



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

Major Site and Development Packet

The following items are to be included in the submission:

- Major Site and Development Application
- Affidavit(s)
- Major Site and Development Checklist completely filled out
- Major Site and Development Fee Sheet and Fee
(make checks payable to 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

MAJOR SITE AND DEVELOPMENT APPLICATION

Application Fee: *See Attached Fee Sheet*

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:** _____

Architect/Engineer: (If Applicable) _____

Mailing Address: _____

Phone: _____ **Email:** _____

.....
Contractor: (If Applicable) _____

Mailing Address: _____

Phone: _____ **Email:** _____

.....
Surveyor: (If Applicable) _____

Mailing Address: _____

Phone: _____ **Email:** _____

.....
Purpose of Application

Please briefly state what the intended use of the property will be and/or purpose of application:

Property Description

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

____ - ____ - _____ ____ - ____ - _____ ____ - ____ - _____
____ - ____ - _____ ____ - ____ - _____ ____ - ____ - _____

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 _____

NOTE: All properties designated Neighborhood Commercial or are in an Activity Center require Design Review.

Surrounding existing land uses/zoning of adjacent properties:

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

Is the property located in an Activity Center? No _____ Yes _____

If yes, which Activity Center: _____ *NOTE: Public Art is required, Urban Design standards apply*

Is the property located in a Village District? No _____ Yes _____

If yes, which Village District: _____ *NOTE: Village District Pattern Book/Plan standards apply/ Approval from the West Villages Review Committee may apply*

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*): _____

Provide the following information for 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	

NEIGHBORHOOD MEETING: Is the development greater than 1 acre or abutting a residential development? No _____ Yes _____ If yes, a Neighborhood Meeting is required (*see ULDC §33-10(U)*).

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

TRANSPORTATION:

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:

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.)*

ENVIRONMENTAL:

Are there any known Historical or Archaeological sites on the property? No _____ Yes _____
(If unsure, please contact Sarasota County – Division of Historical Resources (941) 316-1115.)

Please describe: _____

Does the property contain, or is adjacent to, an identified Brownfield site or area? No _____ Yes _____

Has an Environmental Assessment Report/Review been prepared for this property? No _____ Yes _____
If yes, Date survey was conducted: _____

Does the property contain gopher tortoise burrows, scrub jay habitat, 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: _____

STORMWATER: Please contact the City Stormwater Manager, Elizabeth Wong at (941) 240-8321.
(Flood Information can be found at 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.

SCHOOL CONCURRENCY: All projects with a residential component shall be approved by the Sarasota County School Board prior to Development Order issuance.

Is there a residential component to this project? No _____ Yes _____
If yes, complete the information below and note the concurrency requirements.

How many multi-family dwelling units are projected? _____

What is the projected construction start date? _____

What is the projected build-out date? _____

Will the project be phased? No _____ Yes _____

Are there any deed restrictions or resident eligibility restrictions (e.g., adult community, work force housing)?

No: _____ Yes: _____ If yes, please describe: _____

PLEASE CONTACT SARASOTA COUNTY SCHOOL BOARD REGARDING SCHOOL CONCURRENCY REQUIREMENTS (941) 927-9000 extension 69052. A School Concurrency Determination letter of receipt from the Sarasota County School Board must be included as part of the development review package submittal. A development order will not be issued until a school concurrency determination is approved by the Sarasota County School Board.

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

MAJOR SITE AND DEVELOPMENT (MAS)

Please include the following in the digital file for distribution to reviewers:

****Please mark NA for those that are not applicable***

Item 1: Proof of Clear Ownership and, if the Applicant is not the Owner, Affidavit or Letter of Authorization Providing Permission from Owner (33-8 C)

- 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 3**;

AND, If applicable:

- b. Ownership and Unified Control, a notarized statement of ownership or unified control of the entire subdivision.
- c. 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:

- d. Signed Affidavit specifying the person's name and address; OR
- e. 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 2: Project Narrative (ULDC Section 33-9 A)

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

Item 3: Topography and Boundary Survey (ULDC Section 33-9 A.1)

A legal description and boundary survey signed and sealed by a registered land surveyor in the State of Florida. The survey shall reflect a recent title search performed within six (6) months of the submission. The contours should be 0.5-feet in NAVD88 vertical datum unless it is an outparcel on a master stormwater system previously designed in NGVD29. The vertical datum used must be noted on the survey.

Item 4: Site Plan (ULDC Section 33-9 A.2)

A site and drainage plan signed and sealed by a State of Florida licensed engineer. In addition to what may be shown on the development master plan for a project, major site plans are to include, but not limited to the placement of sidewalks, wheel stops, bike racks, benches, water fountains, trash receptacles, public art, bus shelters, walking trails, as well as other requirements listed in this section and will be reviewed separately of any other plan submission. All site plans shall be consistent with the previously approved development master/concept plans but shall be reviewed in greater detail.

