

ABOUT THE PROCESS

THE PLANNER ASSIGNED TO FACILITATE YOUR PETITION WILL BE YOUR MAIN CONTACT THROUGHOUT THE PROCESS. PLEASE SUBMIT ALL INFORMATION TO YOUR PLANNER FOR DISTRIBUTION TO REFERRALS OR COPY YOUR PLANNER ON ALL SEPARATE TRANSMITTALS TO REFERRALS.

NEIGHBORHOOD WORKSHOP

BEFORE SUBMITTING YOUR APPLICATION OR BEFORE THE COUNTY CAN DEEM THE PETITION COMPLETE, YOU MUST NOTIFY NEIGHBORS AND HOLD AN ADVERTISED NEIGHBORHOOD WORKSHOP. THE PURPOSE OF THE WORKSHOP IS TO INFORM NEARBY RESIDENTS OF THE NATURE OF THE PROPOSED DEVELOPMENT, TO EXPLAIN THE CONCEPT PLAN AND THE REVIEW PROCESS, AND TO SOLICIT SUGGESTIONS AND CONCERNS. THE WORKSHOP MUST BE HELD AFTER 6 PM ON THE WEEKDAY OR BETWEEN 9 AM AND 5 PM ON THE WEEKEND. PLANNING SERVICES WILL PROVIDE YOU WITH MAILING LABELS, EXAMPLES OF LETTERS, AND ADS. PLEASE ASK FOR A GUIDE TO NEIGHBORHOOD WORKSHOPS. IT IS ALSO AVAILABLE ON OUR WEBSITE, WWW.SCGOV.NET.

PETITION REVIEW

AFTER APPLICATION SUBMISSION, THE REVIEWERS PERFORM A 10-DAY COMPLETENESS REVIEW. ADDITIONAL REVIEW TIME CAN BE REQUESTED BY REFERRALS. AT THIS STAGE WE WILL ADVISE YOU OF ANY SIGNIFICANT DEFICIENCIES, ERRORS OR OMISSIONS NEEDING RESOLUTION IN ORDER FOR A COMPLETE APPLICATION TO PROCEED TO FINAL REVIEW. APPLICANTS MUST RESPOND TO COMPLETENESS COMMENTS WITHIN 45 DAYS IN ORDER TO MOVE FORWARD ON THE PETITION.

FINAL REVIEW AND STIPULATION LETTER

AFTER RESUBMITTAL, FINAL COMMENTS WILL BE PREPARED AND OFFERED TO THE APPLICANT OR AGENT AFTER 20-DAYS OF REVIEW. THE AGENT WILL BE PROVIDED WITH A LETTER INFORMING HIM OF ANY PROPOSED STIPULATIONS AND WILL BE OFFERED TENTATIVE PLANNING COMMISSION AND BOARD OF COUNTY COMMISSION HEARING DATES. IF STIPULATIONS ARE AGREED TO, FURTHER WORK ON NEW INFORMATION MAY CAUSE A CHANGE TO THE HEARING DATES OFFERED (ZONING ORDINANCE ARTICLES 3.1.3 AND 3.1.6).

STAFF REPORT

THE PLANNER ASSIGNED TO YOUR PETITION WILL PREPARE A STAFF REPORT FOR THE PLANNING COMMISSION. THE STAFF REPORT INCORPORATES COMMENTS MADE BY THE REVIEWING BUSINESS CENTERS, AS WELL AS FINDINGS RELATED TO THE COMPREHENSIVE PLAN, CONCURRENCY, LAND DEVELOPMENT REGULATIONS, AND OTHER COUNTY REGULATIONS. A COPY OF THE STAFF REPORT IS AVAILABLE TO THE PUBLIC ON THE FRIDAY BEFORE THE PLANNING COMMISSION PUBLIC HEARING.

