



Application for Type C Site Plan Review

An electronic version of this application and all supporting documentation shall be submitted via email in PDF format to beth.perrine@talgov.com. Once the application has been reviewed and deemed complete, staff will email the applicant/agent instructions on how to submit the application fee. Once the application fee is paid, staff will then email the sign posting information to the applicant/agent. The application is considered complete once the application fee and sign posting has been processed. The direct notice and advertising fee will be billed separately once these items are completed.

The undersigned, owner of the hereinafter-described property located within the corporate limits of the City of Tallahassee, hereby petitions the City of Tallahassee for a Type C site plan review:

1. Project Name: _____

2. Project Description: _____

3. Applicant's Name: _____

Mailing Address: _____

City	State	Zip
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Telephone #: () _____ Fax #: () _____

4. Property Owner's Name: _____

Mailing Address: _____

City	State	Zip
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Telephone #: () _____ Fax #: () _____

5. Agent's Name: _____

Mailing Address: _____

City	State	Zip
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Telephone #: () _____ Fax #: () _____

6. Proposed Development (check as applicable):

a. New School Construction _____

7. Is project located within a Planned Unit Development (PUD)? _____

If yes, PUD Name: _____

8. Property Tax ID Number: _____

9. Current Zoning District: _____
10. Acreage of Property (hundredths): _____
11. Certificate of Land Use Compliance Number: _____
12. Date of Pre-application or Pre-submittal Meeting: _____
13. Type of School Use(s): _____
14. Total Square Feet of Non-Residential Use(s) Existing: _____
15. Total Square Feet of New Non-Residential Building Area Added: _____
16. Existing impervious Surface Area (Parking, Pavement, & Building): _____
17. Impervious Surface Area added (Parking, Pavement, & Building): _____
18. Number of Deviations Requested (Height, Setback, etc.): _____
Attach Application Form(s)
19. Signature of Owner/Agent: _____



Type C Site Plan Review Completeness Determination Checklist

Submit completed Site Plan application to the Planning Department. In order for an application to be eligible for review, the following materials must be submitted to the Planning Department.

PLEASE NOTE: PLANS WILL NOT BE ACCEPTED UNLESS FOLDED TO 8½" X 11" SIZE (10 sets are required for submittal along with an electronic copy on a CD or DVD. The required file format for all text documents is Microsoft Word, WordPerfect or Adobe Acrobat PDF. The required file format for all maps and drawings is Adobe Acrobat PDF or TIFF.)

**Applicant
Verification**

**Staff
Verification**

1. The applicant shall submit a detailed statement of objectives to the Planning Department Director indicating:
 - a. General purpose of the development;
 - b. Method and time schedule of development and improvements to be made part of the project;
 - c. Type and square footage of non-residential development including floor area ratios, pervious and impervious surface areas, and other standards as may be required; and
 - d. Narrative and/or other pertinent information indicating how the proposed application complies with the minimum requirements of Section 10-413 (Community services and facilities/institutional uses)

2. Legal description and boundary survey of the parcel, which is signed and sealed by a Florida Registered Land Surveyor.

3. A site conditions map drawn to an appropriate engineer's scale sufficient to show and to depict the location of existing property lines for both private and public property (boundary survey, signed and sealed by a surveyor), existing contours shown at a contour interval of no greater than two (2) feet, streets, buildings, transmission lines, sewers, bridges, culverts, and drain pipes, water mains, public utility easements, natural features as identified in the natural features inventory and any other physical conditions on the site.

4. A site plan shall be drawn to an appropriate engineer's scale showing:
 - a. Proposed grading plan;
 - b. Width, location and typical sections and names of proposed streets;
 - c. Width, location and names of surrounding streets including any/all rights-of-way and easements;
 - d. Zoning district categories and existing land uses on subject and adjoining properties;

**Applicant
Verification**

**Staff
Verification**

9. Development schedule showing order of construction, proposed date for the beginning of construction and completion of the project as a whole and any phases thereof.
10. Covenants, grants, easements, dedications and restriction to be imposed on the land, buildings, and structures, including proposed easements for public utilities and instruments relating to the use and maintenance of common open spaces and private streets. Such instruments shall give consideration to access requirements of public vehicles for maintenance purposes.
11. Certificate of Land Use Compliance.
12. A preliminary Certificate of Concurrency, if applicable.
13. A copy of the Natural Features Inventory exemption or approval letter.
14. An Environmental Impact Analysis narrative, if a Natural Features Inventory was required.
15. A DRC approval block on the front page of the site plan application.
16. Identification of any individual, neighborhood association or business association with which you voluntarily met prior to submitting this application.
17. Completed Application for Site Plan Review.
18. Completed Application for each Deviation Requested.
19. Completed Pre-Application Confirmation Form.
20. Applicable Fees. (\$2,950 + 0.22 per building sq ft (max \$7,500) + notice and advertising actual costs (invoiced separately)
21. This completed checklist.
22. Additional relevant information, which is deemed to be appropriate by the City to ensure consideration of all relevant issues.

<p><u>NOTE:</u> All of the items listed above must be submitted at the time of application, unless the Land Use Administrator waives a specific item when a Land Use Compliance Certificate is issued or during a pre-application conference. Failure to provide one of the items listed above may result in the rejection of the site plan application.</p>
