



CITY OF LARGO

Community Development Department
PO Box 296, Largo, FL 33779
Planning Division | 727-587-6749 Ext. 7301
askaplanner@largo.com

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

Level I, Small Scale Site Plan Review Application

Review of a development permit is required after small scale site plan approval is issued.

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 of **\$200.00**;

_____ 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;

_____ 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 site plans – Site plan submittals for Level I are not required to be prepared or signed and sealed by design professionals. Copies of the as-built survey, or site plan drawn to scale, must show the following information:

1. Street address and boundaries of subject property and any easements, with dimensions;
2. Locations and exterior dimensions of all existing buildings on the site, labeled to indicate present use, with a summary of total existing building coverage and impervious surface area (square feet); and
3. Locations and exterior dimensions of all proposed structural additions, labeled to indicate intended use, with a summary of total proposed additional building coverage and impervious surface area (square feet).

_____ (IF APPLICABLE) Southwest Florida Water Management District (SWFWMD) permit – A SWFWMD stormwater management permit approval or letter of exemption may be required prior to commencement of construction if pervious surfaces and/or drainage are effected by the proposed improvements; and

_____ (IF APPLICABLE) Elevations – Required for structural additions within the Community Redevelopment Districts (CRDs).

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 _____ by _____ 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 _____ by _____ 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)