PLANNING COMMISSION

THE PETITION IS SCHEDULED FOR A PUBLIC HEARING BEFORE THE PLANNING COMMISSION, WHICH IS AN ADVISORY BODY TO THE BOARD OF COUNTY COMMISSIONERS. NOTICES OF THE HEARING ARE SENT BY THE APPLICANT TO NEARBY PROPERTY OWNERS, AND THE GENERAL PUBLIC IS NOTIFIED BY A LEGAL NOTICE IN THE NEWSPAPER AND SIGNS POSTED ON THE PROPERTY BY THE

APPLICANT. THE PLANNING COMMISSION TAKES SWORN TESTIMONY FROM STAFF, APPLICANT AND THE PUBLIC. PLANNING COMMISSIONERS THEN VOTE TO RECOMMEND APPROVAL, APPROVAL WITH STIPULATIONS, OR DENIAL. MEETINGS ARE HELD THE FIRST AND THIRD THURSDAYS OF THE MONTH AT 6:30 P.M.

BOARD OF COUNTY COMMISSION

A PUBLIC HEARING BEFORE THE BOARD OF COUNTY COMMISSIONERS (BCC) IS SCHEDULED WHEN THE APPLICANT ACCEPTS THE PLANNING COMMISSION PUBLIC HEARING DATE. THE BOARD MAKES THE DECISION REGARDING THE PETITION, TAKING INTO CONSIDERATION THE PLANNING COMMISSION'S RECOMMENDATION, AS WELL AS THE TESTIMONY OF THE STAFF, THE APPLICANT, AND THE PUBLIC. THE AGENT AND THE PUBLIC ARE NOTIFIED OF THIS HEARING. MEETINGS ARE HELD THE FIRST AND THIRD WEEKS OF THE MONTH ON TUESDAYS AND WEDNESDAYS BEGINNING AT 9:00 A.M. BCC AGENDAS MAY BE VIEWED ON THE COUNTY'S WEBSITE AT WWW.SCGOV.NET.

INSTRUCTIONS FOR REZONING & SPECIAL EXCEPTION PETITIONS

SARASOTA COUNTY PLANNING SERVICES

1660 RINGLING BLVD., 1ST FLOOR, SARASOTA, FL 34236 (941) 861-5232

TO FILE AN APPLICATION FOR A REZONING OR SPECIAL EXCEPTION, YOU WILL NEED THE FOLLOWING INFORMATION:

✓ NEIGHBORHOOD WORKSHOP INFORMATION (1 COPY)

- PROOF OF PUBLICATION OF AD, LETTER OR POSTCARD SIGN-IN SHEET, AND SUMMARY OF MATERIAL PRESENTED AND ISSUES RAISED

✓ COMPLETE APPLICATION (1 COPY)

- A SURVEY (LEGAL DESCRIPTION) OF THE PROPERTY ON THE SEPARATE FORM INCLUDED IN THE APPLICATION
- INCLUDE A NARRATIVE IN THE COVER LETTER EXPLAINING THE REQUEST IN SUFFICIENT DETAIL TO PROVIDE JUSTIFICATION FOR THE REQUEST FOR COMPLIANCE WITH THE COMPREHENSIVE PLAN AND COMPATIBILITY WITH THE NEIGHBORHOOD
- ATTACH DOCUMENTS DISCLOSING OWNERSHIP
- CORPORATE RESOLUTIONS WHEN NECESSARY

✓ APPOINTMENT TO SUBMIT APPLICATION

- FOR APPOINTMENT: CONTACT PLANNING SERVICES AT 941-861-5233

✓ DEVELOPMENT CONCEPT PLANS (3 COPIES)

- A DEVELOPMENT CONCEPT PLAN (DCP) MUST BE SUBMITTED WITH ALL REZONE AND SPECIAL EXCEPTION PETITION APPLICATIONS
- SEE INSIDE FOR DEVELOPMENT CONCEPT PLAN REQUIREMENTS
- ALL DEVELOPMENT CONCEPT PLAN GRAPHICS MUST BE 8.5 X 11" IN SIZE

