



Planning and Zoning Department  
 401 W. Venice Avenue  
 Venice, FL 34285  
 941-486-2626 ext. 7434  
[www.venicegov.com](http://www.venicegov.com)

# Site and Development Plan Application

## Section 1.9 Site and Development Plan (Quasi-Judicial Application)

Submit a completed application and supporting documents to the Planning and Zoning Department. Checklist on page 2 and page 3 must be executed for application to be considered complete. All information will become a permanent part of the public record. Incomplete applications will be returned to the applicant/agent.

Project Name:

Brief Project Description:

### Property Information

Address/Location(s):

Parcel Identification No.(s):

Parcel Size:

Zoning Designation(s):

FLUM Designation(s):

Non-Residential

Residential

### Application Fees:

Major Site and Development Plan	Total Fees: \$7769.95 (Application fee \$5450.56 / Review Fee: \$2319.39)
Site and Development Amendment (with hearing)	Total Fees: \$3827.00 (Application fee \$2667.30 / Review Fee: \$1159.70)

*A review fee shall be deposited to be drawn upon by the city as payment for costs, including but not limited to advertising and mailing expenses, professional services and reviews, and legal fees.*

Applicant/Owner Name (for billing purposes):

Address:

Email:

Phone Number:

Signature:

Date:

Authorized Agent (project point of contact):

Address:

Email:

Phone Number:

Signature:

Date:

*By submitting this application the owner(s) of the subject property does hereby grant his/her consent to the Zoning Administrator and his/her designee, to enter upon the subject property for the purposes of making any examinations, surveys, measurements, and inspections deemed necessary to evaluate the subject property and the application.*

## Application General Requirements (Section 1.2):

**NARRATIVE** – A document describing the project in detail.

**LOCATION MAP** - General location map, showing the relation of the site to major streets, schools, important landmarks or other physical features in and adjoining the project.

**NEIGHBORHOOD WORKSHOP** - per Section 1.2.F include public notice, affidavit of advertising, notice mailing list, list of attendees and summary of comments, questions and your responses.

**SURVEY** - Accurate survey, reflecting existing conditions, no more than two years old.

**LEGAL DESCRIPTION** – In copyable electronic format (e.g. Microsoft Word).

**AGENT AUTHORIZATION LETTER**

**STATEMENT OF OWNERSHIP AND CONTROL** – documentation of ownership and control of the subject property (deed).

**LAND USE COMPATIBILITY ANALYSIS** – see Section 1.2.C.8.a-b for requirements

## Specific Application Requirements (Section 1.9.3):

**SITE PLAN** – Including all information required by Section 1.9.3.B.1.

**TABULATIONS:**

Total gross acreage in the project and the percentages thereof proposed to be devoted to:

- a. The various permitted uses;
- b. Ground coverage by structures; and
- c. Impervious surface coverage.

The number of proposed off-street parking, off-street loading spaces and associated calculations by use according to Section 3.6.

Total project density in dwelling units per acre or total project intensity as a floor area ratio.

**COMMON FACILITIES STATEMENT** - Statement as to how such common facilities are to be provided and permanently maintained.

**COMMON USE IMPROVEMENTS** (REGULATED BY THE CITY STANDARD DETAILS) shown to meet the minimum design standards established in the city standard details and subdivision design standards.

**STORM DRAINAGE, POTABLE WATER AND WASTEWATER COLLECTION SYSTEM PLANS**

**COLOR ARCHITECTURAL ELEVATIONS** - for all façades of each building in the development; and exact number of dwelling units, sizes and types, together with typical floor plans of each type.

**SIGNAGE PLAN** - including dimensions and design. For ground signs, architectural elevations will be required.

**EXTERIOR LIGHTING PLAN** - including location, dimensions, design, and photometric analysis.

**LANDSCAPING PLAN** - including types, sizes and location of vegetation and decorative shrubbery, showing provisions for irrigation and maintenance, and showing all existing trees, identifying those trees to be removed.

