

## Step 1 – PRE-APPLICATION

### Part A – Pre-Application (DRC Meeting) General Information Form

#### PROJECT INFORMATION

Project Name \_\_\_\_\_  
Short Legal (General location) \_\_\_\_\_  
Acres (Total site) \_\_\_\_\_  
Parcel Identification (PID) Numbers (note partial PIDs) \_\_\_\_\_  
Address \_\_\_\_\_

#### Existing and Previous Use of Land

What are the existing uses on this property? \_\_\_\_\_  
What are the previous uses on this property? \_\_\_\_\_

#### APPLICATION TEAM

##### Agent

Name \_\_\_\_\_ Company \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone numbers: Office \_\_\_\_\_ Cell \_\_\_\_\_

##### Owner

Name \_\_\_\_\_ Company \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone numbers: Office \_\_\_\_\_ Cell \_\_\_\_\_

##### Contract Purchaser

Name \_\_\_\_\_ Company \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone numbers: Office \_\_\_\_\_ Cell \_\_\_\_\_

##### Other Team Members

Name \_\_\_\_\_ Company \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone numbers: Office \_\_\_\_\_ Cell \_\_\_\_\_

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#### APPLICATION DETAILS

##### Application Type

- Private
- Public (County-Initiated)

##### Type of Request

- RZ (Rezone)
- SE (Special Exception)

**\*\*MUST INCLUDE\*\*** Brief Summary of Request and Justification-What/Why (based on UDC Section 124-43(c)2)a.)  
(Maximum of 255 Characters)

Note other Applications that will be processed concurrently with this Application:

- Comprehensive Plan Amendment (CPA)
- Critical Area Plan (CAP) Amendment
- Zoning Text Amendment (ZTA)

#### PREVIOUS PETITIONS

Are there previously approved petitions on this property?

- N
- Y

Previous Petition Numbers:

List other previous approvals (variances, alternative parking plans):

Attach resolutions, ordinances or other pertinent documents related to the previous approvals to your Pre-Application Form.

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### ZONING, FUTURE LAND USE AND CRITICAL AREA PLANS

Provide the existing and proposed Zoning Districts, Future Land Use Designations and whether the proposed development is within a Critical Area Plan. Provide the area size in acres.

#### Zoning Districts

##### Existing

1. District \_\_\_\_\_  
a. Acres \_\_\_\_\_
2. District \_\_\_\_\_  
a. Acres \_\_\_\_\_
3. District \_\_\_\_\_  
a. Acres \_\_\_\_\_

##### Proposed

1. District \_\_\_\_\_  
a. Acres \_\_\_\_\_
2. District \_\_\_\_\_  
a. Acres \_\_\_\_\_
3. District \_\_\_\_\_  
a. Acres \_\_\_\_\_

Is a Planned District proposed?

- N
- Y

If Yes, will there be modifications to the Zoning Regulations or Land Development Regulations?

- Unknown
- N
- Y; Describe

Is the purpose of the proposed application to address a code violation?

- N
- Y; Describe

#### Future Land Use (FLU) Designations

##### Existing

1. Designation \_\_\_\_\_  
a. Acres \_\_\_\_\_
2. Designation \_\_\_\_\_  
a. Acres \_\_\_\_\_
3. Designation \_\_\_\_\_  
a. Acres \_\_\_\_\_

##### Proposed

1. Designation \_\_\_\_\_  
a. Acres \_\_\_\_\_
2. Designation \_\_\_\_\_  
a. Acres \_\_\_\_\_
3. Designation \_\_\_\_\_  
a. Acres \_\_\_\_\_

Is this property located within the **Urban Service Boundary Layer**

- N
- Y

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Is property located in a **Critical Area Plan (CAP)**?

- Unknown
- N
- Y

Name of CAP \_\_\_\_\_

Attach a copy of the adopted ordinance to your Pre-Application Form.

