



DEPARTMENT OF PLANNING

Application for a Zoning and/or Land Use Change or
for Consideration of a Development Agreement

Zoning Land Use Zoning/Land Use/Conditional Use Development Agreement

for office use only:

CASE NO. _____ FILED: _____ BY: _____

PARCEL ID NO. _____ FILING FEE: \$ _____ FILING DEADLINE: _____

PRE-APP MTG: _____ LPA HEARING: _____ BCC HEARING: _____

Notice to applicant: Please read the following:

To assist you in completing this application and providing sufficient information upon which to base a decision on your request, please read the following:

1. Read the Application and instructions thoroughly; prior to filing this Application, the applicant and/or authorized representative is encouraged to call (727-464-3401) or visit the Zoning Division (located at 440 Court Street, 3rd Floor, downtown Clearwater, FL) to review the application and proposal with staff.
2. All items in the Application must be completed. Additional documents (see item 16 in the application) and a filing fee are required. Checks may be made payable to the Board of County Commissioners. Note that once the application is advertised, filing fees will not be returned. (information on filing fees is online at <http://www.pinellascounty.org/Plan>).
3. The current owner of the property for which the Application is being made must sign the Application. These signatures must be notarized prior to submittal.
4. The applicant is encouraged to file the application well in advance of the filing deadline. Note that Applications received past the deadline will be processed on the next scheduled cycle. Deadlines, hearing schedules, filing fees and other information are available online at <http://www.pinellascounty.org/Plan> or call (727) 464-3401 for more information.
5. The applicant or their authorized representative must be present at the public hearing(s). Failure to appear may result in a denial of the request.
6. It is recommended that the applicant or authorized representative contact the Zoning Section at (727) 464-3401 to schedule a Pre-Application meeting to discuss the proposed zoning and/or land use change or development agreement prior to submitting an application.

All information and documents required in the application, as well as the filing fee must be submitted at the time of application (see attached Fee Schedule). Incomplete applications will not be accepted by the Zoning Division of Planning & Development Services Department for processing. Please contact a Zoning Technician at (727) 464-3401 if you need additional assistance or information in order to complete the application.

Thank you!

1. Owner: _____

Mailing Address: _____

City: _____ State: ___ Zip Code: _____ Daytime Phone: (____) _____

Email: _____

2. Representative's Name: _____

Company Name: _____

Mailing Address: _____

City: _____ State: ___ Zip Code: _____ Daytime Phone: (____) _____

Email: _____

3. Disclosure information (This information must be supplied pursuant to County Ordinance No. 74-15):

A. If the owner is a corporation, partnership, or trust, list all persons (i.e. partners, corporate officers, all members of the trust) who are a party to such as well as anyone who may have a beneficial interest in the property which would be affected by any ruling on their application.

Specify interest held: _____

B. Is there an existing contract for sale of subject property: _____ Yes _____ No

If yes, list names of all parties to the contract including all partners, corporate officers, and members of any trust:

Is contract conditional or absolute? _____ Conditional _____ Absolute

C. Are there any options to purchase on subject property? _____ Yes _____ No

If so, list names of all parties to option including all partners, corporate officers and members of any trust:

4. This hearing is being requested to consider: _____

a) If the request includes a request for a density bonus, what is the coastal storm designation?

5. Location of subject property (street address): _____

6. Legal Description of Property: (attach additional documents if necessary)

7. Size of Property: _____ feet by _____ feet, _____ acres

8. Zoning classification Present: _____ Requested: _____

9. Future Land Use Map designation Present: _____ Requested: _____

10. Date subject property acquired: _____

11. Existing structures and improvements on subject property:

12. Proposed structures and improvements will be:

13. I/We believe this application should be granted because (include in your statement sufficient reasons in law and fact to sustain your position.) (If this request is for a determination of Vested Rights/Appeal Determination, applicants are advised to review the procedural and substantive requirements of Pinellas County Ordinances 89-32 and 89-69) (Attach a separate sheet if necessary).

14. Has any previous application relating to zoning or land use on this property been filed within the last year?
_____ Yes _____ No When? _____ In whose name? _____

Briefly state the nature and outcome of the hearing:

15. Does applicant own any property contiguous to subject property? _____ Yes _____ No
If so, give complete legal description of contiguous property:

16. The following data and exhibits must be submitted with this application and they become a permanent part of the public records:

- a) Plat, if it will have particular bearing on the subject application.
- b) Certification of Ownership: submit a certificate of a duly licensed title or abstract company, or a licensed attorney-at-law, showing that each applicant is the present title holder of record.
(Warranty deeds, title insurance documents, tax receipts, etc. are not acceptable as proof of ownership.)
- c) Preliminary site plan will be required for conditional use applications only (as specified in the Zoning Ordinance, Section 138.178 - see attached).
- d) Development Agreement: If the Application includes consideration of a Development Agreement, a completed draft of the agreement must be submitted with this application. Please contact the County Attorney's Office at (727) 464-3354 to obtain the approved form for a development agreement.
- e) Metes and Bounds parcels shall require a survey.
- f) If the request is for a Future Land Use Map amendment for residential density over 5.0 units per acre in the 100-year floodplain, the following information is required:
 - Impact on the demand for shelter space.
 - Meets County Floodplain, Flood Protection & Stormwater Regulations.
 - Approved water shed plan.
 - Comparable compensation pertaining to floodplain storage.
- g) Additional information may be required by Staff, such as, but not limited to, verification of adequate access to the subject area, documentation that the mandatory rules regarding transferable development rights or density/intensity averaging are being adhered to and compliance with Airport zoning regulations, etc.

