



# Reduced Setback Request

(NSM Zoning District)

Application No. \_\_\_\_\_

## List of Required Submittals

Only complete applications will be accepted:

### Included in this packet:

- Pre-Application Meeting Notes
- Application
- Affidavit to Authorize Agent
- General Information
- Narrative
- Neighborhood Worksheet
- Public Participation Report

- Completed application and narrative
- Pre-application Meeting Notes
- Affidavit to Authorize Agent, if Agent signs application
- Application fee payment  
(See fee schedule on Application)
- Public Participation Report
- 2 copies of Site Plan or Survey of the subject property:
  - To scale on 8.5" x 11" or 11" x 17" paper
  - North arrow
  - Setbacks of structures to the property lines
  - Dimensions and exact locations of all property lines, structures, parking spaces, trees and landscaping
- 2 copies of Floor Plans:
  - To scale on 8.5" paper
  - Locations of all doorways, windows and walls (interior and exterior)
  - Dimensions and area of each room
- 2 copies of Elevation Drawings:
  - On 8.5" x 11", 8.5" x 14", or 11" x 17" paper
  - Depicts all sides of existing & proposed structure(s)
- PDF of all above items (may be emailed to Staff Planner)
- Setback data and exhibit of context identified at pre-application meeting

Planning and  
Development Services  
Department

Development Review  
Services

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.

City of St. Petersburg  
P.O. Box 2842  
St. Petersburg, FL  
33731-2842  
727.893.7471

Completeness Review by City Staff \_\_\_\_\_

Updated 03-24-2020



# Reduced Setback Request

(NSM Zoning District)

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 1<sup>st</sup> floor of the Municipal Services Building, One Fourth Street North.

GENERAL INFORMATION	
<b>NAME of APPLICANT (Property Owner):</b>	
Street Address:	
City, State, Zip:	
Telephone No:	Email Address:
<b>NAME of AGENT or REPRESENTATIVE:</b>	
Street Address:	
City, State, Zip:	
Telephone No:	Email Address:
<b>PROPERTY INFORMATION:</b>	
Street Address or General Location:	
Parcel ID#(s):	
<b>DESCRIPTION OF REQUEST:</b>	
<b>SETBACKS REQUESTED:</b>	
<b>PRE-APPLICATION DATE:</b>	<b>PLANNER:</b>

## FEE SCHEDULE

Reduced Setback Request: \$100.00  
Cash, credit, checks made payable to "City of St. Petersburg"

## AUTHORIZATION

City Staff and the designated Commission may visit the subject property during review of the requested variance. 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: \_\_\_\_\_

\*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: \_\_\_\_\_

\_\_\_\_\_

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**CITY OF ST. PETERSBURG  
PLANNING & DEVELOPMENT SERVICES DEPT.  
DEVELOPMENT REVIEW SERVICES DIVISION**

**DEVELOPMENT REVIEW COMMISSION  
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 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): \_\_\_\_\_



# Reduced Setback Request

## GENERAL INFORMATION

### **Pre-application Meeting**

All applicants are required to schedule a pre-application meeting. Meetings may be held via telecom. 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 contact Pamela Jones to schedule: 727-892-5498.

### **Public Participation Report**

All applicants are required to contact the applicable Neighborhood Association President and complete the Public Participation Report prior to submittal of an application. 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.

### **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.

### **Legal Notification**

All applications made to the Commission are required by Florida Statute and City Code to provide public notification. The applicant will be required to 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 (If an Appeal is filed)**

Applications appropriate for 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**

If approved, permits, inspections, business taxes, and certificates of occupancy are required, when applicable. 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.



# Reduced Setback Request

## 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	
<b>Street Address:</b>	<b>Case No.:</b>
<b>Description of Request:</b>	
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:	