



DEVELOPMENT APPLICATION

Development Applications are required for all matters that require Development Review Committee or Board of Adjustment Review.

Section 1: General Application Requirements
Section 2: Schedule of Application Fees

Section 1: General Requirements

Application #: _____ Project Name: _____

INSTRUCTIONS: Please print or type all information. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (Not Applicable).

DEVELOPMENT REQUEST – Check one type ONLY (Use separate applications if applicable)		
<input type="checkbox"/> Abandonment/Vacation of Right-of-Way or Easement (DRC) <input type="checkbox"/> Administrative Variance (AV) <input type="checkbox"/> Appeal of Administrative Interpretation (BOA) <input type="checkbox"/> Annexation (PC) <input type="checkbox"/> Comprehensive Plan Text Amendment (PC) <input type="checkbox"/> Conditional Use Permit (PC)	<input type="checkbox"/> Development of Regional Impact DRI <input type="checkbox"/> Land Use Plan Map Amendment (PC) <input type="checkbox"/> Master Plan Development (DRC) <input type="checkbox"/> Plat (DRC) <input type="checkbox"/> Plat Waiver (DRC) <input type="checkbox"/> Rezoning (PC)	<input type="checkbox"/> Side Walk Café Permit (DRC) <input type="checkbox"/> Site Plan (DRC) <input type="checkbox"/> Special Exception (BOA) <input type="checkbox"/> Variance (BOA) <input type="checkbox"/> Zoning Code Amendment (PC) Other _____

DEVELOPMENT/PROJECT NAME:	
DEVELOPMENT/PROJECT ADDRESS OR LOCATION:	
Legal Description (<i>attach separate sheet if necessary</i>):	
All Tax ID Folio Numbers:	
<i>Project Narrative (Brief description)(Please attach as a separate sheet)</i>	
Residential Use(s)/Unit Type(s):	Site Area (sq. ft. & acres):
Number of Residential Units:	Existing Zoning Designation(s):

Non-Residential Use(s) (Type & sq. ft.):	Proposed Zoning Designation(s):
Current Use(s) of Property:	Existing Land Use Designation(s):
Proposed Use(s) of Property:	Proposed Land Use Designation(s):
Is the property platted? OR Book & Page: Plat Name: Is the property an existing legal lot of record? If No, please explain.	Will the plat be affected by this application? If yes, please explain. Is the property the subject of Code Enforcement Action? If yes, Code Enforcement Case No.:

PROPERTY OWNER NAME:		PROPERTY OWNER SIGNATURE:	
Address:			
Telephone:	Fax:	E-mail:	
<input type="checkbox"/> Proof of Ownership (Submit Warranty Deed/Tax Record)			
NOTARIZATION			
STATE OF FLORIDA/COUNTY OF _____			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public – State of Florida)</u>			
<u>(Print, Type or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

CONTRACT PURCHASER NAME:		CONTRACT PURCHASER SIGNATURE:	
Address:			
Telephone:	Fax:	E-mail:	
<input type="checkbox"/> Copy of executed contract			
NOTARIZATION			
STATE OF FLORIDA/COUNTY OF _____			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public – State of Florida)</u>			
<u>(Print, Type or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

TENANT NAME:		TENANT SIGNATURE:	
Address:			
Telephone:	Fax:	E-mail:	
<input type="checkbox"/> Copy of executed lease			
NOTARIZATION			
STATE OF FLORIDA/COUNTY OF _____			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public – State of Florida)</u>			
<u>(Print, Type or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

AGENT'S NAME:		AGENT'S SIGNATURE:	
Address:			
Telephone:	Fax:	E-mail:	
Will the applicant be represented by an attorney at public hearing(s)?			
<input type="checkbox"/> Yes (please provide contact information): <input type="checkbox"/> No			
NOTARIZATION			
STATE OF FLORIDA/COUNTY OF _____			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public – State of Florida)</u>			
<u>(Print, Type or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

FOR CITY STAFF USE ONLY		
<input type="checkbox"/> Application Fee: \$ _____ <input type="checkbox"/> Mail Public Notice Required <input type="checkbox"/> Sign Public Notice Required Application Complete: YES ___ NO ___	<u>SUPPORTING DOCUMENTS RECEIVED</u> <input type="checkbox"/> Proof of Ownership <input type="checkbox"/> Warranty Deed <input type="checkbox"/> Letter of Consent <input type="checkbox"/> Project Narrative <input type="checkbox"/> Section 2 Required Submittal Documents	APPLICATION NO: _____ INTAKE DATE: _____ RECEIPT NO.: _____
RECEIVED & REVIEWED BY:		

COMMENTS:		

Additional comments:

****Please note that all incomplete applications submitted will be discarded after 60 days from date of submittal without notice.****



Zoning Services Fee Schedule

Service/Application	Fee
Administrative Site Plan Review	\$314.64
Administrative Variance	\$262.20
Additional Variance Requests	\$125.86
Applicant Appeal	\$125.86
Appeal by an Aggrieved Party	\$262.20
Certificate of Use	\$104.88
Continuation of a Board of Adjustment Item	\$125.86
Copies of Zoning Map	
Large Map	\$ 31.46
Small Map	\$ 15.73
Zoning Permit and Registration of Floating Vessel Platforms and Hydro-Hoists	\$104.88
POD Application and Permit	\$26.22
Publishing/Noticing (all BOA items)	\$262.20
Sidewalk Café Permit (to DRC) w/ applicable fees	
1st Year Permit	\$125.86
Annual Renewal of Café Permit	\$ 78.66
Signs (Public Notice)	\$ 62.93
Site Plan Review (DRC)	
Triplex or Multifamily Residential Existing structures (re-use/new use)	\$419.52 plus \$26.22/unit
New Development	\$524.40 plus \$26.22/1,000 s.f.
Mixed-use Development	\$629.29 plus \$52.44/1,000 s.f.
Combination of new development fee, plus (if applicable)	\$629.29 plus \$52.44/1,000 s.f. non-residential use plus \$26.22/unit
Multi-family fee	
Revision to Site Plan	\$104.88
Special Exception	\$524.40
Special Event/Grand Opening Sign or Banner	\$ 52.44
Special Event Sales Permit	\$ 52.44
Telecommunications Review Fee (new towers and antennas)	\$1,573.21
Tree Removal Permit	\$78.66/tree and \$26.22/ea. additional tree
Variance	
Commercial	\$524.40
Residential	\$262.20
Yard Sale Permit (2 x per year allowed)	\$ 10.49
Zoning Letter (simple)	\$104.88
Zoning Letter (with research/analysis)	\$209.76 plus \$78.66/hr and document copy fees
Copy machine and print copies	\$0.16/page
Full Size Plan copies (cost to city/or a minimum base fee of \$35) plus administrative fee	\$20.98 administrative fee

****Please note that all application fees submitted are non-refundable.****