

## Step 3 – Formal Application

### Part B – Information from DRC Checklist

### Part C – Other Required Documents

### *TO BE COMPLETED BY COUNTY STAFF*

**Project Name:** \_\_\_\_\_

#### **Part B – Information from DRC Checklist**

The Formal Application Packet shall contain all the requested information from the completed DRC Checklist Form (from the Pre-Application).

- Pre-Application Summary letter from Staff (including DRC Checklist Form)
- Narrative describing application request
- Development Concept Plan (see DCP requirements)
- Aerial (most recent)
- Other necessary Maps (color recommended)
- Consistency Review with Comprehensive Plan
- Modifications requested with justification
- Other information requested from DRC
- N/A

#### **Part C – Other Required Documents**

The following documents are required to be included in the Formal Application Packet:

- Disclosure of Ownership Form (per Sarasota County Charter Article 3)
- Billable Fee Form
- Application Fee (\$7,500) (A valid phone number must be on all checks)
- Legal Description (digital MS Word format)
- Neighborhood Workshop Materials
- N/A