CERTIFICATION OF OWNERSHIP

I hereby certify that I have read and understand the contents of this application, and that this application together with all supplemental data and information is a true representation of the facts concerning this request, that this application is made with my approval, as owners and applicant, as evidenced by my signature appearing below. It is hereby acknowledged that the filing of this application does not constitute automatic approval of the request and further that if the request is approved, I will obtain all necessary permits and comply with all applicable orders, codes, conditions and rules and regulations pertaining to the use of the subject property, while under my ownership. I am aware that attendance by me or my authorized representative at all public hearings relative tot this request is required and that failure to attend may result in a denial of the request. It shall be my responsibility to determine time and location of all hearings.

Signature of Owner, Trustee, or
Officer or Registered Agent of
Corporation

Date: _____

STATE OF FLORIDA, COUNTY OF PINELLAS

Before me this _____ day of _____, 20 _____

personally appeared _____
who, being duly sworn, deposes and says that the above is a true and correct certification.

(signature) NOTARY PUBLIC

(seal)

PARCEL NO: _____

SEARCH _____ FT.

CURRENT ZONING _____ & LAND USE _____

OCCUPIED BY: _____ INTENDED USE: _____

REQUEST: _____

GENERAL DESCRIPTION:

AKA (street address): _____

EVACUATION ZONE: _____ ATLAS PAGE: _____ INITIALS: _____

SURROUNDING PROPERTY:

NORTH _____ / _____ / _____

EAST _____ / _____ / _____

SOUTH _____ / _____ / _____

WEST _____ / _____ / _____

CHECKLIST:

If the request is for an Affordable Housing Density Bonus: _____ Coastal Storm Area

If the request is for a Nursing Home, Assisted Living, and Hospital: _____ Coastal Storm Area

Is the Development Agreement complete? _____

Sec. 138-178. Site plan requirements.

- (a) *Preliminary site plan.* The applicant shall submit copies of the preliminary site plan, containing all data and information required as follows, to the county department of building and development review services:
- (1) *Project identification.*
- a. Title of project or development.
 - b. Name, address and telephone number of engineer, architect, surveyor, developer and owner.
 - c. North point, scale, date, and legal description (must include section, township, and range) of proposed site.
 - d. Location sketch map.
- (2) *Existing conditions.*
- a. Boundaries of the property involved, all existing easements, existing buildings, section lines, property lines, existing street paving and existing and/or proposed rights-of-way (as required by the county subdivision regulations), topography, existing surface water areas, existing water mains, sanitary and storm sewers, overhead and underground power lines and/or power substations, culverts and other underground structures in and adjacent to the property. The ownership of lands abutting and within 150 feet of subdivisions shall be shown on subdivision plans.
 - b. A one-inch equals 200 feet aerial photograph of sufficient quality to delineate existing vegetation, and a tree survey as defined in [chapter 166](#), article II.
 - c. Historic and archaeologically significant features shall be shown on site plans. These features will be defined in an ordinance to be adopted pursuant to the county comprehensive plan and upon adoption of such ordinance these features shall be shown on all site plans.
- (3) *Proposed development plans.*
- a. Location and dimensions of proposed uses, setbacks, structure heights, streets, parking and loading areas, signs, docks, surface water areas, retention/detention areas and outlet locations, fire hydrants, all utilities, including overhead and underground electric lines, water and sewer, sanitary and storm sewers, culverts, water mains, and other underground structures and adequate easements for such.
 - b. Size of proposed lots or parcels.

- (4) *Tabulation of proposed development plan.*
 - a. Tabulations of total number of gross acres or square footage in the site and the acreages and square footages and percentages thereof proposed to be devoted to the uses, including: dwellings by type, commercial, industrial or other nonresidential uses, streets, parking and loading areas, recreation areas, retention areas, permeable open space areas and open and enclosed storage areas.
 - b. Tabulations of total number of dwelling units by dwelling type, including the number of units within hotel and motel structures, within the project.
 - c. Proposed development schedule and phasing.
 - d. Square footage of floor area by type of structure.
 - e. The number of employees anticipated to work in all nonresidential buildings.

- (5) *On-site waste disposal systems.* For projects which utilize on-site waste disposal systems, the site plan shall show the location and design of the proposed system.

- (6) *Stormwater runoff.* For all development requiring site plan approval, shallow wells and retention ponds shall be included for irrigation purposes and to reduce stormwater runoff. These shall be required pursuant to [section 166-1](#) and [chapter 166](#), article II, and shall be reviewed and approved of by the county departments of engineering and environmental management prior to site plan approval. Where possible, stormwater runoff should not exceed the runoff from the site in an undeveloped state.