)/Special Exception(s) and approved Ordinance(s)/Resolution(s), including binding Development Concept Plan(s) pertaining thereto with the initial plan submittal.

19. **CHECK SHEET**, on which the representative/applicant initials each of the items submitted or why not submitted. The Check Sheet must be submitted with the application. You will find the Check Sheet included in this package.

20. **OTHER ADDITIONAL INFORMATION**, data, maps, plans, preservation or conservation areas, required buffers around wetlands, surveys, or statements as may be required by the County for the particular uses or activities proposed or as the representative/applicant may believe pertinent to the Concurrent Review of the Site and Development Plans.

NOTE: The requirements above shall be prepared by a Florida registered Professional Surveyor and Mapper, engineer, architect, landscape architect, or a biologist/environmental scientist as may be appropriate to the particular requirement.

A letter of exemption or an Earthmoving Permit (in excess of 10,000 cubic yards) is required prior to hauling any excess fill from a construction site(s). In addition, an earthmoving permit is required prior to using any Type B (concrete, broken asphalt) or Type C (vegetative land clearing debris) fill for construction purposes on-site. Please contact the County for more information on Earthmoving Permits or letters of exemption.

FEES AND CHARGES (Concurrent Site and Development):

The total fee charged for a Concurrent Site and Development (Commercial) submittal is comprised of Land Development Services, Zoning, Fire and Life Safety, History Center, Landscape and Environmental Health. **Please make 1 check payable to the Board of County Commissioners.**

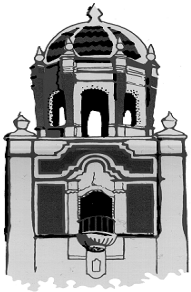
CONCURRENT COMMERCIAL (S&D) SUBMITTAL CHECK-SHEET

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE APPLICATION

APPLICANT'S INITIALS	REQUIRED SUBMISSION ITEMS Representative/Applicant Is Responsible For Insuring Each Of The Following Are Clearly Labeled and Complete. Fold all material over 9 X 12.
	Application (original + 14 copies), Fee and Fee Calculation Sheet. Please make checks payable to the Board of County Commissioners.
	Character and Intended Use Statement on site plan
	General Location Map on site plan
	Concurrent S&D Plan, signed/sealed/folded (15 copies)
	Survey (done with the benefit of a current title search), signed/sealed/folded and dated by a registered Florida Professional Surveyor & Mapper (15 copies)
	Maintenance of Common Facilities Statement on site plan (if applicable)
	Stormwater Management Plan (3 sets of signed and sealed calcs)
	Appendix C24, C25 and C26 (original + 2 copies, signed and sealed)
	Utilities Plan (15 copies)
	Bldg Elev/Type of Materials (if PID,PCD,PUD,CSC or CHI) (2 copies)
	Landscape Plans and Specifications, signed/sealed/folded and dated by a Florida Registered Landscape Architect (7 copies)
	School Board Concurrency Letter of Receipt or Exemption (If Residential)
	Habitat Map on recent aerial, based on FLUCCS nomenclature (2 copies)
	Littoral Zone Plan (if wet retention) on site plan
	Wetland Mitigation, Maintenance and Monitoring Plan on site plan (or 2 copies) (if applicable)
	Wetland Hydroperiod Maintenance Plan on site plan (or 2 copies) (if applicable)
	Tree Protection Plan (site plan overlaid onto tree survey)
	Management Plan For Conservation & Preservation Areas on site plan (if applicable)
	Sign Plan, if any (if PID, PCD, PUD, CSC, CHI) (2 copies)
	Outdoor Lighting Plan (2 copies)
	Engineer's Certification on Cover of Plans (Appendix C18)
	Onsite Sewage Treatment & Disposal System (OSTDS) Application (if applicable)
	Applicable Rezone Petition(s)/Special Exception(s) approved Ordinance(s)/Resolution(s) (15 copies)
	Plans for Underground Storage Tank Systems (2 sets) (if applicable)
	Ownership and Unified Control Statement on site plan
	If Redevelopment, copy of Neighborhood Meeting Notice and Meeting Minutes

SARASOTA COUNTY GOVERNMENT
DEVELOPMENT REVIEW COMMITTEE

<u>OFFICE</u>	<u>REVIEWER</u>	<u>PHONE</u>
CHAIRPERSON	MARY STEPHENS	861-6576/0598
LAND DEVELOPMENT (Transportation) (Stormwater) (Stormwater Modeling)	JIM O'DONNELL RICK MUSIOR SAL DEPAOLIS ROBERT BRESCIANI	650-2634 861-0925 861-0917 650-2512
LANDSCAPE	DAVE YOUNG	315-0886
FIRE MARSHAL	RICK FULWIDER	232-3529
ENVIRONMENTAL HEALTH (Septic Systems)	RICH CANTIN VIRGINIA BESS	228-2871 861-6653
HISTORY CENTER	JODI PRACHT	861-6883
RESOURCE PROTECTION	JIM DIEROLF	650-1219
TREE PROTECTION	MARK McCLINTOCK (North) BRYAN BEARD (South)	915-7716 915-7717
WATER RESOURCES	JOE KRAUS	650-4221
UTILITIES	SPIKE COOK	861-0581
ZONING	JENNIFER BULLOCK	861-6435/0648
DESIGN STANDARDS	STEVE KIRK	302-1889
TRAFFIC OPERATIONS	EFRAIN DUQUE	861-0961
PLANNING SERVICES	MARY BETH HUMPHREYS	915-8780
<u>OTHERS</u>		
COUNTY SURVEYOR	TERI OWEN	650-2627
SCHOOL BOARD	MICKI RYAN	927-9000 x31193
IMPACT FEES (ROADS)	CLARKE DAVIS	861-0922
IMPACT FEES (GENERAL)	PDS PERMITTING	861-6678
IMPACT FEES (UTILITIES)	MORGAN HICKEY	861-0623
SOLID WASTE (DUMPSTERS)	LAURA MUELLER	650-2903
AFFORDABLE HOUSING	MARY BETH HUMPHREYS	915-8780
SFWWMD	DAVID Z. SUA, P.E.	377-3722



