



# SPECIAL EXCEPTION SITE PLAN REVIEW

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
- Data Sheet
- Traffic Input Report
- Neighborhood Worksheet
- Public Participation Report

- Completed SE & SPR application form
- Pre-Application Meeting Notes
- Application fee payment (Additional Fees required if variances are requested)
- Affidavit to Authorize Agent, if Agent signs application
- Data Sheet
- Traffic Impact Report (Methodology to be approved by Transportation and parking Management)
- Public Participation Report
- Site plan and survey of the subject property:
  - Two (2) copies (please fold to 8 ½ x 11") & one reduced site plan 8 ½ x 11" to scale: black and white & color
  - Drawn to scale (engineers scale no smaller than 1" = 50'); North arrow
  - Phasing schedule, if applicable
  - Dimensions and exact locations of:
    - property lines, structures, internal walkways, pedestrian connections
    - vehicle use areas (driveways, parking spaces, curbing, wheel stops, ingress/egress, etc.)
    - utilities (overhead power lines, exterior lighting, easements, etc.)
    - buffer walls, fences with elevation and height and material indicated
    - solid waste disposal method and location
    - storm water retention, preservation areas
    - any other architectural or engineering features
- Landscape plans: Two (2) copies (please fold to 8 ½ x 11")
  - One reduced site plan 8 ½ x 11" to scale (black and white) & (color)
  - Legend identifying plants by scientific and common name, size, spacing & quantity
  - Location, type and size in diameter at breast height (d.b.h.) of all specimen trees indicated to be preserved or removed
- Elevation drawings: 8 ½ x 11" to scale (color), Depicts all sides of existing & proposed structure(s)
- PDF of application documents (may be emailed to Staff Planner)
- Variance Narrative, if requesting, addressing application criteria
- Projects within the DC zoning district(s): Digital 3D building models of the proposed building(s): 1. Building models should be submitted on USB Flash Drive, DVD, or emailed in one of the following file formats: Google Earth - (.KMZ) or (.KML). 2. The model should be positioned in its correct geographic location and should be to scale. 3. The building model should be placed in the correct orientation/direction within the file. Overhead view of the model on screen should be as follows. North = Up, South = down, East = right, West = left

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: 12-23-22

**A Pre-Application Meeting is Required Prior to Submittal.**

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

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



**SPECIAL EXCEPTION**  
 **SITE PLAN REVIEW**

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

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.

GENERAL INFORMATION	
<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>	
<b>PRE-APP MEETING DATE:</b>	<b>STAFF PLANNER:</b>

**FEE SCHEDULE**

	<b><u>SPECIAL EXCEPTION (SE)</u></b>		<b><u>SITE PLAN REVIEW (SPR)</u></b>
Special Exception (SE), General Application:	\$1,250.00	Site Plan Review (SPR), General, By Commission	\$1,250.00
Special Exception (SE), Modification:	\$ 500.00	Site Plan Review (SPR), General, By POD	\$ 500.00
Concurrency	\$ 25.00	Site Plan Review (SPR), General, Related to SE	\$ 0.00
		Site Plan Review (SPR), Modification, By Commission	\$ 500.00
Each Variance Requested for SE/SPR	\$ 200.00	Site Plan Review (SPR), Modification, By POD	\$ 250.00

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

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

Date \_\_\_\_\_



# 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# 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): \_\_\_\_\_



**SPECIAL EXCEPTION**  
 **SITE PLAN REVIEW**

**DATA SHEET**

**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>Variance(s) Requested:</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

**SPECIAL EXCEPTION**  
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**DATA SHEET**

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
16.	<b>Construction Value</b>				
	What is the estimate of the total value of the project upon completion? \$				
	<i>Note: See Drainage Ordinance for a definition of "alteration." If yes, 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>				



# 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:	



# 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](mailto:variance@stpetecon.org)) and to Federation of Inner-City Community Organizations (FICO) ([kleggs11@outlook.com](mailto: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.