



REDEVELOPMENT

Application No. _____

List of Required Submittals

Only complete applications will be accepted:

Included in this packet:

- Application
- Affidavit to Authorize Agent
- Data Sheet
- General Information
- Narrative
- Neighborhood Worksheet
- Public Participation Report

Planning and
Development Services
Department

Development Review
Services

City of St. Petersburg
P.O. Box 2842
St. Petersburg, FL 33731
(727) 893-7471

UPDATED: 12-23-2022

- Completed Redevelopment Application, Data Sheet, and Narrative**
- Pre-application Meeting Notes** (provided by staff at required pre-application meeting)
- Affidavit to Authorize Agent, if Agent signs application**
- Application fee payment**
- Public Participation Report** (for public hearing cases)
- Eligibility** (Property Card Interpretation [PCI] or valid occupational license for grandfathered units)
- 2 copies of Site Plan or Survey of the subject property:**
 - To scale on 8.5" x 11" paper
 - North arrow
 - Setbacks of structures to the property lines
 - Dimensions and exact locations of all property lines, structures, parking spaces, and landscaping
- 2 copies of Floor Plans:**
 - 8.5" x 11", 8.5" x 14", or 11" x 17" paper; including one 8.5" x 11"
 - Locations of all doorways, windows, and walls (interior and exterior)
 - Dimensions and area of each room, including closets
 - Dimensions and area of each dwelling unit, excluding storage areas
- Landscape Plans:**
 - 8.5" x 11", 8.5" x 14", or 11" x 17" paper; including one 8.5" x 11"
 - North arrow
 - Legend identifying plants by scientific and common name, size, spacing, and quantity
 - Location, type, and size in diameter at breast height (d.b.h.) of all specimen trees indicated to be preserved or removed
- 2 copies of Elevation Drawings:**
 - 8.5" x 11", 8.5" x 14", or 11" x 17" paper; including one 8.5" x 11"
 - Depicts all sides of existing and proposed structure(s)
- PDF of application documents and drawings** (may be emailed to Staff Planner)

The following items are optional, but strongly suggested:

- Neighborhood Worksheet**
- Photographs of the subject property and structure(s)**

A Pre-Application Meeting is required prior to submittal.

To schedule, please call (727) 892-5498.

Completeness Review by City Staff: _____



REDEVELOPMENT

Application No. _____

All applications are to be filled out completely and correctly. The application shall be submitted to the City of St. Petersburg's Development Review Services Division, located on the 1st floor of the Municipal Services Building, One 4th Street North.

GENERAL INFORMATION	
NAME of PROPERTY OWNER:	
Street Address:	
City, State, Zip:	
Telephone No:	Email Address:
NAME of AGENT or REPRESENTATIVE:	
Street Address:	
City, State, Zip:	
Telephone No:	Email Address:
PROPERTY INFORMATION:	
Street Address or General Location:	
Parcel ID#(s):	
DESCRIPTION OF REQUEST:	
PRE-APPLICATION DATE:	PLANNER:

FEE SCHEDULE

Redevelopment Plan Review \$500.00
 Variance - First Variance \$350.00
 Each additional Variance \$100.00
Cash, credit, and checks made payable to the "City of St. Petersburg"

AUTHORIZATION

City Staff and the designated Commission may visit the subject property during review of the requested redevelopment. Any Code violations on the property that are noted during the inspections will be referred to the City's Codes Compliance Assistance Department.

The applicant, by filing this application, agrees he or she 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, and denial or withdrawal of an application does not result in remittance of the application fee.

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: _____

Printed Name: _____

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



Pre-Application Meeting Notes

Meeting Date: _____ Zoning District: _____

Address/Location: _____

Request: _____

Type of Application: _____ Staff Planner for Pre-App: _____

Attendees: _____

Neighborhood and Business Associations within 300 feet:

Assoc.	Contact Name:	Email:	Phone:

(See Public Participation Report in applicable Application Package for CONA and FICO contacts.)

An appointment shall made with the staff planner prior to submitting a complete application.

