

Case Number: \_\_\_\_\_



**City of St. Pete Beach**  
Community Development Department  
155 Corey Avenue  
St. Pete Beach, Florida 33706  
727-367-2735  
[www.stpetebeach.org](http://www.stpetebeach.org)

**PROPERTY OWNER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**APPLICANT/AGENT** (Attach agent authorization form):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**SUBJECT PROPERTY:**

Address: \_\_\_\_\_

Current Name of Business: \_\_\_\_\_

Parcel: \_\_\_\_\_

Name of Project: \_\_\_\_\_

**DETAILS OF THE REQUEST, INCLUDING APPLICABLE CODE SECTIONS AND ANY ASSOCIATED CASES** (Add additional sheets if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant / Agent**

\_\_\_\_\_  
**Date**



# Guide for Site Plan Submittals

**Pre-application Conference.** The City suggests that applicants for any nonresidential development or any residential project that will have three or more units to request a pre-application conference with staff. The purpose is to gain a clear understanding of the proposed project, identify any regulatory processes/issues that will impact the project, and answer any questions.

The materials required as part of the application are necessary to provide the city with sufficient information to ensure compliance with the requirements of the Land Development Code, Code of Ordinances, Comprehensive Plan, and any other Federal, State and County regulations. All City codes can be found at [www.municode.com](http://www.municode.com).

All site plans submitted for review, pursuant to Section 5.1(b) of the Land Development Code, shall include the following documents and information. Staff reserves the right to require additional information. Failure to provide the required information shall result in postponement of the review process. All site plans must be submitted in scalable PDF or JPEG format and seven (7) hard copies in either 11" x 17" size for simple site plans or 24" x 36" size for more complex plans. All supporting documents must also be submitted in PDF format and one (7) hard copies. The TRC Chair will issue a letter of sufficiency within ten (10) days of receipt of complete application. In order to be considered complete, an application must have the following:

- (1) The name, address, and telephone number of the owner of record of the land proposed for development.
- (2) The name, address, and telephone number of the developer and/or agent, if different from the owner.
- (3) The name, address, and telephone number of all land use, environmental and engineering professionals that assisted in the preparation of the application.
- (4) The street address and legal description of the land on which the development is proposed to occur, with attached copies of any legal instruments referenced, such as, but not limited to, deeds, plats, easements, covenants, and restrictions.
- (5) A reference to the zoning district designation and the future land use map designation for the land proposed for development.
- (6) Identification of all existing rights-of-way, water courses, floodplains, wetlands, and other environmentally sensitive areas on or within two hundred (200) feet of the land subject to the development plan.
- (7) Topography of the site, pre and post construction, in specified (smallest 2.0') contour intervals.
- (8) A title block denoting the type of application, tax map sheet, and lot, block and subdivision name (if applicable).
- (9) A location map of the land with reference to surrounding lands, subdivisions, streets, and municipal boundaries.

- (10) A boundary survey of the land subject to the development plan prepared by a registered land surveyor, showing the location and material of all permanent reference monuments and benchmarks, a metes and bounds description listing dimensions, bearings, curve data, length of tangents, radii, and central angles of all centerline curves of streets, and the size of the land in acres to the nearest tenth of an acre, or in square feet, the FEMA flood zone with Flood Insurance Rate Map (FIRM) reference number, and an ALTA/ACSM land title survey of the property subject to the development plan completed within the last twelve (12) months.
- (11) A site plan, with north arrow and scale, identifying:
  - a. The proposed land uses, densities, and intensities of use;
  - b. The location of proposed structures, and any existing structures proposed to be retained, showing size, and setbacks;
  - c. Common areas;
  - d. Recreational facilities;
  - e. Ingress and egress to the development, and the internal traffic circulation system and identification of street names;
  - f. Utility location;
  - g. Easements;
  - h. Off-street parking and loading facilities;
  - i. Landscaping and buffering; and
  - j. Signage.
- (12) If subdividing or combining lots of record or adjusting lot lines: the preliminary subdivision plat, which includes the subdivision name in bold legible letters under which the location of the plat by government survey lot, section, township, and range shall appear.
- (13) Location and area of all property to be dedicated for public use or reserved by deed or covenant for use by all land owners in the development and a statement of the conditions of such dedication or reservation.
- (14) A schedule showing the lot area, width, depth, pervious and impervious area (pre & post development), dimensional standards, building coverage, landscaping and parking of the development plan, and how they comply with the requirements of the Land Development Code.
- (15) A traffic study, if the development is expected to generate 100 or more new inbound or outbound trips during peak hours, prepared by a professional transportation planner or engineer. The study shall address the anticipated impact of the project upon traffic volume, intersection signalization, turning movements, internal vehicle circulation, pedestrian movement, and other significant traffic concerns.
- (16) Proposed utility infrastructure plans, including sanitary sewer, potable water, a storm water management plan with supporting data (stormwater calculations) and an electric plan with accurate indication of locations of points of connection to public systems.
- (17) Spot and finished elevations at all property corners, corners of all structures or dwellings, existing and proposed first floor elevations, and appropriate locations in and around vehicle use areas.
- (18) Site utility and construction details, including a cross-connection control plan.
- (19) Roadway and paving cross-sections and profiles if modifying the roadway.
- (20) Lighting plan and details if located in the Community Redevelopment District, including

photometrics and examples of the proposed fixtures.

