



CITY OF NORTH PORT

Development Services
Planning Division
4970 City Hall Boulevard
North Port, FL 34286-4100
www.northportfl.gov
Phone (941) 429-7156

DATE RECEIVED – DATE STAMP

Development Agreement Application Packet

The following items are to be included in the submission:

- Development Agreement Application
- Affidavit(s)
- Draft Agreement
- Development Agreement Checklist
- Billable Fee Payment Agreement
- \$2,500 Fee – check payable to the City of North Port

Note

Please be advised that each application is considered a separate petition and will be reviewed as such. Packets will not be processed if incomplete or missing requested information.

If there is more than one property owner of the subject property, all owners must complete an affidavit.



City of North Port
Neighborhood Development Services
4970 City Hall Boulevard, North Port, FL 34286
Phone: (941) 429-7156 Fax: (941) 429-7164
Web www.northportfl.gov

DEVELOPMENT AGREEMENT APPLICATION

Application Fee: **\$2,500**

Upon making any application to the City for any reason, the applicant agrees to comply with all the requirements of the Unified Land Development Code and further agrees to allow authorized city staff and personnel to enter and inspect the property during normal business hours

Project Name: _____

Applicant: _____

Corporation/LLC (If Applicable): _____

Mailing Address: _____

Phone: _____ **Email:** _____

Property Owner: _____
(if different than applicant)

Mailing Address: _____

Phone: _____ **Email:** _____

Attorney: (If Applicable) _____

Mailing Address: _____

Phone: _____ **Email:** _____

Purpose of Agreement

Please briefly the development that is the subject of the agreement and/or purpose of agreement:

Who are the parties participating in this agreement? _____

Property Description

Parcel I.D. No. (s) *(Please list Additional Parcel ID's on an attached sheet)*

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Street Address *(if any)*: _____

Legal: Lot(s): _____ Block: _____

Addition: _____ Tract or Parcel: _____

Subdivision: _____

Section: _____ Township: _____ Range: _____

Existing land use *(e.g., house, commercial structure, vacant)*: _____

Zoning Designation _____ **Future Land Use Designation** _____

Is the property within 1 mile of the city limits? No _____ Yes _____

If yes, which county is adjacent to the city limits in that location: _____

Has this property undergone previous City development review and approval? No _____ Yes _____

If yes, what type of application (DMP, MAS, SCP, INF, etc.) _____

If yes, when? (Month/Day/Year) _____/_____/_____

Has this property received variance, waiver, or special exception approval? No _____ Yes _____

If yes, please describe *(attach extra sheets if necessary)*: _____

FIRE & RESCUE (If applicable): Nearest Fire Hydrant: _____ (feet)

TRANSPORTATION (If applicable):

List the Roadways immediately serving the site: _____

Nearest:

Signalized Intersection: _____ (feet or miles) Stop Sign: _____ (feet or miles)

Sarasota County Area Transit Stop: _____ (feet or miles)

UTILITIES (if applicable):

How will Potable Water service be provided? *Please contact North Port Utilities (941) 240-8000.*

_____ Private Well *(Submit a letter or application from the Sarasota County Department of Health.)*

_____ North Port Utilities *(Please provide a letter from the service provider stating that the proposed development is within their service area and that they have adequate capacity to serve the proposed development.)*

How will Sanitary Sewer service be provided? *Please contact North Port Utilities (941) 240-8000.*

_____ Private Septic System *(If the property is located within the Conservation Restricted Overlay Zone, a class 1 aerobic water treatment system is required for single family home sites. Submit a letter or application to the Sarasota County Department of Health.)*

_____ North Port Utilities *(Please provide a letter from the service provider stating that the proposed development is within their service area and that they have adequate capacity to serve the proposed development.)*

All information provided on this application is true and correct to the best of my knowledge.

Signature of Applicant

Date

Print Applicant Name

AFFIDAVIT

I (the undersigned), _____ being first duly sworn, depose and say that I am the owner, attorney, attorney-in-fact, agent, lessee or representative of the owner of the property described and which is the subject matter of the proposed application; that all answers to the questions in this application, and all sketches, data and other supplementary matter attached to and made a part of the application are honest and accurate to the best of my knowledge and belief. I understand this application must be complete and accurate before the application can be processed or hearing can be advertised, and that I am authorized to sign the application by the owner or owners. I authorize City of North Port staff and agents to visit the site as necessary for proper review of this application. *If there are any special conditions such as locked gates, restricted hours, guard dogs, etc., please provide the name and telephone number of the individual who can allow access.*

Sworn and subscribed before me this _____ day of _____, 20_____,

Signature of Applicant or Authorized Agent

Print Name and Title

STATE OF _____, **COUNTY OF** _____

The foregoing instrument was acknowledged by me this _____ day of _____, 20_____, by _____ who is personally known to me or has produced _____ as identification.

(Place Notary Seal Below)

Signature - Notary Public

AFFIDAVIT AUTHORIZATION FOR AGENT/APPLICANT

I, _____, property owner, hereby authorize _____ to act as Agent on our behalf to apply for this application on the property described as (legal description) _____

Owner

Date

STATE OF _____, **COUNTY OF** _____

The foregoing instrument was acknowledged by me this _____ day of _____, 20_____, by _____ who is personally known to me or has produced _____ as identification.