Notes: _____



REDEVELOPMENT

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: _____

Property ID No.: _____

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

DATA TABLE				
1.	Zoning Classification:			
2.	Existing Land Use Type(s):			
3.	Proposed Land Use Type(s):			
4.	Area of Subject Property:			
5.	Variance(s) Requested:			
6.	Gross Floor Area (total square feet of building(s))			
	Existing:		Sq. ft.	
	Proposed:		Sq. ft.	
	Permitted:		Sq. ft.	
7.	Floor Area Ratio (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.	Building Coverage (first floor square footage of building(s))			
	Existing:		Sq. ft.	% of site
	Proposed:		Sq. ft.	% of site
	Permitted:		Sq. ft.	% of site
9.	Open Green Space (include all green space on site; do not include any paved areas)			
	Existing:		Sq. ft.	% of site
	Proposed:		Sq. ft.	% of site
10.	Interior Green Space of Vehicle Use Area (include all green space within the parking lot and drive lanes)			
	Existing:		Sq. ft.	% of vehicular area
	Proposed:		Sq. ft.	% of vehicular area

DATA TABLE (continued page 2)					
11.	Paving Coverage (including sidewalks within boundary of the subject property; do not include building footprint(s))				
	Existing:		Sq. ft.		% of site
	Proposed:		Sq. ft.		% of site
12.	Impervious Surface Coverage (total square feet of all paving, building footprints and other hard surfaced areas)				
	Existing:		Sq. ft.		% of site
	Proposed:		Sq. ft.		% of site
	Permitted:		Sq. ft.		% of site
13.	Density (units per acre)				
	<u>Sq. Ft. or Acre(s)</u>		<u>No. of Employees</u>		<u>No. of Clients (C.R. / Home)</u>
	Existing:		Existing:		Existing:
	Proposed:		Proposed:		Proposed:
	Permitted:				
14 a.	Parking (Vehicle) Spaces				
	Existing:		includes		disabled parking spaces
	Proposed:		includes		disabled parking spaces
	Required:		includes		disabled parking spaces
14 b.	Parking (Bicycle) Spaces				
	Existing:		Spaces		% of vehicular parking
	Proposed:		Spaces		% of vehicular parking
	Required:		Spaces		% of vehicular parking
15.	Building Height				
	Existing:		Feet		Stories
	Proposed:		Feet		Stories
	Permitted:		Feet		Stories
16.	Construction Value				
	What is the estimate of the total value of the project upon completion? \$				
	<i>Note: See Drainage Ordinance for a definition of "alteration." If applicable, please be aware that this triggers Drainage Ordinance compliance. Please submit drainage calculations to the Engineering Department for review at your earliest convenience. The DRC must approve all Drainage Ordinance variances.</i>				



REDEVELOPMENT

GENERAL INFORMATION (PAGE 1)

Pre-application Meeting

All applicants are required to schedule a pre-application meeting. Meetings may be held by phone or via email. If an application is submitted without a pre-application meeting, and the application is deemed to be incomplete or incorrect, the application may be delayed. Please call to schedule: 727-893-7471.

Process

If the request is for redevelopment of one (1) accessory residential unit without Variances, the application may be reviewed and approved administratively by staff with or without conditions. If the request is for redevelopment of more than one (1) accessory residential unit, or the request includes Variances, then Commission review shall be required.

Public Participation Report (for public hearing cases)

For cases requiring public hearing applicants are required to contact the applicable Neighborhood Association President and complete the Public Participation Report prior to submittal of an application. Public hearing applications without the Public Participation Report will not be accepted. The contact information will be provided to the applicant by staff at the pre-application meeting.

Application Submittal

Only complete applications will be accepted. Complete applications must be filed by 2:00 p.m. on the application deadline date.

Site Plan, Floor Plans, and Elevation Drawings

All applications require a detailed, accurate site plan or survey, floor plans, and elevation drawings. If the redevelopment application requests modification to existing landscaping or installation of new landscaping then landscaping plans shall be required. Staff strongly encourages applicants to retain the services of a design professional to prepare the required plans. The City is unable to accept site plans, floor plans, elevation drawings, or landscape plans that are incomplete, illegible, unclear, or do not meet the criteria listed on the "List of Required Submittals." Such determinations are made at the discretion of the City.

Commission Review

By applying to the Commission, the applicant grants permission for staff and members of the Commission to visit the subject property to evaluate the request. Applicants with special requests related to timing of site visits should advise staff in writing at the time of application submittal. Any Code violations found by the City Staff or the Commission members during review of the subject case will be referred to the Codes Compliance Assistance Department.

