



CITY OF SARASOTA
DEVELOPMENT APPLICATION

Minimum Submission Checklist

The following is to be completed for General Applications

The General Information Form (Form A), Minimum Submission Checklist (Form B) and Fee Form (Form 3) are required for all General Applications. All items are to be folded to approximately 8 1/2" x 11" size, collated and assembled into complete sets.

SUBMISSION REQUIREMENTS FOR GENERAL APPLICATIONS:		IF REQUIRED	YES	N/A
1.	Pre-Application Conference with the Development Review Committee – Original and 14 additional sets <ul style="list-style-type: none"> If additional information is provided, fifteen sets [15] sets of information folded to 8 1/2 x 11" size should be submitted. Supplementary materials may include a sketch or concept plan, site plan(s), architectural renderings, special studies, detailed narrative, or any other items the applicant deems pertinent. 	Submit 9 Days prior to any Scheduled DRC Meeting		
2.	Traffic Concurrency Initial Review – Original and 1 additional set <ul style="list-style-type: none"> Proposed site plan to include one 8 1/2" X 11" and one 24" X 36" 	Submit prior to filing Application		
3.	Traffic Concurrency Study – Original and 1 additional set <ul style="list-style-type: none"> Copies of any plans already submitted or copies of plans being submitted The Scope of Services for the Traffic Concurrency Study Determination of concurrency must be made prior to filing a development application.	Submit prior to filing Application		
4.	Neighborhood Workshops – Original and 1 additional set <ul style="list-style-type: none"> Proposed site plan Narrative Other materials may include a sketch or concept plan, architectural renderings, special studies, etc. The Neighborhood Workshop, when required, must be held prior to filing a development application and the notice must be mailed 14 days prior to the scheduled Workshop Date.	Submit 4 full business days prior to 14-day notification period of Workshop Date		
5.	Adjustments to the Downtown Code – Original and 3 additional sets <ul style="list-style-type: none"> <input type="checkbox"/> Director of Planning <input type="checkbox"/> Planning Board Surveys – all signed and sealed Narrative and any other supporting documentation indicating how criteria in Section IV-1903 – Adjustments [Zoning Code (2002 Ed.), as amended] have been met. 			
6.	Amendments to the City's Comprehensive Plan, also called the Sarasota City Plan, 1998 Edition - <ul style="list-style-type: none"> Initial submission - Original and 3 additional sets Revisions to initial submission and/or supplemental information: Original and 3 copies <ul style="list-style-type: none"> Narrative responding to all the questions indicated in Form I If a text amendment, proposed text If an illustration amendment, proposed changes Summary of comments received at the Neighborhood Workshop 			
7.	Annexations - Original and 3 additional sets <ul style="list-style-type: none"> Verification from the Office of the City Auditor and Clerk that the property is within the City's Urban Service Boundary Legal description of property by Metes and Bounds Signed & Sealed Boundary Surveys, Property Surveys, and Topographic Surveys by Metes and Bounds County Zoning & Future Land Use Map applicable to the area Narrative responding to the following: 1) Reason for the Annexation; 2) Is the request is voluntary; 3) Is the property contiguous to the City Limits line; 4) County Future Land Use Designation, Equivalent City Zone District, and Proposed City Land Use Designation; 5) If the proposed Zone District requires a City or privately initiated Comprehensive Plan Amendment, and 6) Whether the Applicant wishes to be considered for a small-scale development activity amendment. 			
8.	Boundary Adjustments/Land Divisions - Original & 1 additional set, each to include signed & sealed survey <ul style="list-style-type: none"> Narrative Written authorization of all affected property owners 			
9.	Provisional Use/Sidewalk Café - Original and 1 additional set <ul style="list-style-type: none"> Form M (2 signed originals) 8 1/2" X 11" professional drawing showing outdoor seating including scale and directional Copy of the Florida Department of Business and Profession Regulation License (Food Permit) and City of Sarasota Occupational License Certificates of Insurance (see Form M) 			
10.	Revisions/Amendments to Previously Approved Applications – Original and 2 additional sets <ul style="list-style-type: none"> Narrative 			
11.	Site Plan - Extension of Time - Original and 2 additional sets to include <ul style="list-style-type: none"> Narrative 	Submit 30 days prior to expiration		
12.	Zoning Code Confirmation or Zoning Code Interpretations – Original and 1 additional set <ul style="list-style-type: none"> Narrative 			

ANY REQUIRED ITEMS NOT SUBMITTED WILL RESULT IN AN INCOMPLETE SUBMISSION
I HEREBY CERTIFY THAT THE STATED INFORMATION IS INCLUDED IN THE SUBMITTED PLANS AND/OR DOCUMENTS.

Date: _____

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

NOTES:

If a Variance is filed, it must be filed simultaneously with any other land use applications for the same site and filed simultaneously with a re-submittal.
If an Adjustment to the Downtown Code is filed, it must be filed simultaneously with any other land use applications for the same site and filed simultaneously with a re-submittal.

Re-Submitted Applications require a narrative certified by signature of owner, developer, representative, engineer, or architect responding to each issue raised by Development Review Committee members; a corresponding pointer on plan documents noting where each narrative issue has been resolved; and changes on plan documents indicated with "clouds".

Completion of the Traffic Study averages 30 to 40 business days.