



City of South Bay, Florida
Planning and Building Department
Subdivision/Development Application

A. To be completed in full by applicant or agent:

Applicant (Property Owner):

Address:

Phone:

Applicant's Agent (If Applicable):

Address:

Phone:

Date Prepared:

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B. Please indicate with a check those items that have been provided from the following list:

- | | |
|-----|---|
| [] | 1. Letter from the applicant describing the proposed development |
| [] | 2. Name that will be used for marketing the development |
| [] | 3. Legal description, including the parcel control number(s) and address, of the subject property |
| [] | 4. Notarized power of attorney (authorization for agent to act on the owner's behalf) |
| [] | 5. Copy of the recorded deed for the subject property or contract for purchase |
| [] | 6. Certification of any property transfer since the property was deeded to the applicant |
| [] | 7. Unity of title |
| [] | 8. Rezoning covenant |
| [] | 9. Recent aerial photograph of the site |
| [] | 10. Location map showing property and nearest arterial road |
| [] | 11. A current property survey of the site |
| [] | 12. Master Site Plan or Revised Master Site Plan |
| [] | 13. Preliminary storm water management plan |
| [] | 14. Statement of availability of utility services |
| [] | 15. Phasing plan with a timetable for development |
| [] | 16. Traffic impact analysis/statement |
| [] | 17. Fire safety analysis |
| [] | 18. Environmental analysis, including wetland and upland vegetation analysis |
| [] | 19. Preserve area management plan |
| [] | 20. Adequate public facilities compliance reservation or exemption request |
| [] | 21. Plan for evacuation for property located in Hurricane Surge Map Zones 1,2,3 |
| [] | 22. Certified list of property owners who will receive letter notices for the public hearing |
| [] | 23. Other information necessary to demonstrate compliance with the City's Comprehensive Growth Management Plan, Land Development Regulations and Code of Laws and Ordinances. |

C. General Information:

Please complete the following table, and please include this information on the Master or Revised Master Site Plan:

Delineated Areas of the Property	Acreage or sq. ft.	Percent of Total Property Area
Total Site	acres	
Buildable Acres	acres	
Developed, existing	acres	
Developed, proposed	acres	
Gross floor area, by use(s)	sq. ft.	
Open space	acres	
Recreation area(s)	acres	
Upland preserve	acres	
Wetland	acres	
Wetland buffers	acres	
Number of residential units	units	
Gross residential units	units/acres	
Net residential density	units/acres	
Area of building coverage	units/acres	
Storage are	sq. ft.	
Number of stories of each structure		
Height of each structure	ft.	
Area if any partial floor (i.e., mezzanine)		
Number of employees		

D. Information to be included on the Master or Revised Master Site Plan:

1. Information in "C" above.
2. All water bodies (including any within 75 feet of the subject property).
3. Land use and zoning designations of all abutting properties.
4. All arterial and collector roadways adjacent to the property.
5. Description of existing uses on abutting properties.
6. Parking requirement calculations and parking stall and driveway locations and dimensions.
7. Accessible (ADA) parking, including access locations, calculations and dimensions.
8. Setback and separation dimensions for all structures.
9. Development timetable information.
10. Location and dimensions of all existing and proposed streets, driveways, sidewalks and bike paths and other transportation facilities such as loading areas, bike racks and transit stop areas.
11. Location and dimensions of all existing and proposed structures
12. Proposed uses of all buildings.
13. Location, type and dimensions of existing and proposed recreation facilities.
14. Existing and proposed street names.
15. Locations, size and dimensions of all proposed lots.

E. Proposed utilities (please check the applicable items; provide the names of other providers):

- ☐ Septic tank on site
- ☐ Well on site
- ☐ Source of irrigation
- ☐ Other: _____
- ☐ Other: _____

F. Application and Advertising Fees (Please check applicable item(s)):

- ☐ Site Plan Review\$2300.00
- ☐ Subdivision \$2300.00
- ☐ Comp Plan Amendments \$2750.00
- ☐ Annexation \$2200.00
- ☐ Rezoning \$2300.00
- ☐ Advertising fees associated with the required public (Actual Cost)
- hearing notification(s) in the local newspaper will be determined after the ad(s) are placed.
- Reimbursement of the fees are a condition of the approval and are payable with the post-approval requirements

G. General Instructions:

1. Please organize and submit all applications as a complete packet.
2. Please submit one original application and nine (9) identical copies.
3. Please limit the size of plans and documents to a foldable 24" x 36" format.
4. Please fold all larger documents prior to submittal.
5. Please make all payments payable to the City of South Bay.
6. Please submit all application to the Planning and Building Department.
7. The purpose of your application should be to communicate to the reviewing staff, the decision makers and the public what is being proposed and how the proposal meets and complies with the City's Comprehensive Growth Management Plan, the Land Development Regulations and the Code of Laws and Ordinances.

H. Inquiries and Comments:

If you have any questions or comments regarding this application please do not hesitate to contact us at (561) 996-6751 ext. 17. We want to hear from you if you have suggestions on how we can improve our services.

I. Applicant or Agent Certification:

I have read this application, and to the extent that I participated in the application, I have answered each item fully and accurately.

I do hereby agree to perform any authorized land clearing, excavation and/or filling in accordance with the approved development order and the City of South Bay Comprehensive Growth Management Plan.

Applicants Signature

Date

Typed or Printed Name

NOTARY ACKNOWLEDGEMENT

State of _____

County of _____

I hereby certify that the foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____. He or she () is personally known to me or () has produced _____ as identification.

Notary Public Signature

Printed Name

State of _____ at-large

My commission expires: _____