



(DO NOT WRITE IN THIS SPACE, FOR OFFICE USE ONLY).

Project No. _____

Date Application Was Received: _____

Fee Received: _____

Fee Receipt No. _____

CONSTRUCTION PLAN/FINAL SITE PLAN APPLICATION

Construction Plan/Final Site Plan Fee:	
Projects under 10 acres: \$2,000	Projects over 10 acres: \$3,000
Landscape Review Fee: \$200	
Each Subsequent Review after Second Submittal: \$500	
Limited Review Development: \$500	

Project Name: _____

A. PROPERTY INFORMATION

1. Address of Subject Property:

2. Parcel ID Number (s):

3. Property Size:

4. Existing Use of the Property:

5. Description of Proposed Activity or Use:

6. Future Land Use Map Category:

7. Existing Zoning District:

8. Flood Zone Category:

B. CURRENT OWNER INFORMATION

1. Current Property Owner:

2. Mailing Address:

3. Phone Number: _____ Email Address: _____

C. APPLICANT

1. Applicant Status: __Owner __Agent

2. Name of Applicant(s) or Contact Person(s):

Company (if applicable):

Mailing Address: _____

Phone Number: _____ Email Address: _____

D. ENGINEER INFORMATION

1. Name of Engineer:

2. Company:

Mailing Address: _____

Phone Number: _____ Email Address: _____

Name of individual completing this application: _____

(Please print)

I, _____, certify that I have checked the submittal application for the content of completeness, and that the information contained herein are correct to the best of my knowledge. I am aware that the non-refundable fees shall be paid upon filing the petition or request.

Signature

County of _____

State of Florida

The foregoing instrument was acknowledged before me, by means of () physical presence or () online notarization, this _____ day of _____, 20_____ by _____ who is either personally known or produced identification.

NOTARY PUBLIC

STATE OF FLORIDA AT LARGE

City of Palmetto

Affidavit of Ownership/Agent Authorization

File Number: _____

To be filled out by the property Owner

Owner Name: _____

Mailing Address: _____

Officer's Name: _____

Title: _____

Being first duly sworn, depose(s) and say(s):

1. That I am (we are) the owner's and recorded title holders(s) of the following described property legal description, to wit:

(If necessary attach the property's legal description as exhibit "A")

2. That this property constitutes the property for which a request for

_____ is being applied for to the City of Palmetto, Florida

(Type of application approval requested)

3. That the undersigned has (have) appointed and does (do) appoint

_____ as

agent(s) execute any petitions or other documents necessary to affect such petition; and request that you accept my agent(s) signature as representing my agreement of all terms and conditions of the approval process;

4. This affidavit has been executed to induce The City of Palmetto, FL to consider and act on the forgoing request;

5. That I (we) the undersigned authority, hereby certify the foregoing is true and correct

_____/_____

Owner's signature / Print title

_____/_____

Owner's signature / Print Title

To be filled out by a licensed Notary Republic

County of _____

State of Florida

The foregoing instrument was acknowledged before me, by means of () physical presence or () online notarization, this _____ day of _____, 20_____ by _____ who is either personally known or produced identification.

NOTARY PUBLIC

STATE OF FLORIDA AT LARGE

REQUIRED ATTACHMENTS AND CHECKLIST FOR CONSTRUCTION PLAN SUBMITTAL

An application is not complete without all of the requirements submitted. Incomplete applications will not be scheduled for review by the Staff Development Review Committee (SDR). Any item not believed applicable must be explained in writing and submitted with the application. Other items may be required depending on the request. All data and documents submitted with the application or throughout the process will become part of the public record.

1. ATTACHMENTS

All documents submitted, (including signed and sealed construction plans) should be included on an electronic (CD). For specific information, see Palmetto Design Manual.

- A. Legal description
- B. Certified Boundary Survey
- C. Wetlands Survey
- D. Proof of ownership
- E. Agent Authorization form
- F. Proof of payment of taxes
- G. Fee. Please see the fee schedule for fee determination. No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any necessary technical review or additional reviews of the application beyond the initial engineering review fee will be billed to the applicant at the rate of the reviewing entity.

2. Site Plan, (Sheet Size: 24"x36") Five Copies of signed and sealed plans by a registered engineer, including but not limited to:

- A. Existing or Current Conditions Sheet
- B. Demolition Plan
- C. Site and Construction Plan, including but not limited to:
- D. Cover Sheet with the following information:
 - E. Name, location, owner, engineer of record of the proposed development.
 - F. Zoning, existing uses, and density of the subject and adjacent properties.
 - G. Vicinity/Context map, indicating general location of the site and all abutting streets and properties.
 - H. Standard City of Palmetto signature block.
 - I. Complete legal description and survey sheet(s).
 - J. Statement of proposed uses.
 - K. Location of the site in relation to adjacent properties, including the means of ingress and egress to such properties and any existing screening or buffers along adjacent properties.
 - L. Date, North Arrow and graphic scale (1"=50' or less)
 - M. Area and dimension of site.
 - N. Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters.

