



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

# Minor Site and Development Plan Application

## Section 1.15.3 Minor Site and Development Plan (Quasi-Judicial Application)

Submit a completed application and supporting documents to the Planning and Zoning Department. Checklist on page 2 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:

Minor Amendment (with hearing)

Total Fees: \$908.05 (Application fee \$618.12/Review Fee: \$289.93)

Minor Amendment (Administrative)

Total Fees: \$618.12 (Application fee \$618.12/Review Fee: \$0)

*Owing to the nature, scope, or possible cumulative impacts of a land development project, the Director may require any project to be processed as a major site and development plan application to be reviewed and acted upon by the Commission, consistent with Section 1.9. If there is doubt as to which category is applicable, the category requiring greater review shall be required.*

### 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** - Summary of the neighborhood workshop (if applicable) per Section 1.2.F including mailing list, list of attendees, and a summary of comments provided and applicant responses.

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

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

**AGENT AUTHORIZATION LETTER**

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

## Specific Application Requirements (Section 1.15.3.C)

**SITE PLAN** – including all information required by Section 1.15.3.C.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 and off-street loading spaces and a calculation of the minimum number of such spaces required by this chapter.

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

**COMMON FACILITIES STATEMENT** – if applicable, statement as to how such common facilities are to be provided and permanently maintained.

**COMMON USE IMPROVEMENTS** – regulated by the city standard details shall meet the minimum design standards established in the city standard details and subdivision design standards.

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

## Decision Criteria (Section 1.15.3.D)

**In a separate document, please restate and address each item:**

1. Whether intensity of use and/or purpose of the proposed development is compatible in relation to adjacent properties and the effect thereon and proposed mitigation with respect to buffers and setbacks and/or building step-backs;
2. Whether general layout of the development including access points and onsite mobility meets standards of the LDR;
3. Whether the layout of off-street parking and off-street loading facilities meets the standards of the LDR;
4. Whether the general layout of drainage on the property meets the standards of the LDR;
5. Where adequate recreation and open spaces are provided;
6. Whether the general site arrangement, amenities, convenience, and appearance meet the intent and standards of the LDR; and
7. Other standards, including but not limited to architectural requirements, as may be required.