



CITY OF LARGO

Community Development Department
Planning Division | 727-587-6749 Ext. 7301
askplanner@largo.com

For Planning Division Use Only
Acceptance Date:
Reviewer:
Application Fee:
Project Number:

Level II, Full Scale Application for Development Order (DO) Final Site Plan Review

Review of a Development Permit is required after issuance of a DO.

I. Project:

- A. Project Name: _____
- B. Project Description: _____
- C. Address of Subject Property: _____
- D. Parcel I.D. No (s): _____
- E. Existing use(s) of property: _____

II. Application:

- A. Applicant's Status (Attach Proof of Ownership): Owner (title holder) Agent
- B. Name of Applicant(s)/Contact Person(s): _____
 Company (if applicable): _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____
 Telephone No:(____) _____ Email: _____
- C. Name of owner (title holder): _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____

III. Additional Information:

A. Is there any existing contract for sale of, or options to purchase the subject property?

Yes No

If "yes," list names of all parties involved: _____

Is the contract/option contingent or absolute? _____

B. Application Checklist:

Please initial next to each item. Incomplete applications will not be accepted.

_____ Application fee (**\$1,200.00** for the first acre and **\$250.00** for each additional acre or portion thereof);

_____ Applicant acknowledges per Section 166.003, Florida Statutes, that within 120 days from an application being complete if not quasi-judicial or 180 days if quasi-judicial, the local government must approve, approve with conditions, or deny the application;

_____ A written/typed list of responses to the DRC comments (if addressed on a specific site plan page, list the page and how it is acknowledged);

_____ Certificate of title (copy of latest recorded deed or title insurance policy with an accurate legal description of the subject property);

_____ Notarized letter of authorization (required if applicant is agent for property owner) OR Deed (required if applicant is property owner);

_____ One (1) digital copy of a current certified boundary survey – A current survey, signed and sealed by a registered professional surveyor, shall be provided and must include the legal description of the property, the location and type of any adjacent or contained easements and/or rights-of-way, and the total area of the subject property in square feet and acres;

_____ Topographic survey;

_____ For all projects, a georeferenced CAD file format site plan shall be provided for addressing of the site. Site plan datasets must be submitted to the City in either AutoCAD (.dwg) or MicroStation (.dgn) format, and should be geo-referenced to the Florida State Plane Coordinate System, West Zone (NAD 1983/1990 HARN Adjustment), U.S. Survey Feet. Site plan datasets must include all related files used as XRefs in AutoCAD or Reference Files in MicroStation. For multi-story buildings, a CAD file layout of each floor with proposed unit/suite numbers and a corresponding list of the units/suites shall be provided.

_____ (IF REQUIRED) Soils survey and/or groundwater sampling;

_____ (IF REQUIRED) Permit approvals from other jurisdictional agencies;

_____ (IF REQUIRED) Level of service (LOS) determination – If the proposed project impacts County

or City facilities (water, sewer, solid waste, public schools), the City's Concurrency Impact Questionnaire (CIQ) and Priority Pollutant Information Form shall be completed;

____ (IF APPLICABLE) Legal documents – Preliminary drafts of any legal documents necessary to the control of the ownership and maintenance of common areas is required. Legal documents are provided for rights-of-way dedications and off-site drainage and all other easements; and

____ One (1) digital version of site plans – Must be signed and sealed by a registered architect, landscape architect, or civil engineer licensed in the State of Florida. (Note: seven (7) hard-copy sets may be required for stamping prior to issuance of the DO. Please wait for planner to request the hard copies before printing.)

At a minimum, the following information shall be included on the plans [See Comprehensive Development Code (CDC) Section 3.7.7.B. for more details]:

____ A site location inset;

____ Drawing scale used with graphic representation;

____ Number of sheets per set of all plans relating to the project;

____ A blank space measuring at least four (4) inches in width and three (3) inches in height in the top right corner of the cover page. This space will be reserved for the City's DO stamp;

____ Proposed subdivision name and any previous or former subdivision names, scale, date, section, township, and range, and the County Property Appraiser's parcel number(s);

____ "A site data table, which includes:

1. Proposed Use

2. Land Use Map Designation

3. Total Site Area

4. Building Area

5. Floor Area Ratio (Existing/Proposed/Required)

6. Impervious Surface Area Total (Existing/Proposed/Maximum)

7. Impervious Surface Ratio (Existing/Proposed/Maximum)

8. Total Parking Spaces (General, ADA, Bicycle)

9. Interior Landscaping (# of Trees/Shrubs Provided)

10. Setbacks (North, South, East, West)

11. Existing and Proposed Water Meter Size

____ The future land use map designations of all properties abutting, adjacent, and directly across the right-of-way from the subject property;

