



**Community Development Department**

**SITE PLAN REVIEW APPLICATION**

**1) PROPERTY:** Address: \_\_\_\_\_  
Legal Description:(attach) \_\_\_\_\_  
\_\_\_\_\_ Folio(s): \_\_\_\_\_  
\_\_\_\_\_ Size in Acres: \_\_\_\_\_  
Property Survey (attach): \_\_\_\_\_

**2) OWNER(S):** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Proof of Ownership: (attach) \_\_\_\_\_

**3) APPLICANT:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Telephone: \_\_\_\_\_ Fax \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Drivers License No. (attach copy) \_\_\_\_\_  
Owner Authorization (attach notarized Letter of Intent): \_\_\_\_\_  
Name of Architect: \_\_\_\_\_  
Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
Email address: \_\_\_\_\_

**REQUEST**

**A. Non-Residential**

Floor Area \_\_\_\_\_ square feet

**B. Residential Dwelling Units**

1. Single-Family (Detached): \_\_\_\_\_ Units

2. Multi-Family: \_\_\_\_\_ Units

3. Total Units: \_\_\_\_\_

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**4) SITE PLAN SUBMITTAL:**

Must include the following:

- A) Three (3) signed/sealed sets of site plan
- B) One (1) signed/sealed 11"X 17" site plan copy
- C) Landscape Plan
- D) Signage Plan (if applicable)
- E) Site Survey and/or Plat
- F) Building Elevations
- G) Letter of Intent/ Articles of Incorporation/ LLC for owners and notarized authorization letter from owner to applicant

- 5) FEES:**
- >Parcels less than 1.5 acres in size: \$750 plus \$115/unit (residential) or \$ .30/square foot of interior space (non-residential)
  - > Parcels 1.5 to 3 acres: \$1,200 plus \$135/acre and \$160/unit (residential) or \$.35/square foot of interior space (non-residential)
  - > Parcels greater than 3 acres: \$2,000 plus \$190/acre and \$200/unit (residential) or \$.40/square foot of interior space
  - > Note: For calculation of the interior space fee above for hotels, only the ground floor and 2nd floor are counted.

**Fee includes two (2) rounds of Staff review and one (1) meeting with Applicant and/or Representative. Additional reviews will require an additional fee equal to 1/2 of original fee per extra review. Fee is due with application submittal. FEES ARE NON-REFUNDABLE. Form and all requested documents/fees must be completed/submitted to process this application.**

**6) SIGNATURE(S)**

_____	_____
<b>Owner(s)</b>	<b>Date</b>
_____	_____
<b>Owner(s)</b>	<b>Date</b>
_____	_____
<b>Applicant</b>	<b>Date</b>
_____	_____
<b>City Official</b> <b>Florida City</b>	<b>Date</b>