



City of Venice
401 West Venice Ave., Venice, FL 34285
941-486-2626

DEVELOPMENT SERVICES - PLANNING & ZONING
SITE & DEVELOPMENT PLAN APPLICATION

SITE & DEVELOPMENT PLAN ___ - ___ SP

Project Name: _____

Parcel Identification No.: _____

Address: _____

Parcel Size: _____

FLUM designation: _____

Zoning Map designation: _____

Property Owner's Name: _____

Telephone: _____

Fax: _____

E-mail: _____

Mailing Address: _____

Project Manager: _____

Telephone: _____

Mobile / Fax: _____

E-mail: _____

Mailing Address: _____

Project Engineer : _____

Telephone: _____

Mobile / Fax: _____

E-mail: _____

Mailing Address: _____

Project Architect: _____

Telephone: _____

Mobile / Fax: _____

E-mail: _____

Mailing Address: _____

Incomplete applications cannot be processed – See reverse side for checklist

Applicant Signature / Date: _____

APPLICATION CHECKLIST

Required documentation (provide one copy of the following, unless otherwise noted):

- Statement of ownership and control.** Include copy of property deed or County tax statement.
- Agent authorization letter.** Agent authorization letter listing project engineer, architect, planner, and other design professionals must be signed by the property owner and submitted with the application.
- Legal Description and signed and sealed Survey of Property.**
- Narrative.** Provide a detailed narrative describing purpose of petition and intended use of property.
- Deed Restrictions (§ 86-49(b)(7)).** If common facilities and/or private streets are proposed, submit document(s) addressing how common facilities are to be provided and permanently maintained.
- Public Workshop Requirements.** Date held _____
 - Copy of newspaper ad.
 - Copy of sign-in sheet.
 - Copy of notice to property owners.
 - Written summary of public workshop.
- Comprehensive Plan Consistency.** Confirm consistency with all applicable elements of the City's Comprehensive Plan.
- Concurrency Application and Worksheet.** Signed, sealed and dated.
If a traffic study is required, submit 3 copies of the study (3 signed, sealed and dated).
Electronic **hcs** files must be e-mailed to staff or submit 3 CDs.

Required documentation (provide 15 sets of the following including 3 signed, sealed and dated, unless otherwise noted):

- Site Plan Sheet.** Include all proposed improvements, buildings and structures, sidewalks, parking and transportation network, yards and open space.
 - Municipal address
 - FEMA Flood Zone designation and base flood elevation
 - Names of all existing and proposed public and private streets
 - Location of all sidewalks
 - Location of refuse and recycled materials enclosure.
- Utility Plan Detail Sheet**
 - Potable water and wastewater main size and location
 - Water valve location
 - Manhole separation
 - Distance from water main to proposed building
 - Location of nearest fire hydrants
- Paving and Drainage Detail Plan Sheet**
 - Document addressing drainage concurrency by means of a certified drainage plan
 - Driveway dimensions and turning radius
- Landscape Plan Sheet**
 - Tree survey
 - Detailed inventory of all proposed trees and plants by type and size
- Signage.** Depict – by dimension – all ground and wall signage
- Architectural Elevations.** Definitions for buildings in the development; and number of dwelling units, sizes and types, together with typical floor plans of each type.

Fees

Application filing fee \$4,700.

Transportation review fee will be billed to applicant and is not included in application fee.

Public notice fee in excess of \$50 will be billed to applicant and is not included in application fee.

Extended Technical Review Fee \$1,400.