**PLANNING AND DEVELOPMENT SERVICES BUSINESS CENTER
LAND DEVELOPMENT SERVICES**

1001 Sarasota Center Blvd, Sarasota, FL 34240
Sarasota 941-861-6576

APPLICATION FOR MINOR REVISION

1921

APPLICATION MUST BE COMPLETELY FILLED IN, including the Original signature of the property owner. If any space does not apply, please write "N/A". Include the revised construction plans (only affected sheets), 7 copies of the revised landscape plans (if applicable), 3 copies of stormwater documents and 2 copies of any other material. PLEASE FOLD ALL MATERIAL OVER 9"x12". PLANS SHALL NOT EXCEED 24"x36" IN SIZE.

\$1,550.00 Full Review (15 copies of plan and application) \$315.00 Limited Review (8 copies)
(Call 941-861-6576 for determination of review type)

Original Project Name: _____

Original Application

#: _____

Property Appraiser's Property Identification #: _____

Specific Street Location Of Site: _____

Street Address (If available) : _____

Net Change in Impervious: Zero Increase Decrease Square Feet _____

Nature of Change:

Owner's Name: _____ Phone Number [Day]: _____
Address: _____ City: _____ State: _____ Zip: _____
Email: _____

Representative/Applicant: _____ Phone Number [Day]: _____
(Receives County review responses) Fax: _____

Address: _____ City: _____ State: _____ Zip: _____
Email: _____

Engineer of Record: _____ Phone Number [Day]: _____
Fax: _____

Address: _____ City: _____ State: _____ Zip: _____
Email: _____

I certify that the above information is correct as of this date.

Property Owner's Original Signature _____

Printed Name & Title _____

Date _____

**SARASOTA COUNTY
CONCURRENT COMMERCIAL PLAN REVIEW AND INSPECTION
FEE CALCULATION SHEET**

Project Name: _____

Gross Acreage: _____ Total Parking Spaces: _____

Resubmittal: [1] [2] [3] [4] Revision: [1] [2] [3] [4]

<i>Land Development Services:</i>	SUBTOTAL	TOTAL
Base Submittal \$4,000.00		
Adjusted Acreage (Rounded to the next whole acre): _____ x \$600.00		
Plus the following for each Parking Space:		
First 1 - 40: _____ x \$45.00	_____	
Next 41 - 80: _____ x \$35.00	_____	
Next 81 - 160: _____ x \$25.00	_____	
Next 161 - 320: _____ x \$15.00	_____	
Next 321 - 600: _____ x \$10.00	_____	
Next 601 - 1200: _____ x \$5.00	_____	
over 1200: _____ x \$2.00	_____	
Landscape Plan and Inspection:	\$200.00	
Environmental Engineering:	\$250.00	
Environmental Engineering - Each Resubmittal:	\$35.00	
History Center:	\$150.00	
History Center Third Resubmittal and Each Subsequent Resubmittal:	\$70.00	
Zoning:	\$600.00	
Fire and Life Safety:	\$150.00	
Records:	\$15.00	
Parking Lot Lighting:	\$150.00	
LDS Third Resubmittal and Each Subsequent Resubmittal:	\$1,000.00	
TOTAL FEE		

*Stormwater and Water Resources participates as part of the Development Review Committee but they are not part of Land Development Services. Review fees are charged at an hourly rate above and beyond the "basic" review fees pursuant to Resolution No. 2007-229.



Project Name: _____

Case Number: _____

**SARASOTA COUNTY
LAND DEVELOPMENT SERVICES
REVIEW FEE
PAYMENT BY CREDIT CARD**

I, _____ **HEREBY AUTHORIZE**
SARASOTA COUNTY DEVELOPMENT SERVICES TO CHARGE THE DESIGNATED
CREDIT CARD THE AMOUNT OF \$_____ FOR REVIEW FEES FOR THE
ABOVE REFERENCED CASE NUMBER. THERE IS A \$2.50 TRANSACTION FEE
THAT WILL BE ADDED TO THE FEE AMOUNT.

COMPANY NAME (Please Print or Type)

COMPANY ADDRESS (Please Print or Type)

PHONE NO.

FAX NO.

SIGNATURE

PRINTED NAME

PLEASE CHARGE APPLICABLE FEES TO :

MASTERCARD ACCT. NO. _____/_____/_____/_____ **EXP DATE** _____

VISA CARD ACCT. NO. _____/_____/_____/_____ **EXP DATE** _____

DISCOVER CARD ACCT. NO. _____/_____/_____/_____ **EXP DATE** _____