### PROPOSED USES

Provide the proposed uses for the project. If the proposed project includes a mix of uses (within a single building or a single development plan), then complete the Mixed-Use Development section. If the proposed project only includes a single type of use, then complete the Single-Use section.

### MIXED-USE DEVELOPMENT

Is the mix of uses within a single building?

- N
- Y

Is the mix of uses within single development plan?

- N
- Y

Note the proposed amount of each use:

- Commercial: Sq. Ft. \_\_\_\_\_
- Office: Sq. Ft. \_\_\_\_\_
- Industrial: Sq. Ft. \_\_\_\_\_
- Civic: Sq. Ft. \_\_\_\_\_
- Residential: Number of units \_\_\_\_\_
- Transient Accommodation (hotel/motel):
  - Number of rooms \_\_\_\_\_
  - Number of rooms with a kitchen (per Unified Development Code Section 124-305) \_\_\_\_\_

What type of parking is proposed?

- On-Street parking
- Surface parking
- Understory parking (parking on lower floors with other uses above)  
How many floors of parking? \_\_\_\_\_
- Parking structure (parking only, no other uses)  
How many floors of parking? \_\_\_\_\_

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#### SINGLE-USE

##### Non-Residential

Is a Non-Residential Use Proposed?

- N  
 Y

Describe type of use (i.e., car wash, restaurant, hotel, medical office, manufacturing, etc.)

Note the proposed use and amount:

- Assisted Living Facility (ALF)  
 Number of beds per room (per Unified Development Code Section 124-144(a)) \_\_\_\_\_
- Commercial: Sq. Ft. \_\_\_\_\_
- Office: Sq. Ft. \_\_\_\_\_
- Industrial: Sq. Ft. \_\_\_\_\_
- Telecommunication Tower: Height \_\_\_\_\_
- Transient Accommodation (hotel/motel):  
 Number of rooms \_\_\_\_\_  
 Number of rooms with a kitchen (per Unified Development Code Section 124-305) \_\_\_\_\_
- Other: Type \_\_\_\_\_ ; Sq. Ft. \_\_\_\_\_

What type of parking is proposed?

- On-Street parking
- Surface parking
- Understory parking (parking on lower floors with other uses above)  
How many floors of parking? \_\_\_\_\_
- Parking structure (parking only, no other uses)  
How many floors of parking? \_\_\_\_\_

##### Residential

Is a Residential Use Proposed?

- N  
 Y

Requested Total Number of Units \_\_\_\_\_

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Requested Density \_\_\_\_\_ (units/acre)

Type and Number of Units

- Single Family detached; Number \_\_\_\_\_
- Single Family attached; Number \_\_\_\_\_
- Multi-Family; Number \_\_\_\_\_
- Live-Work; Number \_\_\_\_\_

Anticipated Price Range (Market Rate):

For Sale \_\_\_\_\_

For Rent \_\_\_\_\_

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Is Affordable/Workforce Housing being provided?

- Unknown
- N
- Y
- At or below 80% AMI: \_\_\_\_\_ % of Units \_\_\_\_\_ # of Units
- At or below 100% AMI: \_\_\_\_\_ % of Units \_\_\_\_\_ # of Units
- At or below 120% AMI: \_\_\_\_\_ % of Units \_\_\_\_\_ # of Units
- At or below 140% AMI: \_\_\_\_\_ % of Units \_\_\_\_\_ # of Units

Anticipated Price Range for the Affordable/Workforce Housing:

For Sale \_\_\_\_\_

For Rent \_\_\_\_\_

What type of parking is proposed?

- On-Street parking
- Surface parking
- Understory parking (parking on lower floors with other uses above)  
How many floors of parking? \_\_\_\_\_
- Parking structure (parking only, no other uses)  
How many floors of parking? \_\_\_\_\_

#### Development Timeframe

Anticipated Construction Start Date \_\_\_\_\_

Anticipated Build-Out Date \_\_\_\_\_

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### INFRASTRUCTURE

Provide information related to road access, transit, stormwater and utilities.

