

Step 1 – Pre-Application

Part B Completed by DRC Members – Pre-Application DRC Checklist Form

- This form is to be completed by Sarasota County DRC Members for Pre-App Meeting.
- DRC members will note the information required for Step 3 - Formal Application.
- Applicant/Agent should provide information for the Formal Application in the most suitable form, such as narrative descriptions, maps or plans, Development Concept Plan (DCP), reports, or tables. Additional narratives should be attached as a separate sheet.

Project Name:

Pre-App Meeting Date:

Affordable Housing

Affordable Housing is required.

- N
- Y, Based on _____ (policy, regulation, stipulation)

Requirements - Staff will provide the latest Area Median Income (AMI) information

At or below 80% AMI: _____% of Units _____ # of Units

At or below 100% AMI: _____% of Units _____ # of Units

Air and Water Quality

Provide the following information in the narrative, maps or DCP:

- Describe existing on-site Recognized Environmental Conditions (per ASTM 1527-13)
- Describe current or historic uses likely to have resulted in environmental contamination.
For example: petroleum or home heating oil storage tanks, chemical storage, mixing and application areas, historic landfills or dumps, cattle dipping vats, agricultural or recreational use (e.g. citrus grove or golf course), etc.
- ESA - Provide an Environmental Site Assessment (ESA) that includes the following information

- Provide an analysis and consistency review of applicable Comprehensive Plan policies.
- Staff comments or additional Information required:

Environmental Protection

Provide the following information in the narrative, maps or DCP:

- Existing Land Cover with Florida Land Cover Classification System (FLUCCS) codes.
- Preliminary Listed Species.
- Protected Habitat.
- Proposed impacts to Protected Habitat.

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- Grand Tree Survey per County Code Section 54-586(4).
- Watercourses (County Code Section 74 - Land Development Regulation). Existing Watercourses shall show a 50-ft buffer, from top of banks on each side of the watercourse, on the DCP.
- Provide an analysis and consistency review of applicable Comprehensive Plan policies.
- Staff comments or additional information required:

Fire Protection

Provide the following number of access points on the DCP, based on number of residential units per NFPA 1141 Table 5.1.4.1:

- >100 units – 2 access points
- > 600 units – 3 access points
- Provide turn radius of roadways information.
- Provide cul-de-sac turnaround information.
- Staff comments or additional information required:

Health

Based on information in Form Part 1, provide the following information in the narrative, maps or DCP:

- Existing well location.
- Describe the intended disposition of the existing well.
- Existing septic system location.
- Describe the intended disposition of the septic system.
- Staff comments or additional information required:

Historical Resources

The parcel contains known archeological sites or historical structures.

- N
- Y, The Florida Master Site File number is _____

Provide the following information in the narrative, maps or DCP:

- Existing structures, 50 years or older, that will be renovated or demolished.
- Provide an analysis and consistency review of applicable Comprehensive Plan policies.

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- Staff comments or additional information required:

Landscape

Provide the following information in the narrative, maps or DCP:

- Existing on-site vegetation that could be preserved and count towards buffer requirements.
- Existing landscape buffers on adjacent/abutting parcels.
- Buffers - Note required and proposed buffer widths and opacity.
- Fences - Note proposed perimeter wall or fence.
- Staff comments or additional information required:

Parks and Recreation

Provide the following information in the narrative, maps or DCP:

- Describe how park and recreation needs for future residents will be met.
- Describe if park and recreation facilities be open to the general public or as private amenities.
- Describe who will be responsible for park and recreation maintenance.
- Provide an analysis and consistency review of applicable Comprehensive Plan policies.
- Staff comments or additional information required:

Planning

Provide the following information in the narrative, maps or DCP:

- RZ – Describe rezoning request based on Unified Development Code Sections 124-39(c).
- SE – Describe special exception request based on Unified Development Code Sections 124-43(c) and 124-43(c)(2)b.
- CAP – Describe designation and Conditions for Development Approval that affect or may be revised.
- 2050 Village/Open Space RMA – Provide information based on Unified Development Code Section 124-271.
- Open Space – Note the required and proposed open space based on Unified Development Code Section 124-76.
- Stipulations
 - Proposed revisions to existing stipulations (Word format, strike-through and underline).

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- Proffered new stipulations.
- Provide an analysis and consistency review of applicable Comprehensive Plan Policies.
- Staff comments or additional information required:

SCAT (Sarasota County Area Transit)

The proposed project is on a planned transit route.

- N
- Y
- Transit facilities are required based on _____
- Transit facilities are not required. Describe in the narrative whether proposed transit facilities are being considered.
- Staff comments or additional information required:

Schools (Contact 941-927-9000 x 69052)

- Submit a School Impact Analysis Application for a School Concurrency Review
<https://www.sarasotacountyschools.net/Page/2428>
- Staff comments or additional Information required:

Site & Development

- Staff comments or additional information required:

Stormwater (Drainage)

Provide the following information in the narrative, maps or DCP:

The proposed project is located in the following FEMA Flood Hazard Area. Show on the DCP.

- X AH
- A VE
- AE

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The proposed project is located in the following watershed.

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Sarasota Bay | <input type="checkbox"/> Myakka River |
| <input type="checkbox"/> Little Sarasota Bay | <input type="checkbox"/> Braden River |
| <input type="checkbox"/> Lemon Bay | <input type="checkbox"/> Coastal |
| <input type="checkbox"/> Dona/Roberts Bay | |

The site is located in a local community flood hazard area (CFHA).

- N
- Y
- Locate the stormwater management facilities on the DCP.
- Provide an analysis and consistency review of applicable Comprehensive Plan policies.
- Staff comments or additional information required:

Transportation (Public Works Mobility)

Provide the following information in the narrative, maps or DCP:

- Provide proof of legal access to a public roadway, where no direct access is available.
- Provide a Traffic Impact Study criteria and methodology per R98-169.
 - Paper copy (_____ # of copies)
 - Electronic copy (CD)
- Provide a Traffic Impact Analysis Study.
 - Paper copy (_____ # of copies)
 - Electronic copy (CD)
- Provide an analysis and consistency review of applicable Comprehensive Plan policies.
- Staff comments or additional information required:

Utilities (Potable Water, Wastewater/ Sewer, Reclaimed Water)

Provide the following information in the narrative, maps or DCP:

Potable Water

The distance to the nearest potable water line is: _____

- Provide a letter of availability from proposed provider.

Wastewater

The distance to the nearest wastewater line is: _____

- Provide a letter of availability from proposed provider.

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Reclaimed Water

The distance to the nearest reclaimed water line is: _____

- Provide a letter of availability from proposed provider.
- Provide an analysis and consistency review of applicable Comprehensive Plan policies.
- Staff comments or additional information required:

Zoning

Provide the following information in the narrative, maps or DCP:

- Planned Districts modifications– Provide proposed modifications to Zoning Regulations or Land Development Regulations standards. Reference regulation section, proposed new standards and justification for modification.
- Planned District – Provide evidence of Unified Control, per Unified Development Code Section 124-40(b)(1).
- Conservation Subdivision – Provide a draft Conservation Easement Agreement.
- Staff comments or additional information required:

Overview of Applications Required

This proposed development will require an application for the following:

- RZ (Rezoning Petition)
- SE (Special Exception)
- CPA (Comprehensive Plan Amendment)
 - Map
 - Text
- CAP (Critical Area Plan)
 - New CAP
 - Map Amendment
 - Text Amendment
- DOCC (Development of Critical Concern)

Development Concept Plan (DCP) Requirement

- Binding
- Non-Binding