



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

Infrastructure Packet

The following items are to be included in the submission:

- Infrastructure Application
- Affidavit(s)
- Infrastructure Checklist
- Infrastructure Fee Sheet

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.

DATE RECEIVED – DATE STAMP



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

INFRASTRUCTURE (INF) APPLICATION

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: _____

Name of Applicant: _____

Name of Corporation/LLC (If Applicable): _____

Street Address: _____

City: _____

State: _____ **Zip Code:** _____

Phone: _____

FAX No: _____

E-mail: _____

Name of Property Owner: *(if different from the applicant above)*

Street Address:

City: _____

State: _____ Zip Code: _____

Phone: _____

FAX No: _____

E-mail: _____

Name of Architect: *(If Applicable)*

Street Address:

City: _____

State: _____ Zip Code: _____

Phone: _____

FAX No: _____

E-mail: _____

Name of Engineer: *(If Applicable)*

Street Address:

City: _____

State: _____ Zip Code: _____

Phone: _____

FAX No: _____

E-mail: _____

Name of Attorney: (If Applicable)

Street Address:

City: _____

State: _____ Zip Code: _____

Phone: _____

FAX No: _____

E-mail: _____

Name of Surveyor: (If Applicable)

Street Address:

City: _____

State: _____ Zip Code: _____

Phone: _____

FAX No: _____

E-mail: _____

Name of Contractor: (If Applicable)

Street Address:

City: _____

State: _____ Zip Code: _____

Phone: _____

FAX No: _____

E-mail: _____

Has this property undergone previous City development review and approval?

No: _____ Yes: _____

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

Has this property this property received variance, waiver or special exception use permit approval?

No: _____ Yes: _____

If yes, please describe: _____

Is the property located in an Activity Center or Town Center?

No: _____ Yes: _____

If yes, which Activity Center: _____

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

Surrounding existing land uses/zoning of adjacent properties:

Direction	Existing Land Uses	Future Land Use Map Designation	Zoning Map Designation
North			
South			
East			
West			

Provide the following information relative to the proposed development: (Answer all that apply)

Total Acres		Dwelling Units per Acre	
Total Wetland Acres		Percentage of Acres devoted to Storm Water	
Total Acres devoted to Recreational/Open Space		Percentage of Acres devoted to Open Space	
Percentage of Lot Covered by Building		Floor Area Ratio	
Total Commercial Acres		Total Building Square Footage of Commercial Use	
Total Residential Acres		Total Number of Residential Units	
Total Government Acres		Total Building Square Footage of Government Use	
Total Industrial Acres		Total Building Square Footage of Industrial Use	

FIRE & RESCUE:

Nearest Fire Hydrant: _____ (feet)

TRAFFIC:

List the Roadways immediately serving the site:

Nearest:

Traffic Control Light: _____ (feet)

Stop Sign: _____ (feet)

UTILITIES:

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.)

STORMWATER:

Please contact the City Stormwater Manager/Environmentalist at (941) 240-8321.
(Flood Information can be found at <http://www.northportfl.gov> Search: Flood Update)

Is the application site in a FEMA Hazardous Flood Zone?

No: _____ Yes: _____

If yes, what zone?

Is the application site in the Conservation Restricted Zone?

No: _____ Yes: _____

If yes, what zone?

Is the application site in the Big Slough Watershed Flood Zone?

No: _____ Yes: _____

If yes, what is the 100-year 1-day flood elevation? _____ ft. NGVD

Does the application site contain wetlands?

No: _____ Yes: _____

If yes, how many existing wetland acres: _____

Has the Departmental of Environmental Protection been notified of wetlands?

No: _____ Yes: _____

Is the property located in the Myakka River Protection Zone?

No: _____ Yes: _____

Is the property adjacent to the Myakka River jurisdictional wetlands?

No: _____ Yes: _____

If yes, please provide acreage and map of the area and schedule a meeting with City Stormwater Manager/Environmentalist. Look for attached sheet

ENVIRONMENTAL:

Are there any known Historical or Archaeological sites on the property?

(If unsure, please contact Sarasota County – Division of Historical Resources, (941) 316-1115.)

No: _____ Yes: _____

Please describe: _____

Has an Environmental Assessment Report/Review been prepared for this property?

No _____ Yes _____ Date survey was conducted: _____

Does the property contain gopher tortoise burrows, scrub jay habit, or any plant or animal species listed as “rare”, “threatened”, “endangered”, or “species of special concern” by State and /or Federal agencies? If yes, the applicant will be required to produce documents on how listed species or habitats will be protected or managed at the Site Development stage.

No: _____ Yes: _____

If yes, please indicate which species: _____

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

Signature of Applicant

Date

Print Applicant Name

Checklist of Required Submittal Items:

INFRASTRUCTURE INF

SECTION 37-7

Please digitally send the following for distribution to reviewers:

Item 1: Application (Section 37-7 A.1; A.13; B.11)

Application form Provided by the City. The name of the attorney preparing any legal documents. The zoning classifications and future land use designation for the subject property, as well as for all abutting property.