#### Transportation (Public Works Mobility)

Is there direct access to a public road? (The parcel abuts directly to a public road right-of-way.)

- N Attach the Easement Agreement to the Formal Application Packet.
- Y Name of public road \_\_\_\_\_

#### SCAT (Sarasota County Area Transit)

- Is proposed project on an existing SCAT route?
  - N
  - Y The distance of main entrance to nearest bus stop is: \_\_\_\_\_
- What transit amenities exist on the site? (i.e., bus pullout, shelter, deployment pad, bench)
  - None
  - Yes, please list \_\_\_\_\_

#### Stormwater (Drainage)

What is the amount of impervious area (in square feet) on the site?

- Existing \_\_\_\_\_
- Proposed \_\_\_\_\_

How will stormwater runoff will be managed?

- Existing (or modification of existing) stormwater facilities
- Proposed new stormwater facilities

Identify the type of stormwater facilities for the development (check all that apply).

- Wet Pond
- Dry Pond
- Swales
- Underground Vault
- Low Impact Development (LID) Techniques
- Other \_\_\_\_\_
- Please provide written narrative explaining existing (if applicable) and proposed stormwater management for the subject site.
- Please illustrate and label existing (if applicable) and proposed stormwater management system on concept plan.



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

Is there an existing well on the property?

- N  
 Y

Is there an existing septic system on the property?

- N  
 Y

How many Equivalent Dwelling Units (EDU), (per Unified Development Code 124-305), are proposed with the new development? \_\_\_\_\_ EDUs

#### Potable Water

How will potable water be provided?

- Existing well  
 Proposed well  
 Sarasota County Utilities  
 Other provider; Provider Name \_\_\_\_\_

#### Wastewater

How will wastewater be provided? (Check all that apply)

- Existing septic tank  
 Proposed septic tank  
 Sarasota County Utilities  
 Other provider; Provider Name \_\_\_\_\_

#### Reclaimed Water

Will reclaimed water be utilized by the proposed development?

- N  
 Y If yes, an isolated/separated reuse storage pond is required.

Note: Is an isolated/separated reuse storage pond provided?

- N  
 Y

Provide the name of the proposed reclaimed water supplier \_\_\_\_\_

Is reclaimed water available to the property?

- N  
 Y

Will an augmentation be utilized as a backup for the reclaimed water?

- N  
 Y

Estimated irrigated acreage \_\_\_\_\_

## Step 1 – PRE-APPLICATION

### Part A – Pre-Application (DRC Meeting) General Information Form

#### REQUIREMENTS SUMMARY

- Part A Pre-Application General Information Form**
- \$350.00** Pre-Application Fee
- Aerial** imagery of parcel(s) (most recent available)
  - Aerial 1 – General area of subject property, adjacent properties and area roadways
  - Aerial 2 – Subject site; label all PIDs and roadways
- Pre-Application Development Concept Plan (DCP)**

The Pre-Application DCP is required to include the following:

  - Scale Bar
  - North Arrow (prefer pointing to top of page)
  - Date
  - Legend
  - Property Boundary
  - Adjacent Existing Uses
  - Existing On-Site Uses (buildings, parking, wells, septic field)
  - Existing Land Cover (vegetation, grand trees)
  - Protected Environmental Habitat
  - Proposed Uses
    - Access Roads/Drives
    - Buffers – width and opacity
    - Buildings
    - Non-Residential Area (Sq. Ft.)
    - Parking Areas
    - Residential Units Requested (Max)
    - Setbacks – dimension
    - Stormwater ponds
  - Notes / Site Data Table
    - Area (Gross Acres)
    - Zoning – Existing and Proposed
    - Residential Units Requested
    - Non-Residential Area (Sq. Ft.)
    - Open Space – Required and Proposed
    - Parking – Required and Proposed
    - Parkland Calculations (if applicable)
    - Building Heights