(Place Notary Seal Below)

Signature - Notary Public

BILLABLE FEE PAYMENT AGREEMENT

I/WE agree to pay all the costs associated with processing this application petition. Payment is due within 10 days of receipt of an invoice, and all processing of the petition will stop if payments are not made within 10 days.

Name(s): _____

Billing Address: _____

Contact Number: _____

Contact E-mail: _____

I understand and agree to the conditions outlined in this agreement, and certify that all the information provided is correct.

Signature: _____

Witness: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

Applicants are billed for Legal Advertisement costs and actual postage costs for Adjacent Property Owner notifications. Fees will vary based on size of advertisement selected by the local newspaper, and amount of property owners to be notified.

To be filled out by Planning Staff
Petition Number: DAG - ___ - _____

Checklist of Required Submittal Items

DEVELOPMENT AGREEMENT APPLICATION

DRAFT Development Agreement, including all of the following per ULDC Sec. 54-4(A):

- Item 1:** A legal description of the land subject to the agreement and the names of its legal and equitable owners.
- Item 2:** Duration of the agreement.
- Item 3:** The development uses permitted on the land, including residential densities and building intensities, structure heights, maximum square footage of commercial buildings.
- Item 4:** A description of public facilities that will service the proposed development, including:
 - (a) Who will provide such facilities;
 - (b) The date any new facilities, if needed, will be constructed;
 - (c) A schedule to assure public facilities are available concurrent with the impacts of the development;
 - (d) Any third party or other agreement assuring the provision of said public facilities.
- Item 5:** A description of any reservation or dedication of land for public purposes.
- Item 6:** A description of all local development permits approved or needed to be approved for the development of the land.
- Item 7:** A master conceptual development plan for the land subject to the development agreement containing the following unless the Commission approves a modification to these requirements:
 - (a) The general layout of the proposed development by land use and identifying the acreage and density and/or intensity of each portion of the proposed development;
 - (b) Access points to the surrounding road system, internal and major road rights-of-way and road widths, any proposed pedestrian and bicycle facilities, and other easements;
 - (c) Common open space and native habitat preservation and mitigation areas, recreational areas and any public purpose lands;
 - (d) General stormwater retention areas;
 - (e) The location of any on-site potable water supply (e.g., wells) or wastewater treatment facilities;
 - (f) Architectural styles and designs, facilities and designs to ensure the project is pedestrian oriented; and
 - (g) Site design requirements such as, but not limited to, internal and external connectivity of a multimodal transportation system.
- Item 8:** A finding that the development permitted or proposed is consistent or will be consistent with the comprehensive plan and all applicable land development regulations;

- Item 9:** A description of any conditions, terms restrictions, or other requirements determined to be necessary by City of North Port for the public health, safety, welfare of its citizens, and meets or exceeds the community standards as defined in the ULDC, City codes, and the Comprehensive Plan;
- Item 10:** A statement indicating the failure of the agreement to address a particular permit, condition, term, or restriction shall not relieve the developer of the necessity of complying with the appropriate law governing said permitting requirements, conditions, terms or restrictions; and
- Item 11:** A description of the requirements for the filing of an annual report and a statement indicating who shall file an annual report and the required submission dates. A development agreement shall provide that the entire development or any phase thereof be commenced or completed within specific period(s) of time.
- Item 12:** A schedule of improvements both on and off site shall include the preliminary design, costs, proportionate share or proportionate fair share to be funded by the developer, and timing.
- Item 13:** Any impact fee credits proposed or reimbursements requested.
- Item 14:** Please include typical sections of roadways, elevations, prototype examples.
- Item 15:** Proof of Clear Ownership and, if the Applicant is not the Owner, Affidavit or Letter of Authorization Providing Permission from Owner (ULDC Sect. 33-8(C))
 - Title Assurance or Current Deed, in the form of either a title certification by an attorney or a title insurance policy will be required. This title will match the Legal Description of **Item 1**;

AND, If applicable:

- Ownership and Unified Control, a notarized statement of ownership or unified control of the entire subdivision.
- Articles of Corporation/Organization, a set of formal documents filed with a government body to legally document the creation of a corporation. If Corporation or LLC is applicable it is necessary for the City to be aware of such business ties. Articles of incorporation must contain pertinent information such as the firm's name, street address, agent for service of process, and the amount and type of stock to be issued.

And, if the Applicant is not the Owner:

- Signed Affidavit specifying the person's name and address; OR
Letter of Authorization, a notarized letter signed by all owners of the property authorizing the applicant to submit and be responsible for the application, if applicant is not the owner.

Item 16: \$2,500 check made payable to the City of North Port.

Item 17: Completed Billable Fee Agreement Form.

Digital File Requirements:

Item 18: The entire submittal package, in PDF format, submitted to: developmentpetitions@northportfl.gov. The files must be named to match the item numbers listed in this checklist

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