Item 2: Project Narrative (Section 37-7 A.3)

Provide a brief explanation of the project in plain language. Describe the development and its operations, (hours of operation, deliveries, parking, sign locations and dimensions, etc.).

Item 3: Ownership Documentation (Section 37-7 A.2; A.4; A.9)

- a. 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 Topographical Survey of **Item 13**.
- b. 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.
- c. Ownership and Unified Control, a notarized statement of ownership or unified control of the entire subdivision.
- d. 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.

Item 4: State and Federal Permits (Section 37-7 A.5)

All State and Federal permits shall be included with the application. If the applicant has not received all permits at the time of application, a copy of the applications for such permits shall be submitted with the infrastructure application. If an application for all applicable permits is not submitted with the application, the application shall be returned to the applicant as incomplete.

Item 5: Previous Commission Action (Section 37-7 A.6)

All previous Commission action on the applicable site shall be submitted with the application. Processing of the application may be delayed, if documentation showing previous Commission action is not included with the application.

Item 6: Security Requirements (Section 37-7 A.7 a-e)

To be completed during the Final Plans review.

- Engineer's Opinion of Probable Cost: The estimated cost of installing all roadway systems, drainage systems, water management systems, water treatment and distribution systems, sewage collection and treatment systems, parks and recreation improvements, landscaping, buffers, and lighting within the subdivision (off-site and on-site systems) shall be prepared, signed and sealed by the developer's Engineer of record.
- Surety Bond/Letters of Credit: Security in the form of a third-party surety bond shall be posted with the City, made payable to the City on the City approved form in an amount equal to one hundred ten percent (110%) of the full cost of installing the required infrastructure improvements listed
- Letters of Credit: An irrevocable letter of credit may be accepted in lieu of a bond and shall be submitted on the City's approved form.
- Calculations & Other Pertinent Materials: The designated City Engineer may also require submission of calculations in support of all proposed drawings, plans, and specifications, all of which shall be signed and sealed by the Engineer of record.

Item 7: Taxes and Assessments (Section 37-7 A.8)

Certification from the Tax Collector shall be required, indicating that all payable taxes and assessments have been paid and all tax certificates against the land redeemed.

Item 8: Utilities letter (Section 37-7 A.10)

A written commitment letter from the agency responsible for providing central sewer and water utilities in the City to connect the property to an existing central sewer and water system.

If central sewer and/or water is not available, submission of an approved septic tank and/or well permit from the Department of Health and Rehabilitative Services.

Item 9: Operations Covenants/Restrictions (Section 37-7 A.11)

Where applicable, a copy of the covenants used for the maintenance and operation of the improvements as required by these regulations shall be provided and shall include, but not be limited to: private street and adjacent drainage; drainage and stormwater management; utilities, including public water and sewage systems; and open space, parks and recreation.

Item 10: Documentation of Drainage (Section 37-7 A.12)

Documents creating the legal mechanism chosen to assure the beneficiaries of the drainage plan that the easements and rights-of-way shall be continuously maintained.

Item 11: Area Location Map (Section 37-7 B.1)

A map showing the location of the property to be developed in relation to arterial and collector streets.

Item 12: Legal Description (Section 37-7 B.2)
Legal description of the property, lot, block, and addition.

Item 13: Topography and Boundary Survey (Section 37-7 B.3)
Prepared by a surveyor, meeting the minimum technical standards for land surveying in the State of Florida, Chapter 21 HH-6, F.A.C. Boundaries must be clearly marked with a heavy line. Boundary lines shall include the entire area to be developed. Information as required by Chapter 17, Flood Damage Prevention Regulations, of this Unified Land Development Code shall also be included.

Item 14: Elevation (Section 37-7 B.4)
Existing elevations based on National Geodetic Vertical Datum (NGVD) of 1929.

Item 15: Spot Elevations (Section 37-7 B.7)
Based on NGVD of 1929 shall be shown to indicate the slope of the land and any rises, depressions, ditches, etc., that occur, but in no case shall spot elevations be shown at a spacing greater than two hundred (200) feet.

Spot elevations shall be shown beyond the development boundary, extending a minimum of twenty-five (25) feet. The City Manager or designee may direct a closer grid pattern or elevations more than two hundred (200) feet beyond the development boundary to provide sufficient satisfactory information. There shall be a minimum of one (1) benchmark per forty (40) acres, or portion thereof. Each benchmark shall be shown and described on the plans. For all developments, contours at one (1) foot intervals shall be shown.

Item 16: Abutting Streets (Section 37-7 B.5)
The location and name of abutting streets, together with the numbers of lanes, the width of rights-of-way and easements and the location and purpose of abutting utility easements. In addition, location of existing drainage or stormwater system shall be shown.

Item 17: Pavement (Section 37-7 B.6)
The pavement width and established center line elevation of streets on or abutting the property.

Item 18: Vegetation Survey (Section 37-7 B.8)
Natural vegetation communities on the proposed development tract and their locations.

Item 19: Existing Structures (Section 37-7 B.9)
Location of all existing buildings and structures on the property. If buildings or structures are to be moved or razed, it shall be noted on the plan.