- O. Access points of connection to utilities (electric, potable, sanitary sewer, gas, stormwater systems, etc.)
- P. On-site or off-site parking and traffic circulation plan, including perimeter sidewalks.
- Q. Location and dimensions of all existing and proposed parking spaces and loading areas.
- R. Location, size, and design of proposed landscape areas (including existing trees and required landscaped buffers) with detail illustrating compliance with the City of Palmetto Landscape requirements, Article X, Section 7-216.
- S. Location and size of any waters and waterways.
- T. Structures and major features, fully dimensional, including setbacks, height, distances between structures, width of driveways, parking space calculations, and property and/or lot lines.
- U. Location of waste receptacle and detail of water receptacle screening.

3. For Development Consisting of One or More of the following: Multi-family residential, Hotel or Motel.

- A. Tabulation of gross acreage
- B. Tabulation of density.
- C. Number of dwelling units
- D. Location and percent of total open space and recreation facilities.
- E. Floor area of dwelling units
- F. Street and Traffic Circulation Layout

4. Stormwater Management and Erosion Control Plan, including the following: (See Design Manual and Article VI, Section 6.21)

- A. Existing contours at one (1) foot intervals bases on U.S. Coast and Geodetic Datum.
- B. Proposed finished floor elevations of each building site.
- C. Existing and proposed stormwater management facilities with size and grades.
- D. Proposed orderly disposal of surface runoff.
- E. Centerline elevations along adjacent streets.
- F. Stormwater Pollution Prevention Plan (SWPPP) identifying erosion control and Best Management Practices (BMP's) to control stormwater pollutant discharge.
- G. Water Management District Environmental Resource Permit (ERP).
- H. Floodplain management information and flood zones delineated, if applicable.
- A. Topographic survey information
- B. Traffic study may be required, this will be decided by the SDR (Staff Development Review Committee) at the initial conceptual design meeting for the project.
- C. Landscape Plan
- D. Lighting Plan
- E. Utility Plan
- F. Demolition Plan
- G. Maintenance of Traffic (MOT) Plan if needed.

- H. Concurrency Impact Analysis showing the impact on public facilities, including potable water, sanitary sewer, transportation, solid waste, and recreation (for residential development).
- I. Integration of vehicular and non-vehicular access into the site and access management features of site in terms of driveway cuts and cross access between adjacent site, including use of frontage roads and/or shared access.
- J. Zoning and setback requirements.
- K. Buffering from adjacent existing/potential uses.
- L. Open Space provisions and balance proportion between gross floor area and site size;
- M. Adequacy of pervious surface area in terms of drainage requirements.
- N. Directional Signage Placement.
- O. Adequacy of site lighting and intrusiveness of lighting upon the surrounding area.
- P. Safety of on-site circulation patterns (patron, employee and delivery vehicles), including parking layout and drive aisles, and points of conflict.
- Q. Unique features and resources which may constrain site development, such as soils, existing vegetation and historical significance.
- R. Environmental Resource Permit (or Letter of Exemption) from the South West Florida Water Management District (SWFWMD). For sites larger than one (1) acre, submit a National Pollutant Discharge Elimination Standards permit (NPDES).
- S. If access is from a City road, an access management permit required from the City of Palmetto.
- T. If access from a County Road, an access management permit from Manatee County (or provide documentation that the permitted has been submitted).
- U. If access from a State Road, access management permit from Florida Department of Transportation (or documentation providing evidence that a permit application has been submitted).

For more information, please refer to the City of Palmetto Design Manual, which is located on the City website via:

[Applications & Forms | City of Palmetto, FL - Official Website](#) and [Engineering & Project Management | City of Palmetto, FL - Official Website](#)

As-built/Record Drawings and Final Site Reviews
for Certificates of Occupancy

The Building Department approval of a Certificate of Occupancy (CO) or Temporary CO (or of Completion) shall not be granted without approval of the as-built or record drawings by the Staff Development Review Committee (SDR). Submissions for SDR review must be sent to the Planning Department.

When the site is ready for final inspection, the City Planner shall be notified in writing by the Project Engineer who shall submit an electronic copy of the as-built drawings in acceptable format (ie., pdf) on CD or thumb drive, two (2) full size paper copies (Sheet size: 24"x36"), certified by the Engineer, Surveyor and Landscaper. As-built drawings must be high-quality, reproducible, show the actual installation of all improvements and clearly show revisions to the originally approved plan in order for SDR to verify and review modifications and deviations. A signed letter by the Engineer of Record stating that all work is completed must be included with the submission of the as-built drawings. As-built drawings will not be accepted if there are unpaid bills in the accounting department.

The City will perform an inspection and give the applicant a list of items (punch list) to be corrected prior to the issuance of a CO. The inspection and punch list will be completed within ten (10) business days of receipt of the as-built drawings. The next inspection and comments/CO shall occur within five (5) business days from receipt of written, signed notice by the Engineer of Record that the items on the punch list have been corrected or addressed.

If the second inspection results in a second punch list or a resubmitted as-built drawing, a 'subsequent review after second submittal' fee will be required.

No Certificate of Occupancy shall be granted without proof that the same as-built drawings submitted for SDR review have also been submitted to the Southwest Florida Water Management District.