____ Name, address, and telephone number of the owner(s) and/or developer(s) of the property.

- _____ Name, business address, and telephone number of those individuals responsible for the preparation of the drawings;
- _____ North indicator and complete dimensioning. All dimensions shall be in feet and decimal fractions of a foot, or in meters and decimal fractions of a meter;
- _____ The location of any underground or overhead utilities, culverts, wells and drains on or within two hundred (200) feet of the property;
- _____ Any historic and archaeological sites located on, or adjacent to, the property to be developed shall be shown on the site plan;
- _____ All structures (including fences) shall be labeled as to type, height, composition, and intended use;
- _____ Building setback distances from property lines abutting existing and proposed right-of-way center lines and all adjacent structures shall be indicated;
- _____ Pad location and specifications of all proposed garbage dumpsters, compactors, grease traps, oil/water separators, and any other wastewater pre-treatment equipment. Delivery platforms, compactors, dumpsters, and mechanical air conditioning equipment should be located away from any adjacent residential and screened as necessary. All dumpsters visible from the public right-of-way must provide gated enclosures. In addition, all mechanical equipment, utility boxes, double check valves, and other similar items should be screened to minimize visibility to the general public;
- _____ Parking, lighting, and traffic circulation in accordance with the requirements of this CDC. Locations of all proposed exterior lights shall be shown and orientation of lights shall also be given;
- _____ Exact locations of all existing and proposed fire hydrants;
- _____ Construction details showing compliance with the construction standards specified in this CDC, and written specifications meeting, or exceeding, all applicable design minimum standards.
- _____ Name and seal of the registered civil engineer, licensed to practice in the State of Florida, who was responsible for the design of the public improvements;
- _____ Locations, names, and widths of existing and proposed roads, sidewalks, accesses to the parcel, easements, building lines, alleys, parks and other open public spaces, and similar facts regarding adjacent property. The widths and locations of any rights-of-way, streets, easements, or other public ways or places shown upon the Future Land Use Map within the area to be subdivided and any proposed vacations of such streets, easements, public ways, or places. For all plats involving single-family subdivisions, the proposed rights-of-way shall be dedicated to the City of Largo;

- _____ Development specifications of the tract including area, proposed number of lots and dwelling units, amount and location of all land to be dedicated or reserved for all public and private uses, including rights-of-way, sidewalks, easements, etc, amount of area devoted to all existing and proposed land uses, including schools, open space, churches, residential, and commercial, as well as the locations thereof;
- _____ The boundaries of proposed drainage and utility easements over, under, or across private property;
- _____ Areas to be preserved as open space in accordance with this CDC;
- _____ All developments retaining areas in common ownership shall be required to establish a property/home owner association (POA/HOA), in accordance with Florida Statutes, prior to platting. Legal documentation, which may include a Declaration of Restrictions, shall be provided for City review, which shall provide that the POA/HOA is responsible for maintenance of all common areas and improvements;
- _____ Photometric Plan;
- _____ Stormwater Management Plan – A master drainage plan in compliance with all of the requirements of CDC Chapter 11 and showing the complete drainage system;
- _____ Site clearing and tree protection plan – The provisions to be made for the adequate control of erosion, sedimentation, dust, and debris during all phases of clearing, grading, and construction in accordance with the requirements of this CDC (see Section 10.4.2.C. and D);
- _____ Landscaping plan – A landscaping plan shall be submitted in accordance with the requirements of CDC Chapter 10. The applicant shall include a tree inventory at the same scale as the layout plan and of sufficient detail to indicate the locations and species names of all existing trees and stands of native vegetation, with as to which are to be removed or relocated and which will remain; and
- _____ Master signage plan: A master signage plan in accordance with the requirements of CDC Chapter 12.

If **RESIDENTIAL** development:

- _____ The total number of residential units shall be indicated, categorized according to number of bedrooms;
- _____ The total number of units (all types) and units per acre shall be included, along with construction phase limits, if proposed;
- _____ Area of land designated for open space and method of maintenance;
- _____ Locations of proposed central delivery for post office access;

- _____ Maximum allowable density in units/acre;
- _____ Proposed location and orientation of street lights. Plans for street lights shall bear the approval of the requisite utility authorities involved;
- _____ Maximum height(s) of building(s);
- _____ (IF APPLICABLE) Type of on-site recreation facilities proposed, the area expressed as a percentage of total site area, and all information necessary to calculate credit in accordance with this CDC;
- _____ The location of existing streets within two hundred (200) feet of the development; and
- _____ Legal description, boundary survey, tract dimensions, lot and block designations, location and description of existing and proposed permanent reference monument.

I/WE CERTIFY & ACKNOWLEDGE THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY/OUR KNOWLEDGE.

Signature of Applicant: _____

Print Name and Title of Applicant: _____

Please choose the correct notary block below that pertains to your situation, if the incorrect notary block is chosen you will have to have the form re-notarized.

For an individual acting in his or her own right:

STATE OF
COUNTY OF

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ (date) by _____ (name of person acknowledging), who is personally known to me or who has produced _____ as identification.

(Signature of person taking acknowledgment)

(Name typed, printed or stamped)

(Title)

For a corporation:

STATE OF
COUNTY OF

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ (date) by _____ (name of officer or agent, title of officer or agent) of _____ (name of corporation acknowledging) , a _____ (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced _____ as identification.

(Signature of person taking acknowledgment)

(Name typed, printed or stamped)

(Title)

For a limited liability company:

STATE OF
COUNTY OF

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ (date) by _____ (name of member, manager, officer or agent, title of member, manager, officer or agent) , of _____ (name of company acknowledging) , a _____ (state or place of formation) limited liability company, on behalf of the company, who is personally known to me or has produced _____ as identification.

(Signature of person taking acknowledgment)

(Name typed, printed or stamped)

(Title)

For a partnership:

STATE OF
COUNTY OF

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ (date) by _____ (name of acknowledging partner or agent) partner (or agent) on behalf of _____ (name of partnership) , a partnership. He/she is personally known to me or has produced _____ as identification.

(Signature of person taking acknowledgment)

(Name typed, printed or stamped)

(Title)

For an individual acting as principal by an attorney in fact:

STATE OF
COUNTY OF

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ (date) by _____ (name of attorney in fact) as attorney in fact, who is personally known to me or who has produced _____ as identification on behalf _____ of (name of principal) .

(Signature of person taking acknowledgment)

(Name typed, printed or stamped)

(Title)

By any public officer, trustee, or personal representative:

STATE OF
COUNTY OF

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ (date) by _____ (name and title of position) who is personally known to me or who has produced _____ as identification.

(Signature of person taking acknowledgment)

(Name typed, printed or stamped)

(Title)