- (21) Provisions for solid waste management.
- (22) Locations and preliminary plans for signs.
- (23) Sight triangles at the intersections of roadways and curb cuts with roadways.
- (24) Vehicular and pedestrian circulation patterns.
- (25) Off-street parking and loading plans showing spaces, size and type, aisle widths, curb cuts, drives, driveways, and all ingress and egress areas and dimensions.
- (26) Preliminary architectural plans and elevations; full Architectural renderings of proposed structures within the Community Redevelopment District.
- (27) Preliminary Building Code Analysis, including life safety (means of egress) diagrams.
- (28) The height and number of floors/stories of all structures and number of units per floor/story.
- (29) The proposed first floor elevation for all structures and the FEMA flood zone and required base flood elevation.
- (30) Demonstration of compliance with concurrency requirements & application for certificate of concurrency.
- (31) Landscape plan and details.

All changes of use are required to bring the entire property into compliance with Division 22 of the LDC (landscape requirements). If located within the Community Redevelopment District, additional requirements apply.

The landscape plan, which shall be drawn by a Florida Registered landscape architect or other qualified/ licensed landscape professional, shall include all of the following:

- (a) The preparer's name, address, and telephone number, signature and seal.
- (b) A schedule including:
  - 1. Location, quantity, size, and type of existing and proposed vegetation and landscaping on the site.
  - 2. Separate calculations for required interior and perimeter landscaping for the vehicular use area landscaping in square feet.
  - 3. Width and square footage of all required landscape buffers.
- (c) Plant legend showing botanical and common name, size and quantity of all proposed plantings
- (d) Elevation and section drawings of any solid screen proposed.
- (e) All trees three (3) inches DBH (Diameter Breast Height) or greater and palms 8 foot in height or greater to be retained and those proposed for removal.
- (f) All proposed building footprints; drives, walks, patios, parking areas, lighting and other hardscape improvements.
- (g) Scale and north arrow.

(32) Fire Department:

- (a) The Florida Fire Prevention Code (2003 edition – RE: F.S. 633 – 69A60 F.A.C.) requires this information be provided by the applicant to the Fire Official to allow for sufficient review. 61G of the Florida Administrative Codes outlines the same requirements for the Design Professional.
- (b) Underground Utilities:
  - 1. Fire Mains Locations
  - 2. Backflow Prevention Devices Locations
  - 3. Hydrant Locations
  - 4. Fire Department Connections Locations
  - 5. Proposed Boat Docks and Associated Underground Piping
  - 6. Gas Main Location and Associated Valves
  - 7. Power Services for Gate Operations at Gated Communities
  - 8. Telephone Services
  - 9. Electrical Services
  - 10. Hydraulic Calculations for the required Fire Sprinkler Systems, Standpipe Systems and Boat Dock Standpipe Systems are necessary to assure Fire Main Pipe Size and the Water Flow required for Fire Suppression Operations.

NOTE: All new construction (buildings and structures) shall be required to be provided with an automatic fire sprinkler/standpipe system. AUTOMATIC means a Fire Pump must be provided.

**Completed applications are routed to the Technical Review Staff, which is comprised of representatives of the City Staff who review and make comments on submitted applications. The Departments that will review the application are:**

<b>Fire</b>	<b>363-9205</b>
<b>Public Works</b>	<b>363-9254</b>
<b>Planning &amp; Zoning</b>	<b>363-9266</b>
<b>Building</b>	<b>363-9277</b>
<b>Recreation</b>	<b>363-9274</b>
<b>Code Enforcement/Public Safety</b>	<b>363-9211</b>

## Technical Review Committee Deadlines

The TRC meets the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month at 10:00am in the Community Development Department conference room. The following applications must be reviewed by the TRC:

- (1) Site Plans
- (2) Subdivisions
- (3) Conditional Uses
- (4) Amendments to the Zoning Map
- (5) Amendments to the Future Land Use Map
- (6) Variances on property being used for other than single-family detached residential purpose
- (7) Vacations of Streets, Plats or other property
- (8) Temporary Uses
- (9) All other applications assigned by the City Manager

Application Due Date By 12:00pm	Meeting Date
December 10, 2018	January 2, 2019
December 21, 2018	January 16, 2019
January 14, 2019	February 6, 2019
January 28, 2019	February 20, 2019
February 11, 2019	March 6, 2019
February 25, 2019	March 20, 2019
March 11, 2019	April 3, 2019
March 25, 2019	April 17, 2019
April 8, 2019	May 1, 2019
April 22, 2019	May 15, 2019
May 13, 2019	June 5, 2019
May 24, 2019	June 19, 2019
June 10, 2019	July 3, 2019
June 24, 2019	July 17, 2019
July 15, 2019	August 7, 2019
July 29, 2019	August 21, 2019
August 12, 2019	September 4, 2019
August 26, 2019	September 18, 2019
September 9, 2019	October 2, 2019
September 23, 2019	October 16, 2019
October 14, 2019	November 6, 2019
October 28, 2019	November 20, 2019
November 11, 2019	December 4, 2019
November 25, 2019	December 18, 2019
December 10, 2019	January 2, 2020