



REINSTATEMENT

Application No. _____

List of Required Submittals

Only complete applications will be accepted:

Included in this packet:

- Application
- Affidavit to Authorize Agent
- General Information
- Narrative
- Financial Statement
- Work Program
- Neighborhood Worksheet
- Public Participation Report

- Completed Reinstatement Application form**
- 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 streamline or public hearing cases**
- 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, trees and landscaping
- Floor Plans:**
 - On 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
- Photographs of the subject property and structure(s)**
- PDF of all above drawings** (may be emailed to Staff Planner)
- Work Program:**
 - Parking spaces
 - Landscaping (Bring up to minimum standards of City Code, Chapter 16)
 - Sidewalks from parking to door of each unit (Minimum 2' wide, paved)
 - Any outstanding Codes Compliance issues
 - Other work to be completed for Certificate of Occupancy
- Signed Financial Statement**
 - Include cost estimates for renovation or construction, proposed methods or evidence of financing, and a timetable for start and completion of work

The following items are optional, but strongly suggested:

- Neighborhood Worksheet**

A Pre-Application Meeting is Required Prior to Submittal.

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

Planning and
Development Services
Department

Development Review
Services

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

UPDATED: 12-17-2020

Completeness review by City Staff _____



REINSTATEMENT

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

Reinstatement Administrative Review \$200.00;
 Reinstatement Commission Review \$500.00; Each 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 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.

Printed Name: _____



REINSTATEMENT

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: (Print): _____

Date: _____

Commission Expiration (Stamp or date): _____

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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 no Variances are requested, reinstatements are reviewed administratively by staff. If one (1) Variance is requested, review may be streamlined. If more than one (1) Variance is requested, or reinstatement is for an abandoned commercial use, then Commission review shall be required. Staff may determine that Commission review is required for any reinstatement if unusual circumstances exist or if the application does not comply with all submittal requirements and standards for review.

Public Participation Report

For streamline and Commission review, 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.

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 for reinstatement require a detailed, accurate site plan or survey, floor plans and photographs of the subject property and structure(s). 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, or elevations 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 reinstatement, the variance application, narrative, and fee will need to be included at the time of application.

Legal Notification

Applications requiring streamline or 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.



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GENERAL INFORMATION (PAGE 2)

Public Hearing

Applications which require public hearing review 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 16.70.040.1.14

- 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. The degree to which the property's proposed use and density is consistent with the City's Comprehensive Plan and the character of the density, lot sizes and building types within the surrounding blocks;
 2. The degree to which the property is currently or was at the time of construction in compliance with the use and density and intensity regulations of this chapter or then applicable zoning codes and Land Development Regulations;
 3. The degree to which the property is and has been in compliance with other City codes;
 4. The degree to which the property currently has or can provide adequate provisions for parking for the proposed number of units in accordance with the City's current codes and ordinances;
 5. The degree to which the property has an adverse impact on the neighborhood as a result of the use or number of residential units on the site in excess of that allowed under the current zoning designation, lack of needed on-site parking, substandard maintenance, or other similar factors related to the property;
 6. A structure containing previously grandfathered boarding or rooming units in a zoning district where such units are prohibited shall be converted to dwelling units. The conversion to dwelling units shall be based on the minimum gross floor area size requirements for one or more bedroom dwelling units as set forth in the Florida Building Code;
 7. Except for efficiency/studio units, each residential unit shall have at least one bathroom, one bedroom, a kitchen and living room;
 8. Reinstatement of units or a use shall not exceed the previously existing legally grandfathered number of units or intensity of use.

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NARRATIVE (PAGE 1)

All applications for reinstatement must provide justification for the requested reinstatement 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 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:	
1. Is the building currently occupied?	
2. How many dwelling units exist on the property?	
3. Of the total number of dwelling units, how many are occupied?	
4. Have you applied for an occupational license?	
5. Have you had any recent fire or building inspections?	
6. When did you acquire the property?	
7. Do you own other rental property in the City of St. Petersburg?	
<i>If yes, please provide a list of the addresses in the space below:</i>	
9. Are any variances requested in conjunction with the reinstatement application?	
<i>If yes, please provide a completed Narrative for Variances. Staff will provide upon request.</i>	



REINSTATEMENT

NARRATIVE (PAGE 2)

All applications for reinstatement must provide justification for the requested reinstatement 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

10. Describe the consistency of the subject property with the density, building types, and general character of other properties within the surrounding blocks.

11. Are there any active Code violation cases for this property? What is the plan for bringing the property into compliance with the City Code?

12. Does the property currently or can the property provide adequate provisions for parking in accordance with the City Code?



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FINANCIAL STATEMENT

Street Address: _____ Case No.: _____

Estimate of cost for renovation or construction: _____

Proposed method or evidence of financing: _____

Timetable for start and completion of the work: _____

If the subject reinstatement application is approved by the Development Review Commission, the Commission may impose Conditions of Approval that are in the best interest of the subject property and the surrounding neighborhood. These conditions may be considerable in terms of time and expense to the applicant.

By signing this Financial Statement, I affirm that I am prepared to incur the costs necessary to comply with the Conditions of Approval as levied by the Development Review Commission.

Signature of Property Owner

Date

Print Name of Property Owner



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WORK PROGRAM

All applications to the Commission for reinstatement of abandoned uses are required to provide a work program of all work to be completed, per Section 16.70.040.1.14 of the City Code. It is recommended that the following responses be typed. Illegible handwritten responses will not be accepted.

Street Address: _____

Case No.: _____

The following work program should consider the following improvements needed to bring the subject property into compliance with the City Code:

- Parking (minimum of one paved, off-street space per one-bedroom or efficiency unit and an additional one-half space per additional bedroom)
- Landscaping & irrigation (per Section 16.40.060 of the City Code)
- Sidewalks (minimum of four [4] feet wide, paved sidewalks connecting parking spaces to the door of each unit)
- Any outstanding Codes Compliance issues
- Other work required to obtain a Certificate of Occupancy (it is recommended that applicants retain the services of a licensed general contractor to determine if any additional work must be completed per the Florida Building Code).

Work to be Done	Cost Estimate	Estimated Time to Complete

Work to be Done	Cost Estimate	Estimated Time to Complete

Work to be Done	Cost Estimate	Estimated Time to Complete

Work to be Done	Cost Estimate	Estimated Time to Complete

Work to be Done	Cost Estimate	Estimated Time to Complete



REINSTATEMENT

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@stpeteconna.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.