Item 5: Stormwater Management Submission Requirements (ULDC Section 18-7)

See Section 18-7, Submission requirements for stormwater management systems for a complete checklist. Several items from that list are called out specifically on this list as they may be given priority for review by departments outside of Stormwater Management.

Item 6: Construction Plans (ULDC Section 33-9 A.3)

Plans that are signed and sealed by a State of Florida licensed engineer. Electronic submission only.

Item 7: Utility Letters (ULDC Section 33-9 A.4)

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.

Item 8: Septic Tank/Well Permit (ULDC Section 33-9 A.5)

If central sewer and/or water is not available, submission of an approved septic tank and/or well permit from Sarasota County Environmental Health.

Item 9: Landscape Plan (ULDC Section 33-9 A.6)

A landscaping plan per the provisions of ULDC Chapter 21, Landscaping Regulations and ULDC Chapter 45, Tree Protection Regulations. Include, the required landscaped buffers in accordance with Chapter 21; the size, variety, species, and number of all trees and shrubs with site specific location, used in landscaping, open space and buffer areas; trees will be placed pursuant to Chapter 45 of these regulations; and the Registered Landscape Architect of record shall certify the landscaping has been installed in compliance with the approved plan and the Zoning Code, prior to the certification of the project by the Engineer of Record.

Item 10: Tree Location Survey (ULDC Section 33-9 A.7)

A tree location survey or inventory, which may be combined as part of required site and drainage plan or topo and boundary survey.

Item 11: Utilities Plan (ULDC Section 33-9 A.8)

A minimum scale of one inch equaling forty feet. The plans shall include existing and proposed water, sewer and reuse/irrigation facilities on a plan view. The plans shall include profiles of the sewer system and any locations where the water main crosses either sewer, storm or reuse mains. Hydraulic calculations for fire flow and lift station calculations shall be made available to the Utility Department when required.

Item 12: Additional Information (ULDC Section 33-9 A.9)

Any additional data, maps, plans, surveys, or statements as determined by the City to be necessary, depending on the use or activity proposed. Not all projects are the same and some require more information than others. *Additional Materials Required* _____

Item 13: Tabulations (ULDC Section 33-9 A.10)

Total project density for residential projects and total number of off-street parking and off-street loading spaces for all projects in accordance to Chapter 25, Parking and Loading Regulations, of this Unified Land Development Code.

Item 14: Drainage Calculations (ULDC Section 33-9 A.12)

Two copies of drainage calculations signed and sealed by the Engineer of Record to meet the requirements under Chapter 18, Stormwater Regulations, of this Unified Land Development.

Item 15: SWFWMD Permit (ULDC Section 33-9 A.13)

South West Florida Water Management District has an online permitting service. Two hard copies of these permits, approved stamped set of plans, and approved drainage calculations are required.

Item 16: Signage (ULDC Section 33-9 A.15)

All proposed signs in accordance with Chapter 29, and exterior lighting in accordance with Sec. 37-50 of these regulations. The plans shall show placement and number of signs. The sign design and height specifications will be reviewed when the permit for the sign is filed.

Item 17: Lighting Plan (ULDC Section 33-9 A.16)

The registered lighting plans engineer or architect, shall certify the lighting has been designed in substantial compliance with the City approved regulations. The plan shall include a photometric of all areas and shall comply with Sec. 37-50 of this Unified Land Development Code. Prior to final inspection, the registered lighting plans engineer, or architect shall certify the lighting has been installed in substantial compliance with the approved signed and sealed plan.

Item 18: Easements (ULDC Section 33-9 A.21.a)

All existing and proposed easements shall be shown on the plans and approved by the City. All easements shall be recorded prior to the issuance of a certificate of occupancy by the developer at the developer's expense.

Item 19: Covenants/Restrictions (ULDC Section 33-9 A.22.a)

Covenants and restrictions shall be submitted for review and approval by the City and shall be consistent with the major site and development plan and City Code. All covenants and restrictions shall be recorded by the developer at the developer's expense prior to the issuance of a development order.

Item 20: Reuse Water Supply (ULDC Section)

Reuse systems shall be designed to water system standards. The pipe and above ground facilities shall be color coded reuse purple. See Sec. 37-17(C) of this Unified Land Development Code.

Item 21: Public School Concurrency (ULDC Section 33-9 A.24)

Section 5-14 requires proof of school concurrency prior to issuance of a development order (major site development/subdivision concept plan/infrastructure), thus submittal of a school board "letter of receipt" will be required prior to development order issuance for all projects that include a residential component. Applicants will not be required to submit the "letter of receipt" at the time of application; Planning & Zoning will verify school concurrency prior to issuing a development order.