✓ AERIAL PHOTOGRAPHS (1 COPY)

- MARK PARCEL BOUNDARIES ON THE AERIAL
- SUBMIT CURRENT AERIALS
- AERIAL MAPS MAY BE PURCHASED AT PROPERTY APPRAISER'S OFFICE (NORTH AND SOUTH COUNTY, 861-8200) OR SURVEY MAPPING (861-6865)

✓ UTILITY DOCUMENTS (1 COPY)

- LETTERS FROM WATER & SEWER PROVIDERS (IF USING NON-COUNTY PROVIDERS)
- SEPTIC SYSTEM SPECIFICATIONS (IF USING A SEPTIC SYSTEM)
- SOIL ANALYSIS (IF CONSTRUCTING A NEW SEPTIC SYSTEM)
- IF POTABLE WATER SERVICE IS TO BE PROVIDED BY A CENTRAL SYSTEM OTHER THAN SARASOTA COUNTY UTILITIES, PLEASE PROVIDE A LETTER FROM THE SERVICE PROVIDER STATING THAT THE PROPOSED DEVELOPMENT IS WITHIN THEIR FRANCHISE AREA AND THEY HAVE ADEQUATE CAPACITY TO SERVE THE PROPOSED DEVELOPMENT.
- IF A SEPTIC SYSTEM WILL BE USED, PROVIDE SPECIFICATIONS, INCLUDING LOCATION, TANK SIZE, DRAINFIELD SIZE AND CONFIGURATION, AND WELL AS ESTIMATED WASTEWATER FLOW (WITH CALCULATIONS). IF A NEW SEPTIC SYSTEM IS PROPOSED, PROVIDE TWO COPIES OF A SOIL ANALYSIS.
- IF WASTEWATER SERVICE IS TO BE PROVIDED BY A CENTRAL SYSTEM OTHER THAN SARASOTA COUNTY UTILITIES, PLEASE PROVIDE A LETTER FROM THE SERVICE PROVIDER STATING THAT THE PROPOSED DEVELOPMENT IS WITHIN THEIR FRANCHISE AREA AND THEY HAVE ADEQUATE CAPACITY TO SERVE THE PROPOSED DEVELOPMENT.
- IF A NEW SEWER TREATMENT PLANT IS PROPOSED AND/OR A NEW FRANCHISE AREA IS TO BE ESTABLISHED, PROVIDE THE ESTIMATED TOTAL CAPACITY OF THE PROPOSED PLANT, AND A MAP SHOWING THE PROPOSED BOUNDARIES OF THE FRANCHISE AREA.

✓ FEES

- A COMPLETED BILLABLE FEE PAYMENT AGREEMENT FORM
- \$7500.00 INITIAL FILING FEE IS REQUIRED WITH CHECK MADE PAYABLE TO THE SARASOTA BOARD OF COUNTY COMMISSIONERS (INCLUDES A \$250 STATE HEALTH DEPARTMENT FEE & \$125 HISTORY CENTER FEE)
- SEE *ABOUT FEES* FOR DETAILS ON INSIDE OF INSTRUCTIONS

THE DEVELOPMENT CONCEPT PLAN MUST INCLUDE:

A. PROJECT DATA

SCALE, DATE, NORTH ARROW, GROSS ACREAGE, EXISTING AND PROPOSED USE OF PARCEL

B. EXISTING FEATURES/NATIVE HABITAT

EXISTING TREES, BUILDINGS OR OTHER FEATURES "TO REMAIN" – SHOW & LABEL.

