

City of Venice
Development Services
401 West Venice Avenue
Venice, Florida 34285

LAND DEVELOPMENT REVIEW
Policy and Procedure

POLICY:

Upon submission of an application to the Planning & Zoning Department, the Planning Administrator shall examine, or cause to be examined, the application and any accompanying documents and shall establish by such examinations whether the proposed application described is in accordance with the requirements of the City of Venice Land Development Code and all applicable laws and ordinances.

PROCEDURE:

Please refer to the current year Technical Review – Planning Commission Calendar for all applicable dates as discussed in the following items:

1. Actions that require technical compliance review are site and development, subdivision, concurrency, preliminary plat, final plat, rezoning, special exception, conditional use, comprehensive plan amendment, zoning code amendment, and annexations of property in excess of one acre. The Planning Administrator shall have the authority to request technical compliance reviews for additional petitions not listed above. Application will be made through the use of Planning & Zoning Department forms for these actions.
2. Documents required for submission are those items that provide information exhibiting conformance to the ordinance section that applies to the action proposed. No incomplete application will be accepted and all required documents and applicable fees must be provided at the time of application. The Planning & Zoning Department will have one workday after submittal to reject an application as incomplete and will notify an applicant in writing of any required items.
3. A copy of the proposed petition and application will be forwarded to the appropriate department(s) and/or review agencies by the Planning & Zoning Department no later than the first work day immediately following the appropriate filing date deadline.
4. Each department must provide a written response in digital format within ten workdays following the filing date deadline. For petitions requiring outside agency review, response time shall be consistent with the applicable agreements, contracts, etc. This response must be in the form of a report to the Planning Administrator and address any and all concerns noted with the proposed project. Four items **must** be addressed in the report: *Required Revisions*; *Recommended Revisions*; *Concurrency Management Issues*; and *Comments*. **Failure to provide**

comments in writing and within the time allotted for response will be considered confirmation of technical compliance of the project by that department. Within one workday, following review of the department reports, Planning & Zoning staff will distribute copies to the applicant, along with a letter that explains procedure for resolving questions and conflicts.

5. Any delay in providing a written response to the Planning Administrator addressing project revisions will require direct contact with the applicant by the non-responding department. This communication must be made in writing and copied to the Planning Administrator. All follow-up responsibilities and communication will remain that of the non-responding department and must be copied to the Planning Administrator to ensure essential information is conveyed to the Planning Commission.

6. All lead agencies, as defined in Section 94-33 of the City of Venice Code of Ordinances, which are responsible for concurrency evaluation must provide a written response that indicates if the proposed project meets, or fails to meet, concurrency. This response is an essential element of concurrency determination and must be included as part of the department report referenced in item four above of this procedure.

7. To allow for scheduling of Planning Commission public hearing/public session, all submitted plans must be reviewed and technical compliance confirmed by staff not less than 30 days prior to the Planning Commission meeting for which the project is scheduled as an agenda item. Failure to do so will result in the petition's removal from the agenda until this confirmation has been made. Revised plan submittals will include a transmittal letter that (1) identifies the department whose comments are addressed (2) reiterates such comment (3) outlines the revision, and (4) delineates any other changes made independently by the applicant.

8. Once technical compliance with codes and other applicable laws and ordinances has been confirmed, the applicant may proceed with site and infrastructure permitting by submitting Construction Plans to the Engineering Department. Construction Plans will be accepted for review provided the SWFWMD Letter of Completion is included with the application. All plans submitted for Construction Plan Review must conform to the SWFWMD plans that were deemed complete.

Construction Plan approval will not be issued until the Engineering Department is provided with SWFWMD final approval including stamped, approved plans. If SWFWMD final approval has been obtained prior to submittal for construction plan review, the SWFWMD stamped, approved grading and drainage plans should be included in your construction plan set to expedite construction plan review.

9. Permits, including but not limited to, Site Preparation Permit, Building Permit and Right-of-Way Permits must be obtained prior to initiation of construction activity.

It is the intent of this schedule and procedure to allow all applicable departments and divisions to respond and discuss their requirements for any petition approval in a timely and efficient manner. Resolution of outstanding requirements, recommendations, or comments are the responsibility of the applicant and must be fully accomplished (including confirmation of technical code compliance) not less than 30 days prior to the Planning Commission meeting at which the petition is scheduled for consideration (Sec. 86-49).

Approved:



Chad Minor, AICP, LEED® GA
Planning Administrator

2/7/12

Date