Item 22: Earthmoving Activity Submittal Requirements (ULDC Section 14-18)

- (1) The amount of earth that will be moved onto the site or removed from the site;
- (2) The estimated number of truck loads required, the hauling route(s) and maintenance of traffic plan (if activity impacts the City's right-of-way). The hauling route should identify where the material will be deposited;
- (3) A **site plan showing stockpiling locations** that meet the requirements of ULDC Sec. 14-20;
- (4) A Best Management Plan (BMP) that identifies the appropriate erosion and sediment controls and storm water best management practices to reduce erosion, sedimentations and storm water pollution. The BMP shall be provided for the excavation site and for the excavated material recipient site; and
- (5) An **Environmental Report** completed by an environmental professional, shall be submitted for both the proposed excavation site and for the site receiving the excavated material. The report shall show how wildlife and other environmental resources will be protected or mitigated as a result of the proposed earthmoving. The Environmental Report shall include a wildlife survey conducted per the Florida Fish and Wildlife Conservation Commission (FWC) criteria, to indicate whether there are any endangered or protected wildlife species such as but not limited to gopher tortoise. The wildlife survey should be no older than one year from the date of submittal to the City. The Environmental Report shall also include any wetland(s) and other surface waters on site and if present, provide an approved Wetland Jurisdictional survey approved by the appropriate regulatory agency (SWFWMD/FDEP/USACOE). An updated wildlife survey shall be provided if, at the time earthmoving is set to commence, the date on the wildlife survey is older than (1) year.

NOTE: Exempt earthmoving activities shall be governed by an associated development order for both the excavation site and for the excavated material recipient site. Any changes to the submission requirements of Sec. 14-18(A) shall require a written request to amend the development order.

Exempt earthmoving activities shall be construed as a component of the infrastructure covered by the required bond of Sec. 33-9(A)(20) and Sec. 37-7(A)(7).

Please submit the following:

- Item 23: Traffic Impact Statement/Study (ULDC Section 33-9 A.11)**
Traffic impact statement, three copies, in accordance to Chapter 5, Concurrency Management, of this Unified Land Development Code signed and sealed by the Engineer of Record.

Digital File Requirements:

- Item 24: 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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Other Important Items that may be Applicable

-- Please mark NA for those that are not applicable --

- Florida Licensed Engineer (ULDC Section 33-9 A.14)**
A Florida licensed engineer shall design, inspect and certify the installation of all required public and private improvements.
 - (a) All plans for improvements shall be prepared by such engineer and are subject to review and approval by the City prior to construction.
 - (c) The engineer of record shall certify on the cover sheet of the plans that the facilities comply with all applicable standards, including the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways, and the City of North Port Development Regulations. Upon completion of improvements, engineer of record shall certify construction is in compliance with plans authorized for construction and with all development orders.

- More than 30% of Development Tract (ULDC Section 33-9 A.17)**
If the application is for more than thirty percent (30%) of the land area of the development tract, the applicant shall show the entire site in the application.

- Modifications (ULDC Section 33-9 A.18.a)**
Areas not scheduled for immediate construction, the engineering requirement of this section and the requirements of the Chapter 37 may be modified. Any modification shall not constitute a special exception, waiver, or variance to any portion of this Unified Land Development Code.

- Bond in the amount of 110% of Infrastructure (ULDC Section 33-9 A.20)**
This must be completed before final approval. A bond in the amount of one hundred ten percent (110%) of the cost of the infrastructure shall be approved by the City Manager or designee and submitted to the City prior to final approval of the major site and development plan if any infrastructure is being constructed.

- Design Standards (ULDC Section 33-10)**
There are a variety of design standards that may be applicable to the proposed development, e.g., open space, public amenities and art, sidewalks. Also, Urban Design Standards apply in all Activity Centers and Neighborhood Commercial developments. Please review this section of the ULDC closely.

- Fire Review (ULDC Chapters 37 and 60)**
All proposed projects or developments shall comply with the Florida Fire Prevention Code (FFPC), 6th Edition (NFPA 1 – Fire Code, 2015 Edition with State of Florida Amendments) and ULDC Chapters 37 and 60 as outlined prior to formal submittal.

- Street Tree Requirements (ULDC Section 45-20)**
Issues related to street trees are frequently overlooked. Pay careful attention to the regulations in Section 45-20. For instance, “B. Street trees to be installed will not count for the thirty-five percent (35%) minimum canopy requirement or buffer requirements...” and C. (5) Root Barriers. While not every project will be affected by these provisions in the code, too often projects that were unaware of Street Tree Requirements must make needed revisions.

- Activity Centers (ULDC Chapter 55)**
Activity Centers carry with them special modifications and standards. These additional elements range from broad architectural guidelines down to specific accent colors. Before finalizing plans, make sure that you are aware of and planning to incorporate these elements.

- Public Art Regulations (ULDC Chapter 59)**
All new developments in Activity Centers that exceed \$250,000 in value are required to comply with the Public Art regulations.



City of North Port
Neighborhood Development Services
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Major Site and Development Fee Sheet

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)*

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

Acreage: _____

Major Site and Development Calculation

Acreage	Fees	
2 Acres or Less	\$4,825	
More than 2 Acres, up to 15 Acres	\$6,835	
More than 15 Acres	\$9,355	
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