Variances

If Variances are requested as part of the redevelopment, the Variance application, narrative, and fee must be included at the time of application.

Legal Notification

All applications requiring Commission review are required by Florida Statute and City Code to provide public notification of requested variances, reinstatements of grandfathered uses, and redevelopment plans. The applicant will be required to post a sign on the subject property and send via the U.S. Postal Service by "Certificate of Mailing" notification letters to all property owners within 200 feet of the subject property. The City will provide one (1) original notification letter, a list of properties, mailing labels, sign, and procedures to complete the posting of the sign and the notification of property owners. These legal notifications must be completed by the dates noted on the Commission schedule with verification of mailing returned to staff within seven (7) days of the meeting date.

Public Hearing

Applications which require public hearing will be heard by the Commission on the dates listed on the Commission schedule. The public hearings begin at 2:00 P.M. in the City Council Chambers at City Hall, located at 175 5th Street North. All proceedings are quasi-judicial. Therefore, it is required that the property owner or authorized representative attend the hearing.

Approvals

Permits, inspections, business taxes, and certificates of occupancy may be required. All conditions of approval must be completed and approved by the date specified in the report. Failure to satisfy these requirements will invalidate the approval of the request. Approval of a request by the Commission or POD (person officially designated) does not grant or imply other variances from the City Code, FEMA regulations, or other applicable codes. Applicants are advised to contact the Construction Services and Permitting Division at (727) 893-7231 to determine if any other regulations may affect a given proposal.

Standards for Approval per Section 16.70.040.1.15

- E. Standards for Review. In addition to the standards of review for a zoning and planning decision generally, a decision rendered under this section shall be guided by the following factors:
1. *Criteria.* Redevelopment plans shall be reviewed for compliance with the criteria set forth in the following chart:

REDEVELOPMENT PLAN

Criterion	Project less than a city block	Project equal to or greater than a city block
<p>Building Type (e.g. single-family homes with garage apartments, duplexes, multi-family uses, etc.)</p> <p>-----</p> <p>Building Scale (e.g. one-story or two-story principal structures)</p> <p>-----</p> <p>Building Setbacks (including both perimeter and interior setbacks)</p>	Structures shall be required to match the predominant building type, setbacks and scale in the block face across the street or abutting residential uses.	Structures on the perimeter of the project shall be required to match the predominant building type, setbacks, and scale in the block face across the street or abutting residential uses. Structures on the interior of the project shall comply with the requirements of the zoning district.
<p>Site Development and Orientation (e.g. location of buildings, front entries, driveways, parking, and utility functions)</p>	Structures shall be required to match the predominant pattern in the block face across the street or abutting residential uses. If alley access exists on the proposed site, garages and parking areas shall be designed for alley use.	Structures on the perimeter of the project shall be required to match the predominant development pattern in the block face across the street or abutting residential uses. If alley access exists on the proposed site, garages and parking areas shall be designed for alley use. Structures on the interior of the project shall comply with requirements of the zoning district.
Additional criterion for all projects		
<p>Building Mass</p>	Building mass shall be regulated by building setbacks and floor area ratio (FAR). The maximum FAR shall be the existing FAR of the property prior to redevelopment or 0.50 FAR, whichever is greater or the FAR plus bonuses allowed in the zoning district. Bonuses to this FAR are listed below. FAR shall include all enclosed space, including garage and storage space, except that open porches (not screened) and the first 300 square feet of garage space shall be excluded from the existing FAR for each unit.	
<p>Building Height</p>	Residential structures for: (1) a project less than a platted block, or (2) on the perimeter of a project equal to or greater than a platted block shall comply with the building height and roof design requirements of the zoning district.	
<p>Development Across Multiple Lots (for redevelopment containing more than two lots and having structures constructed across platted lot lines, the original lot lines shall be respected through building articulation)</p>	<ol style="list-style-type: none"> 1. Structures should be separated by zoning district setbacks; however, if the structures are not separated by zoning district setbacks, there shall be a break in the building and roof planes at each original lot line, equal to or greater than the combined side yard setbacks that would be required for each lot; 2. Both the width and depth of the break shall be equal to or greater than the dimension of the combined side yard setbacks. 	

