



# Community Redevelopment Agency Application (CRA)

## Included in this packet:

- Application
- Affidavit to Authorize Agent
- Data Sheet

## List of Required Submittals

A pre-application meeting is encouraged prior to submittal. To schedule, please call (727) 892-5498 or email [drc@stpete.org](mailto:drc@stpete.org)

### **Only complete applications will be accepted:**

- Completed CRA application form**
- Affidavit to Authorize Agent if Agent signs application**
- Data Sheet**
- Site plan and survey of the subject property**
- Elevation drawings: 8 ½ x 11" (color), Depicts all sides of existing & proposed structure(s)**
- Digital copy of application documents (may be emailed)**
- Notice of Intent to File (16.06.010.1.C)**

**Planning and  
Development Services  
Department**

**Development Review  
Services Division**

City of St. Petersburg  
P.O. Box 2842  
St. Petersburg, FL 33731  
727 / 893.7471

UPDATED: 01-26-22

\_\_\_\_\_ Completeness review by City Staff

The City Council of St. Petersburg, acting at the Community Redevelopment Agency (CRA), is charged with reviewing development proposals for projects occurring in the City's community redevelopment areas. All development proposals within those areas must be submitted to CRA staff in the Planning and Development Services Department, or its successor, for determination of compliance with the adopted redevelopment plan.

An application for development review must be submitted a minimum of 45 days prior to the next regularly scheduled meeting of the CRA, which meets the first and third Thursday of each month. It is necessary for the applicant or agent to be present at the meeting. In-house review is available for projects valued at \$5 million or less.



# CRA Application cont.

All applications are to be filled out completely and correctly. The application shall be submitted to the Development Review Services Division, located on the 1<sup>st</sup> floor of the Municipal Services Building, One Fourth Street North.

<b>GENERAL INFORMATION</b>	
<b>NAME of APPLICANT (Property Owner):</b>	
Street Address:	
City, State, Zip:	
Telephone No:	Email:
<b>NAME of AGENT OR REPRESENTATIVE:</b>	
Street Address:	
City, State, Zip:	
Telephone No:	Email:
<b>NAME of ARCHITECT or ENGINEER:</b>	
Company Name:	Contact Name:
Telephone No:	
Website:	Email:
<b>PROPERTY INFORMATION:</b>	
Address/Location:	Email:
Parcel ID#(s):	
<b>DESCRIPTION OF REQUEST:</b>	

City staff may visit the subject property during review of the request. The applicant, by filing this application, agrees they will comply with the decision(s) regarding this application and conform to all conditions of approval. The applicant's signature affirms that all information contained within this application has been completed and that the applicant understands that processing this application may involve substantial time and expense. Filing an application does not guarantee approval.

**NOTE: IT IS INCUMBENT UPON THE APPLICANT TO SUBMIT CORRECT INFORMATION. ANY MISLEADING, DECEPTIVE, INCOMPLETE, OR INCORRECT INFORMATION MAY INVALIDATE YOUR APPROVAL.**

Signature of Owner/Agent\*: \_\_\_\_\_ Date \_\_\_\_\_

\*Affidavit to Authorize Agent required, if signed by Agent.



# CRA Application Cont.

## *Affidavit to Authorize Agent*

***I am (we are) the owner(s) and record title holder(s) of the property noted herein***

Property Owner's Name:

\_\_\_\_\_

***"This property constitutes the property for which the following request is made***

Property Address: \_\_\_\_\_

Parcel ID#: \_\_\_\_\_

Request: \_\_\_\_\_

\_\_\_\_\_

***"The undersigned has(have) appointed and does(do) appoint the following agent(s) to execute any application(s) or other documentation necessary to effectuate such application(s)***

Agent's Name(s): \_\_\_\_\_

***This affidavit has been executed to induce the City of St. Petersburg, Florida, to consider and act on the above described property***

***I(we), the undersigned authority, hereby certify that the foregoing is true and correct***

Signature (owner): \_\_\_\_\_

\_\_\_\_\_  
Printed Name

**Sworn to and subscribed on this date**

Identification or personally known: \_\_\_\_\_

Notary Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Commission Expiration (Stamp or date): \_\_\_\_\_

**ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED. FAILURE TO COMPLETE THIS FORM WILL RESULT IN DEFERRAL OF YOUR APPLICATION.**

DATA TABLE				
1.	<b>Zoning Classification:</b>			
2.	<b>Existing Land Use Type(s):</b>			
3.	<b>Proposed Land Use Type(s):</b>			
4.	<b>Area of Subject Property:</b>			
5.	<b>Construction Value:</b>			
6.	<b>Gross Floor Area</b> (total square feet of building(s))			
	Existing:		Sq. ft.	
	Proposed:		Sq. ft.	
	Permitted:		Sq. ft.	
7.	<b>Floor Area Ratio</b> (total square feet of building(s) divided by the total square feet of entire site)			
	Existing:		Sq. ft.	
	Proposed:		Sq. ft.	
	Permitted:		Sq. ft.	
8.	<b>Building Coverage</b> (first floor square footage of building)			
	Existing:		Sq. ft.	% of site
	Proposed:		Sq. ft.	% of site
	Permitted:		Sq. ft.	% of site
9.	<b>Open Green Space</b> (include all green space on site; do not include any paved areas)			
	Existing:		Sq. ft.	% of site
	Proposed:		Sq. ft.	% of site
10.	<b>Interior Green Space of Vehicle Use Area</b> (include all green space within the parking lot and drive lanes)			
	Existing:		Sq. ft.	% of vehicular area
	Proposed:		Sq. ft.	% of vehicular area
11.	<b>Paving Coverage</b> (including sidewalks within boundary of the subject property; do not include building footprint(s))			
	Existing:		Sq. ft.	% of site
	Proposed:		Sq. ft.	% of site

DATA TABLE (continued page 2)					
12.	<b>Impervious Surface Coverage</b> (total square feet of all paving, building footprint and other hard surfaced areas)				
	Existing:		Sq. ft.		% of site
	Proposed:		Sq. ft.		% of site
	Permitted:		Sq. ft.		% of site
13.	<b>Density / Intensity</b>				
	<i>No. of Units</i>		<i>No. of Employees</i>		<i>No. of Clients (C.R. / Home)</i>
	Existing:		Existing:		Existing:
	Proposed:		Proposed:		Proposed:
	Permitted:				
14 a.	<b>Parking (Vehicle) Spaces</b>				
	Existing:		includes		disabled parking spaces
	Proposed:		includes		disabled parking spaces
	Permitted:		includes		disabled parking spaces
14 b.	<b>Parking (Bicycle) Spaces</b>				
	Existing:		Spaces		% of vehicular parking
	Proposed:		Spaces		% of vehicular parking
	Permitted:		Spaces		% of vehicular parking
15.	<b>Building Height</b>				
	Existing:		Feet		Stories
	Proposed:		Feet		Stories
	Permitted:		Feet		Stories