Item 20: Water and Sewage (Section 37-7 B.10)
The location and size of all public water and sewage systems, fire hydrants, private wells, irrigation and flowing wells, sidewalks, curbs, gutters, storm drains, roadways and manholes within two hundred (200) feet of the subject property.

Item 21: Commission Stipulations (Section 37-7 B.12)

On the cover sheet of the plans, all stipulations that have been placed on the site by the City Commission shall be listed. If none exist, it shall be stated on the plan cover sheet.

Item 22: Hydrology (Section 37-7 B. 13-15)

Diagram depicting the surface hydrology of the site. Description of potential impacts to ground and surface waters. Description of impacts on floodplains or riverine areas and mitigation measures.

Item 23: Archeology (Section 37-7 B.16)

Description of potential impacts to any known archaeological sites.

Item 24: Lots (Section 37-7 C.1a)

Lots and all proposed dividing lines.

Item 25: Phasing Plan (Section 37-7 C.1b)

For large projects which will be constructed in phases, the land development plan shall show how the current phase fits into the Master Plan for the continuance of streets, drainage, stormwater management, potable water, fire protection, sewage collection, landscaping and buffers.

- (i) The applicant shall submit a master phasing plan with the stages numbered in sequence.
- (ii) For such phased developments, each phase shall be issued a separate development permit, but each phase shall be considered in relation to the overall project.
- (iii) Each phase shall be able to function independently of any other phase(s).

Item 26: Open Space (Section 37-7 C.1c)

Open space, parks and recreation. All proposed open space, parks and recreation areas and facilities shall be shown and identified as either public or private on the plan.

Item 27: School Board Infrastructure (Section 37-7 C.1d)

Location of public school bus stops and infrastructure as indicated by Sarasota County School Board and State regulations. If a school is to be located within a subdivision or development, the developer is responsible for all infrastructure pertaining to the school zone and school crossings pursuant to the rules and regulations established by the Florida State Office of Traffic Engineering and Operations, as amended from time to time.

Item 28: Vehicular and Pedestrian Circulation (Section 37-7 C.2)

- a. Proposed vehicular ingress and egress to the development.
- b. Proposed streets within the development.
- c. Proposed location of sidewalks and bike paths.
- d. Engineer of record shall include in the plans a maintenance of traffic plan specific to the location of the construction.
- e. Proposed right-of-way.

Item 29: Utilities Plan (Section 37-7 C.3)

A plan showing the location and size of all water mains and services, fire lines and hydrants, sewer mains and services, treatment plants and pumping stations, together with plan and profile drawings showing the depth of utility lines and points where utility lines cross one another, or cross storm drain or water management facilities. The exact location of services shall be shown.

Item 30: Drainage and Stormwater (Section 37-7 C.4)

A drawing at a scale no greater than one (1) inch equals one hundred (100) feet showing the location of all curbs and gutters, inlets, culverts, swales, ditches, water control structures, retention/detention areas and other drainage or water management structures or facilities, including details, shall be submitted.

- a. Sufficient elevations shall be shown to adequately address the direction of flow of stormwater runoff from all portions of the site.
- b. A copy of all drawings and calculations submitted to the Southwest Florida Water Management District shall also be submitted. The plan shall also address the soils classification of the site as determined by the United States Department of Agriculture Soil Conservation Service Atlas, latest edition.
- c. The plan shall show the areas to be used for the detention/retention of stormwater runoff and the extent of flooding resulting from the approved SWFWMD floodplain map.

Item 31: State Permits (Section 37-7 C.5)

Prior to final approval of an infrastructure plan, copies of permits issued by the Florida Department of Transportation, the Southwest Florida Water Management District and all other applicable State agencies shall be submitted.

Item 32: Easements (Section 37-7 C.6)

All easements shall be shown on the plans and plat and approved by City staff.

Item 33: Landscape Plan (Section 37-7 C.7)

The final submitted landscape plan shall be signed and sealed.

Item 34: Additional Information

Any information not specifically called out by this list that the applicant feels pertinent to the development.

Digital files:

The entire submittal package, in PDF format, submitted via
developmentpetitions@northportfl.gov

Please submit all project related spatial information in either CAD .dwg , GIS Shapefile or File Geodatabase format as well. The data must have coordinates in at least 4 corners of the petition area. The Coordinate system must be: A Projected Coordinate System, State Plane, NAD 1983 StatePlane Florida West FIPS 0902 (US Feet).



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

Infrastructure Fees

Name of Applicant: _____

Name of Corporation/LLC (If Applicable):

Phone: _____

FAX No: _____

E-mail: _____

Property Location Street Address: _____

Property Description

Parcel I.D. No. (s) (Additional PID's should be listed on an attached sheet) Look for attached sheet

_____-_____-_____- _____-_____-_____-
_____-_____-_____- _____-_____-_____-

Infrastructure Calculation

Function	Fees	
Base	\$800	
Bond Processing	\$500	
Total:		

-All fees should be made payable to the City of North Port. Fees must be paid prior to the processing of the submittal.

Please contact Planning Staff if you have any questions, 941.429.7156

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