C. UTILITIES

LOCATION OF WELL(S) AND SEPTIC SYSTEM(S); WATER AND SEWER LINES; FIRE HYDRANTS

D. LANDSCAPE BUFFERS & OPEN SPACE

DELINEATE AND GIVE DIMENSIONS OF ALL LANDSCAPE BUFFERS AND/OR OPEN SPACE AREAS; PLEASE IDENTIFY SIGNIFICANT EXISTING VEGETATION THAT IS TO BE INCORPORATED INTO THE SITE PLAN DESIGN

E. TRAFFIC CIRCULATION

ACCESS POINTS TO THE SURROUNDING ROADWAY SYSTEM; ALL MEDIAN OPENINGS ON ADJACENT STREETS, AND DRIVEWAYS/ STREET INTERSECTION LOCATIONS ON THE OTHER SIDE OF THE STREET; THE INTERNAL CIRCULATION SYSTEM; OFF-STREET PARKING AREAS, DRIVE-THROUGH WINDOWS, INCLUDING VEHICLE STACKING AREAS; AND PASSENGER DROP OFF/PICK-UP AREAS

F. STORMWATER MANAGEMENT

EXISTING FLOODPLAIN, GENERALIZED STORMWATER FLOWS, AND LOCATION OF EXISTING AND PROPOSED RETENTION FACILITIES

G. DEVELOPMENT FEATURES

LAYOUT OF PROPOSED LOTS AND/OR STRUCTURES AND TOTAL SQUARE FOOTAGE OF STRUCTURES; APPROXIMATE AGE OF ANY STRUCTURES THAT WILL BE DEMOLISHED

H. RESIDENTIAL DENSITY

TOTAL NUMBER OF RESIDENTIAL UNITS AND TOTAL PROJECT DENSITY

I. SIGNS, LIGHTING

LOCATIONS OF EXISTING AND PROPOSED SIGNS AND LIGHTING

J. PHASING

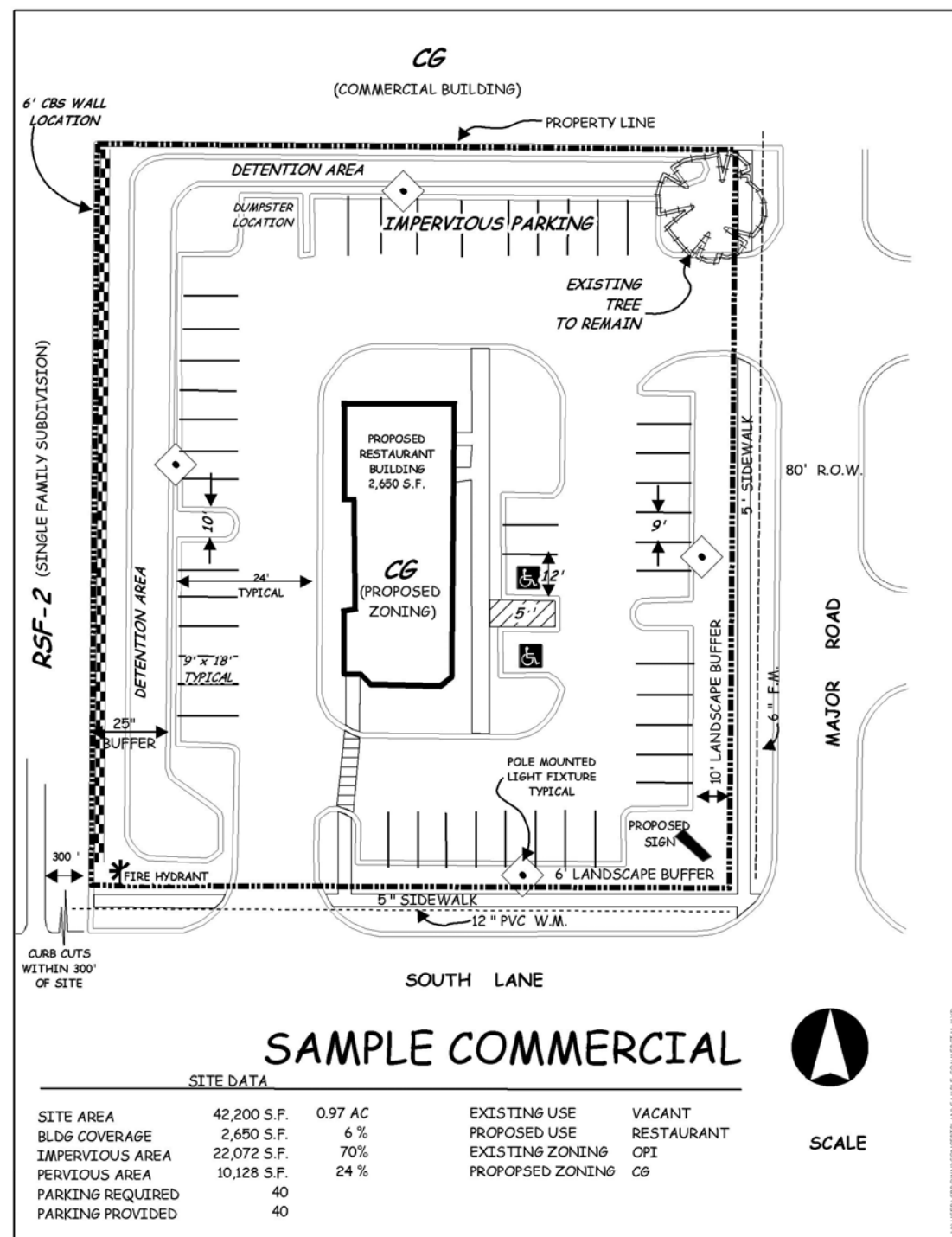
IF PHASED, INDICATE WHEN EACH PHASE WILL BEGIN, AND WHAT WILL BE BUILT IN EACH PHASE

