



CITY OF SARASOTA

DEVELOPMENT APPLICATION

**General Information**

[Please Print or Type]

APPLICATION [PROJECT] NAME: \_\_\_\_\_

PROPERTY ADDRESS[ES]: \_\_\_\_\_

PARCEL ID NUMBER[S]: \_\_\_\_\_

	EXISTING		PROPOSED
Zone District			
Total Acres / Sq. Ft.			
Estimated Construction Value [Excluding land costs]			
<b>THE FOLLOWING MUST BE COMPLETED FOR TRAFFIC CONCURRENCY ANALYSIS AS APPLICABLE:</b>			
Use			
No. of Employees			
No. of Seats			
Hours of Operation			
Build-Out Date			
<b>THE FOLLOWING MUST BE COMPLETED FOR AMENDMENTS TO THE COMPREHENSIVE PLAN:</b>			
Future Land Use Classification			
Attach a legal description of the property and a map outlining/showing the parcel.			
<b>THE FOLLOWING MUST BE SIGNED BY PLANNING PRIOR TO SUBMISSION FOR ANNEXATIONS:</b>			
The property is within the Urban Service Boundary:	Signed:		Print:

**ATTACH A PROJECT DESCRIPTION** including total bldg. sq. ft. and, where applicable, total retail and office sq. ft., number of residential units, and proposed parking.

**APPLICATION TYPE [CHECK ALL APPLICABLE]:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Adjustment to Downtown Code<br><input type="checkbox"/> Staff <input type="checkbox"/> Planning Board | <input type="checkbox"/> Historic Designation  | <input type="checkbox"/> Site Plan / Site Plan Amendment   |
| <input type="checkbox"/> Administrative Site Plan<br><input type="checkbox"/> Building <input type="checkbox"/> Planning       | <input type="checkbox"/> Major Conditional Use/Amendment *                               | <input type="checkbox"/> Site Plan Extension   |
| <input type="checkbox"/> Amendment to the EDCM/City Code   | <input type="checkbox"/> Minor Conditional Use/Amendment*                                | <input type="checkbox"/> Street / R-O-W Vacation *   |
| <input type="checkbox"/> Annexation  | <input type="checkbox"/> Miscellaneous   | <input type="checkbox"/> Street Name Change  |
| <input type="checkbox"/> Appeal: <input type="checkbox"/> BOA <input type="checkbox"/> Planning Board                          | <input type="checkbox"/> Neighborhood Workshop   | <input type="checkbox"/> Shared Parking Agreement  |
| <input type="checkbox"/> Boundary Adjustment   | <input type="checkbox"/> Off-Site Parking Agreement                                      | <input type="checkbox"/> TIF Fund Request  |
| <input type="checkbox"/> Brownfield Designation *  | <input type="checkbox"/> Pre-Application Conference with<br>Development Review Committee | <input type="checkbox"/> Traffic Concurrence - Initial Review  |
| <input type="checkbox"/> Certificate of Appropriateness  | <input type="checkbox"/> Preliminary Plat  | <input type="checkbox"/> Traffic Concurrence Study   |
| <input type="checkbox"/> Comprehensive Plan Amendment *  | <input type="checkbox"/> Provisional Use/Sidewalk Cafe                                   | <input type="checkbox"/> Variance  |
| <input type="checkbox"/> Development Agreement *   | <input type="checkbox"/> Provisional Use Permit Extension                                | <input type="checkbox"/> Variance Extension  |
| <input type="checkbox"/> Development of Regional Impact [DRI]  | <input type="checkbox"/> Rezone without Site Plan*                                       | <input type="checkbox"/> Zoning Code Interpretation Letter:<br><input type="checkbox"/> Downtown <input type="checkbox"/> Outside DT |
| <input type="checkbox"/> Final Plat/Subdivision  | <input type="checkbox"/> Rezone with Site Plan*  | <input type="checkbox"/> Zoning Code Confirmation Letter:<br><input type="checkbox"/> Downtown <input type="checkbox"/> Outside DT   |
| <input type="checkbox"/> "G" Zone Waiver *   | <input type="checkbox"/> Rezone Ordinance Amendment *                                    | <input type="checkbox"/> Zoning Text Amendment [City Only]   |
|  | <input type="checkbox"/> R-O-W Encroachment Agreement- Major                             |  |

Check if this application is a **REVISION** (Amendment) to a previously approved application

Check if applying for the Affordable Housing Fee Deferral Program and you are fee simple owner of the property

\* Neighborhood Workshop Required

<b>FOR USE BY THE OFFICE OF THE CITY AUDITOR AND CLERK</b>	
RECEIVED BY: _____	APPLICATION NUMBER: _____
DATE: _____	AMOUNT PAID: _____



**CITY OF SARASOTA**  
**DEVELOPMENT APPLICATION**

**GENERAL INFORMATION**

[Please Print or Type]

**I. PROPERTY OWNER, LESSEE, CONTRACT PURCHASER, OR APPLICANT [Circle One]:**

Name/Title:
Company Name:
Company Address:
City/State/Zip Code:

Telephone No:
Facsimile No:
E-Mail Address (Optional):

**II. AGENT OF RECORD [IF ANY]:** The following individual is designated as the Agent of Record for the property owner, lessee, or contract purchaser and should receive all correspondence related to the application review and billing. [Billing information will also be sent to the above-named individual.]

Name/Title:
Company Name:
Company Address:
City/State/Zip Code:

Telephone No:
Facsimile No:
E-Mail Address (Optional):

**III. THE UNDERSIGNED, AS THE PROPERTY OWNER, LESSEE, CONTRACT PURCHASER, OR APPLICANT [Circle One],** acknowledges responsibility for all City expenses associated with the referenced application(s) including time spent by City Staff and Attorneys through the date of issuance of a Final Certificate of Occupancy. [If same as #I above, note "Same". Not required for Pre-Application Conference with DRC.]

Name/Title:
Company Name:
Company Address:
City/State/Zip Code:

Telephone No:
Facsimile No:
E-Mail Address (Optional):

I hereby certify that all information contained herein is true and correct.

**IV. Signed** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner, Lessee, Contract Purchaser, or Applicant [Circle One]

WITNESSES TO EXECUTION ON BEHALF OF APPLICANT

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

If applicable, neighborhood workshop meeting desired date and time requested:

Location:

**Submit To The Office Of The City Auditor And Clerk**  
**Post Office Box 1058 – Sarasota, Florida 34230**  
**Office Number: 941-954-4160 – Fax Number: 941-954-4113**  
**www.sarasotagov.com**