



Application for Type C Site Plan Review

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

Telephone #: () _____ Fax #: () _____

4. Property Owner's Name: _____

Mailing Address: _____

City

State

Zip

Telephone #: () _____ Fax #: () _____

5. Agent's Name: _____

Mailing Address: _____

City

State

Zip

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
(21 sets are required for DRC submittal. Additional copies will be required for Planning Commission Review)

**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 18.1 (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;

<u>Applicant Verification</u>	<u>Staff Verification</u>	
_____	_____	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) + \$250 (notice and advertising fees)
_____	_____	21. This completed checklist.
_____	_____	22. Additional relevant information, which is deemed to be appropriate by the City to ensure consideration of all relevant issues.

NOTE: 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.