Additional criterion for all projects	
Single Corner Lots	Structures on single corner lots shall be oriented so that the front entrance of the structure faces the legal front yard.
Traditional Grid Roadway network	For projects equal to or greater than a platted block, extensions of the traditional grid roadway network which: (1) abut the perimeter of the project area; or (2) would logically be extended through the project are required. Compliance with applicable subdivision and public improvement regulations is required.
Non-Traditional Roadway Network	For projects equal to or greater than a platted block, roadway and pedestrian networks shall meet the following requirements: <ol style="list-style-type: none"> 1. There shall be at least two points of entry into the project; 2. Sidewalk connections shall be made to surrounding streets; 3. Streets shall be stubbed to property lines to allow for roadway extensions into abutting properties which may be developed or anticipated to be redeveloped in the future.
Density and Intensity	<p>Redevelopment projects shall not exceed the legally grandfathered number of units or intensity of use (e.g. if the use is office, it cannot change to a more intensive grandfathered use such as retail).</p> <p>For mobile home park redevelopment, the maximum number of dwelling units shall be equal to the number of legal home unit spaces (lots) within the park prior to redevelopment, or 140 percent of the maximum density of the future land use designation assigned to the property, whichever is less. No variance from this requirement shall be approved.</p>

2. *Perimeter.* Perimeter requirements shall not apply on portions of the property that abut or across the street from a nonresidential use or a water body greater than 150 feet wide.
3. *Floor Area Ratio Bonus.* FAR bonuses shall only be allowed for originally platted lots which have not been joined together. Structures on joined or combined lots (two or more originally platted lots) shall not be allowed FAR bonus and shall be developed following the Development across Multiple Lots criteria indicated in the chart above.
 - a. An FAR bonus of 0.10 shall be granted when structures are located in a traditional neighborhood context and designed in a traditional building style as defined by the City's Neighborhood Design Review Manual or the Land Development Regulations. To qualify for this FAR bonus, the structure shall use the correct proportions, fenestration patterns, details, and materials. Structures that use finishes common to an identified style without proper design, detailing, and fenestration shall not qualify for this FAR bonus.
 - b. An FAR Bonus of 0.05 shall be granted when structures are finished with decorative wall finishes typical of traditional development. This includes clapboard or single products of real wood, "Hardi-Plank" or the equivalent, rough textured , or exposed aggregate stucco, tile, brick, or stone. Vinyl or aluminum siding and smooth or knock-down stucco shall not qualify for this bonus.

REDEVELOPMENT

NARRATIVE (PAGE 1)

All applications for redevelopment must provide justification for the requested redevelopment based on the criteria set forth by the City Code. It is recommended that the following responses be typed. Illegible handwritten responses will not be accepted. A separate letter addressing each of the criteria may be provided as a supplement to this form.

ALL OF THE FOLLOWING CRITERIA MUST BE ANSWERED.

APPLICANT NARRATIVE	
Street Address:	Case No.:
Detailed Description of Project and Request:	
<p>1. Building Type. Describe how the proposed building type (e.g. single-family homes with garage apartments, duplexes, multi-family uses, etc.) will match the predominate building type in the block face across the street, for projects less than a city block. For projects equal to or greater than one city block, describe how the proposed building type for perimeter structures will match the predominate building type in the block face across the street.</p>	
<p>2. Building Setbacks. Describe how the proposed building setbacks (including both perimeter and interior setbacks) will match the predominate building setbacks in the block face across the street, for projects less than a city block. For projects equal to or greater than one city block, describe how the proposed building setbacks for perimeter structures will match the predominate building setbacks in the block face across the street.</p>	
<p>3. Building Type. Describe how the proposed building scale (one-story or two-story principle structures) will match the predominate building scale in the block face across the street, for projects less than a city block. For projects equal to or greater than one city block, describe how the proposed building scale for perimeter structures will match the predominate building scale in the block face across the street.</p>	

REDEVELOPMENT

NARRATIVE (PAGE 2)

All applications for redevelopment must provide justification for the requested redevelopment based on the criteria set forth by the City Code. It is recommended that the following responses be typed. Illegible handwritten responses will not be accepted.

ALL OF THE FOLLOWING CRITERIA MUST BE ANSWERED.

