



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

Urban Design Standard Review Packet

The following items are to be included in the submission:

- UDSR Application
- \$100 fee – checks payable to City of North Port
- Affidavit(s)
- UDSR checklist completely filled out

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

URBAN DESIGN STANDARDS REVIEW APPLICATION

Application Fee: \$100

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:** _____

Property Description

Parcel I.D. No. (s) (List Additional Parcel ID's on an attached sheet)

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

Land Use: _____

Future Land Use: _____

Acreage: _____

Street Address: _____

Legal: Lot(s): _____ Block: _____

Addition: _____ Tract or Parcel: _____

Subdivision: _____

Section: _____ Township: _____

Range: _____ Acreage: _____

Purpose of Application:

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

Has this property undergone previous City development review and approval?

No: _____ Yes: _____

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

Is the property located in an Activity Center?

No: _____ Yes: _____

If yes, which Activity Center: _____

Knowledge of Design Standards:

I have received a copy of/link to the adopted Urban Design Standards Pattern Book, and I understand the expectation of City staff concerning compliance with Activity Center and Neighborhood Commercial design style guidelines.

No: _____ Yes: _____

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

Checklist of Required Submittal Items

URBAN DESIGN STANDARD REVIEW

- Item 1: Color Rendering**
Provide one ORIGINAL plus one copy of a color rendering(s) depicting the portion of the building that is visible from roadway and all public and interior shopping center rights-of-way.

- Item 2: Project Plans**
Provide one ORIGINAL plus one copy of the project plans prepared by an architect or State of Florida licensed engineer:
 - Site plan – Provide one original plus 1 copy of the site plan which locates the building on the boundary survey sketch.
 - Building elevations & floor plan – Provide one original plus 1 copy of the building elevations and floor plan.

- Item 3: Landscaping Plans**
Provide one ORIGINAL plus one copy of the landscaping plans.
Landscaping plans shall be submitted for a non-binding advisory review. These plans shall show the elevations of landscaping material as that material relates to and complements the structure's design including any freestanding signs. These plans shall show any structure not attached to the building that is over six inches in height.

- Item 4: Lighting Plans**
Provide one ORIGINAL plus one copy of the lighting plans.
Lighting plans for building exteriors shall be submitted showing the elevations and areas to be lighted, including any signage.

- Item 5: Project Material/ Texture & Paint Samples**
Provide one set of the project paint color, tile, stucco texture and other applicable samples such as canopy material and color/trim samples.

- Item 6: Light Fixtures, Furniture, and Other Exterior Design Elements**
Provide either a sketch or an image of each the following, and note the materials and colors:
 - Light fixtures – Poles and Lights; Furniture – Benches, Bike racks, Clock towers, Planters, Trash Receptacles; Fencing – Any perimeter fencing that will be used; Other – Trellises, Corbels, Other architectural features

- Digital files**
The entire submittal package, labeled item by item, in PDF format, submitted on a Flash Drive.

REMINDER: ULDC CHAPTER 59-PUBLIC ART REGULATIONS APPLY IN ALL ACTIVITY CENTERS