**RECREATION FACILITIES PLAN**

**ADDRESSING PLAN** (Section 3.4.1.C.)

**VEHICLE TURNING PATH ANALYSIS**

**TRANSPORTATION ANALYSIS** – If traffic study is not required, a transportation analysis is mandatory to demonstrate net trip generation will not exceed 50 PM peak hour trips (Section 5.2 Mobility).

**CONCURRENCY APPLICATION** (If applicable; see Section 5)

School (when required)

Public facilities (potable water, wastewater, solid waste, parks, stormwater)

## Decision Criteria (Section 1.9.4):

**In a SEPARATE DOCUMENT, please restate and address each item below:**

1. Compliance with all applicable elements of the Comprehensive Plan;
2. Compatibility consistent with Section 4 of this LDR;
3. General layout of the development including access points, and onsite mobility;
4. General layout of off-street parking and off-street loading facilities;
5. General layout of drainage on the property;
6. Adequacy of recreation and open spaces;
7. General site arrangement, amenities, convenience, and appearance; and
8. Other standards, including but not limited to, architectural requirements as may be required.

## Pollutants and Hazardous Substances (Chapter 89 Section 2.11.2)

**Check box if any of the following uses have applied to property:**

Agricultural use;

Industrial use;

Use as a site where potentially contaminated fill or underground storage facilities were regulated as hazardous waste generators under the Resource Conservation Recovery Act (RCRA) was placed.

## Environment Requirements for five (5) or fewer acres (Chapter 89 Section 2.3.D):

**Resource Management Plan Required.** For proposed development of property containing five (5) or fewer acres, a resource management plan shall be required for review and approval by the City prior to a site and development plan or preliminary plat. The applicant shall pay for and have a resource management plan prepared by an environmental professional. The resource management plan shall contain at a minimum:

1. Responsible party information for who will be maintaining the habitat;
2. List of prohibited actions including items such as excavation, alteration, and removal of unique or native vegetation;
3. Identification of permitted activities within habitat areas;
4. Best practice methods to be implemented to protect the unique habitat, protected species, or native species and the integrity of these areas;
5. An assessment of each habitat type to include a list of existing vegetation and percent coverage of exotics or invasive species; and
6. A plan for monitoring reports for maintaining unique habitats that shall be conducted annually and made available to the City upon request.

## Environment Requirements for more than five (5) acres (Chapter 89 Section 2.2.B):

**WHPA Required.** The WHPA shall be prepared by an environmental professional and contain, at minimum:

1. Date(s) of assessment.
2. Name of individual or organization conducting the assessment.
3. Qualifications of the environmental professional(s) conducting the assessment.
4. A brief statement of the methodology used to conduct the assessment.
5. A map of land use and land cover classifications on the site using a classification system described in one (1) of the following publications:
  - a. Land Use, Cover and Forms Classification System: A Technical Manual. State of Florida, Department of Transportation, May 1981 (Preferred); or
  - b. The Florida Land Use and Cover Classification System; A Technical Report. State of Florida, Department of Administration, April 1976;
6. A list of species observed on the site.
7. Locations of any Heritage, Venetian or existing native tree clusters.
8. A map showing: the exact location and an assessment of any native or unique habitats, including habitat of threatened or endangered species; threatened, endangered, or other protected species encountered on the site; and any evidence of habitation of areas on the site by such species discovered during the field review.
9. A habitat management plan describing any measures which are proposed by the applicant for non-disturbance, species relocation, or other mitigation measures regarding the protection of any threatened or endangered species found on the site.

## Wetlands (Chapter 89 Section 2.6.B.1):

Prior to submitting a site and development plan proposing to alter wetlands, surface waters, and/or shorelines shall meet with City staff and provide:

1. A delineation of the wetlands and/or surface water in accordance with Chapter 62-340, Florida administrative Code (as amended) and Army Corps of Engineers Wetland Delineation Manual (Technical Report Y-87-1) and the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Atlantic and Gulf Coastal Plain Region (2008).
2. Proposed wetland and/or surface water impacts.
3. All minimization and avoidance measures.
4. Proposed wetland mitigation when impacts are unavoidable.