



SUBDIVISION DECISION

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
- Neighborhood Worksheet
- Public Participation Report

Planning and
Development Services
Department

Development Review
Services Division

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

(727) 893-7471

devrev@stpete.org

UPDATED: 12-23-2022

- Completed application and narrative of the request
- Pre-application Meeting Notes
- Affidavit to Authorize Agent, if Agent signs application
- Application fee payment (fee schedule on application)
- Public Participation Report (not required for Lot Line Adjustment, Lot Split, Lot Refacing or Easement Vacation applications if no variance is requested)
- Proof that Notice of Intent to File was sent to Neighborhood and Business Associations (not required for Lot Line Adjustment, Lot Split, Lot Refacing or Easement Vacation applications if no variance is requested)
- For Lot Refacing applications: documentation showing that the notice of the application and a request for a letter of consent were sent to the abutting property owners. If there will be separate ownership of the property, a copy of the contract by which such transfer of ownership will occur is also required.
- Lot Line Adjustments, Lot Splits and Lot Refacing
 - 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
 - Signed and sealed Description and Sketch of each new parcel being requested, as spelled out in F.A.C. 5J-17.052
- Vacations – Signed and sealed Description and Sketch of the area to be vacated prepared by a licensed surveyor, as detailed in F.A.C. 5J-17.052
- PDF of all submission items emailed to Staff Planner

The following items are optional, but strongly suggested:

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

Completeness review by city staff: _____



SUBDIVISION DECISION Application

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.

- | | | |
|---|--|--|
| Application Type:
Per: 16.40.140 &
16.70.050 | <input type="checkbox"/> Lot Line Adjustment
<input type="checkbox"/> Lot Split
<input type="checkbox"/> Lot Refacing
<input type="checkbox"/> Street Name Change
<input type="checkbox"/> Street Closing | <input type="checkbox"/> Vacating – Street Right-of-Way
<input type="checkbox"/> Vacating – Alley Right-of-Way
<input type="checkbox"/> Vacating – Walkway Right-of-Way
<input type="checkbox"/> Vacating – Easement
<input type="checkbox"/> Vacating – Air Rights |
|---|--|--|

GENERAL INFORMATION	
NAME of APPLICANT (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

Lot Line & Lot Split Adjustment Administrative Review	\$200.00	Vacating Streets & Alleys	\$1,000.00
Lot Line & Lot Split Adjustment Commission Review	\$300.00	Vacating Walkway	\$400.00
Lot Refacing Administrative Review	\$300.00	Vacating Easements	\$500.00
Lot Refacing Commission Review	\$500.00	Vacating Air Rights	\$1,000.00
Variance with any of the above	\$350.00	Street Name Change	\$1,000.00
		Street Closing	\$1,000.00

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.

Typed name of Signatory: _____



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: _____



**CITY OF ST. PETERSBURG
PLANNING & ECONOMIC DEVELOPMENT 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 Number: _____

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): _____
Commission Expiration (Stamp or date): _____

Date: _____



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.