K. SITE DATA

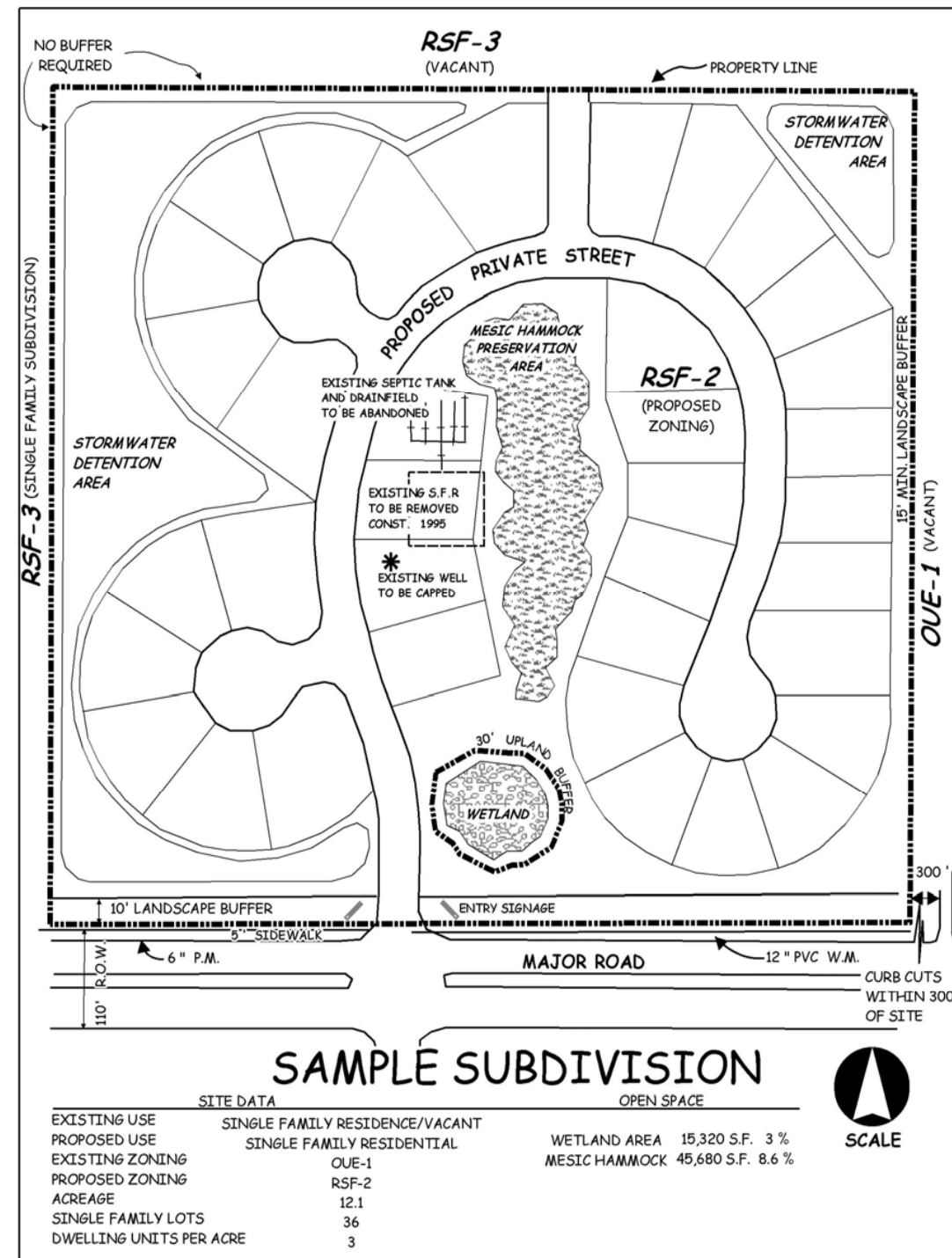
ALL DCP SUBMITTALS NEED SITE DATA TABLES PROVIDED ANY NOTES NEED TO BE SUBMITTED SEPARATELY AND, WHEN APPROPRIATE, AS STIPULATIONS