APPLICANT NARRATIVE	
<p>4. Site Development and Orientation. Describe how the proposed site development and orientation (e.g. location of buildings, front entries, driveways, parking, and utility functions) will match the predominate development pattern in the block face across the street, for projects less than a city block. For projects equal to or greater than one city block, describe how the proposed development pattern for perimeter structures will match the predominate development pattern in the block face across the street. If alley access exists on the proposed site, garages and parking areas shall be designed for alley use.</p>	
<p>5. Floor area Ratio Bonuses. FAR bonuses shall only be allowed for originally platted lots which have not been joined together. Structures on joined or combined lots (two or more originally platted lots) shall not be allowed FAR bonuses. If bonuses are required, please complete the following questions:</p> <p>a. <u>FAR Bonus of 0.10</u> – An FAR bonus of 0.10 shall be granted when structures are located in a traditional neighborhood context and designed in a traditional building style as defined by the City’s Neighborhood Design Review Manual or the Land Development Regulations. Describe the principle architectural style of the proposed building and explain how it uses the correct proportions, fenestration patterns, details, and materials of the recognized style.</p>	
<p>b. <u>FAR Bonus of 0.05</u> – Describe whether the proposed building is finished with decorative wall finishes typical of traditional development. This includes clapboard or single products of real wood “Hardi-Plank” or the equivalent, rough textured or exposed aggregate stucco, tile, brick, or stone. Vinyl or aluminum siding and smooth or knock down stucco shall not qualify for this bonus.</p>	



REDEVELOPMENT

NEIGHBORHOOD WORKSHEET

Applicants are strongly encouraged to obtain signatures in support of the proposal(s) from owners of property adjacent to or otherwise affected by a particular request.

NEIGHBORHOOD WORKSHEET	
Street Address:	Case No.:
Description of Request:	
The undersigned adjacent property owners understand the nature of the applicant's request and do not object (attach additional sheets if necessary):	
1. Affected Property Address:	
Owner Name (print):	
Owner Signature:	
2. Affected Property Address:	
Owner Name (print):	
Owner Signature:	
3. Affected Property Address:	
Owner Name (print):	
Owner Signature:	
4. Affected Property Address:	
Owner Name (print):	
Owner Signature:	
5. Affected Property Address:	
Owner Name (print):	
Owner Signature:	
6. Affected Property Address:	
Owner Name (print):	
Owner Signature:	
7. Affected Property Address:	
Owner Name (print):	
Owner Signature:	
8. Affected Property Address:	
Owner Name (print):	
Owner Signature:	



PUBLIC PARTICIPATION REPORT

Application No. _____

In accordance with LDR Section 16.70.040.1.F., "It is the policy of the City to encourage applicants to meet with residents of the surrounding neighborhoods prior to filing an application for a decision requiring a streamline review or public hearing. Participation in the public participation process prior to required public hearings will be considered by the decision-making official when considering the need, or request, for a continuance of an application. It is not the intent of this section to require neighborhood meetings, (except when the application is for a local historic district) but to encourage meetings prior to the submission of applications for approval and documentation of efforts which have been made to address any potential concerns prior to the formal application process."

NOTE: This Report may be updated and resubmitted up to 10 days prior to the scheduled Public Hearing.

APPLICANT REPORT

Street Address:

1. Details of techniques the applicant used to involve the public

(a) Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal

(b) Content, dates mailed, and number of mailings; including letters, meeting notices, newsletters, and other publications

(c) Where residents, property owners, and interested parties receiving notices, newsletters, or other written materials are located

2. Summary of concerns, issues, and problems expressed during the process

NOTICE OF INTENT TO FILE

A minimum of ten (10) days prior to filing an application for a decision requiring Streamline or Public Hearing approval, the applicant shall send a copy of the application by email to the Council of Neighborhood Associations (CONA) (variance@stpetecon.org) and to Federation of Inner-City Community Organizations (FICO) (kleggs11@outlook.com) and by email to all other Neighborhood Associations and/or Business Associations within 300 feet of the subject property as identified in the Pre-Application Meeting Notes. The applicant shall file evidence of such notice with the application.

- Date Notice of Intent to File sent to Associations within 300 feet, CONA and FICO: _____
- Attach the evidence of the required notices to this sheet such as Sent emails.