PLEASE DO NOT PROVIDE MORE INFORMATION THAN IS REQUESTED.

PLEASE NOTE THAT DEVELOPMENT CONCEPT PLANS (DCP) BECOME THE PROPERTY OF PLANNING AND DEVELOPMENT SERVICES AND MAY NOT BE COPYRIGHTED. PLEASE LABEL DCP AS EITHER A "BINDING" OR "NON-BINDING" DEVELOPMENT CONCEPT PLAN.



SHEET NO. 5 OF 24 PROJECT NAME TYPICAL DEVELOPMENT COMPANY DATE: SCALE: JOB NO. DRAWN BY:



SHEET NO. 2 OF 13 PROJECT NAME TYPICAL DEVELOPMENT COMPANY DATE: SCALE: JOB NO. DRAWN BY:

ABOUT FEES: APPLICANTS ARE BILLED FOR ACTUAL COSTS OF PROCESSING THE PETITION. FEES WILL VARY DEPENDING UPON THE AMOUNT OF STAFF TIME REQUIRED, AND THE COST OF ADVERTISING THE TWO REQUIRED PUBLIC HEARINGS. AN INITIAL DEPOSIT OF \$7,500.00 IS REQUIRED. IF COSTS EXCEED THE INITIAL DEPOSIT, THE PERSON DESIGNATED AS RESPONSIBLE FOR FEE PAYMENT WILL BE BILLED FOR ADDITIONAL EXPENSES. BILLING WILL INCLUDE MAINTENANCE OF A MINIMUM ESCROW BALANCE IN ADDITION TO EXPENSES INCURRED DURING THE BILLING PERIOD. PLEASE NOTE PAYMENT IS DUE WITHIN 10 DAYS OF BILLING, AND THAT ALL PROCESSING OF AN APPLICATION WILL STOP IF PAYMENT IS NOT RECEIVED WITHIN THAT PERIOD. WHEN THE PROCESS IS FINISHED, WHETHER APPROVED OR DENIED, ALL REMAINING FUNDS WILL BE MAILED TO THE PERSON NAMED IN THE APPLICATION AS RESPONSIBLE FOR PAYMENT OF FEES.