

**CITY OF TARPON SPRINGS, FLORIDA**  
**Development Proposal & Agreement Application**

Return to:  
 Planning & Zoning Division  
 324 E. Pine Street  
 Tarpon Springs, FL 34689  
 (727) 942-5611

(Please type or print clearly)

**Property Owner(s)**

Name		Email	
Address			
City		State	Zip
Phone	Fax		Cellular

**Applicant**

Name		Email	
Address			
City		State	Zip
Phone	Fax		Cellular

**Agent (if applicable)**

Name		Email	
Address			
City		State	Zip
Phone	Fax		Cellular

**General Information**

Property Location or Address		
Legal Description (attach additional sheets as necessary)		
Tax Parcel Number(s)		
Proposed Agreement Duration (not to exceed 5 years)  <input type="checkbox"/> 1 yr. <input type="checkbox"/> 2 yrs. <input type="checkbox"/> 3 yrs. <input type="checkbox"/> 4 yrs. <input type="checkbox"/> 5 yrs.	<b>Present Designations of Property</b>	
	<table border="1"> <tr> <td>Land Use Category</td> <td>Zoning District</td> </tr> </table>	Land Use Category
Land Use Category	Zoning District	

**Additional Information Required:**

Applicant must submit a development proposal containing, at a minimum, the following information:

1. Application fees:
  - a. Request to Negotiate                      \$ 250.00 (no mailing labels or advertisement fees required)
  - b. Development Proposal                      \$2,500.00
  - c. Agreement Modification                      \$1,000.00
  - d. Agreement Extension                      \$ 250.00
2. Mailing labels for public notices (see attached instructions and request form) and applicable postage charges
3. \$1,000.00 advertising fee (requires 2 advertisements at \$500 each)
4. Proof of ownership or legal interest (warranty deed, title certification, contract, power of attorney, etc.).

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5. Description of the proposed development use(s) including residential density, building intensity, FAR, if applicable, and proposed building height.
6. A level of service analysis of the impact upon existing and proposed public facilities and services, including who shall provide such facilities, the date any new facilities will be constructed, if needed, and a schedule to assure public facilities and services are available concurrent with the impacts of the development.
7. A description of any reservation or dedication of land for public purposes.
8. A description of all City development approvals necessary, including any zoning or land use modifications required.
9. Accurate survey of boundary and existing conditions including but not limited to easements, streets, buildings, land uses, historic sites, zoning, wetlands, watercourses, utilities, general topographic contours, and existing zoning and land uses for all contiguous properties.
10. A preliminary master drainage and grading plan.
11. The location of proposed buffers or screening.
12. An existing tree survey.
13. A conceptual master plan showing the locations and acreage of general land uses including dwelling unit types, general types of non-residential uses, open spaces, recreational facilities, and other proposed uses.
14. Circulation plan showing locations and types of all access points and internal streets.
15. Proposed development phasing.
16. A list of all federal, state, and local permit requirements.
17. Any further information deemed necessary to conduct a complete review of the proposal, including, but not limited to:
  - a. Hurricane Shelter Space Impact Study, if required by Section 112.13, LDC.
  - b. Endangered/Threatened Species Study, if required by Section 144.00, LDC.
  - c. Traffic Impact Study, if required by Section 112.12, LDC.

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**AFFIDAVIT**

I (we), the undersigned, certify ownership of the property within this application, that said ownership has been fully divulged, whether such ownership by contingent or absolute, and that the name of all parties to an existing contract for sale or any options are filed with this application.

I (we) certify that \_\_\_\_\_ is (are) duly designated as the agent(s) for the owner, that the agent(s) is (are) authorized to provide subject matter on the application contained herein, whether verbal or written, and appear at any public hearing(s) involving this petition.

I (we) assent to the City's Comprehensive Plan as it applies to the property. Further, it is understood that this application must be complete and accurate and the appropriate fee paid prior to processing.

Date: _____	Title Holder: _____
Date: _____	Title Holder: _____
Date: _____	Title Holder: _____
Date: _____	Title Holder: _____

**STATE OF FLORIDA            )**  
**COUNTY OF PINELLAS        )**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20 \_\_\_\_ by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

NOTARY PUBLIC  
Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Stamp:

CITY OF TARPON SPRINGS, FLORIDA  
Mailing Label Request Instructions

City codes require that mailed notices be sent to surrounding property owners for certain types of applications and requests. It is the applicant's responsibility to provide the mailing labels to the City for such notices.

Please use the attached Label Request form from the Pinellas County Property Appraiser's Office to request mailing labels.

1. Fill in the blanks as appropriate for Name and Phone Number.
2. Specify the Search Distance as 200 feet.
3. Fill in the Subject Parcel Number(s). If there is more than one parcel number you must identify all parcels included in the application. Please use a separate sheet if necessary. If you need assistance identifying the appropriate parcel number(s) please contact the City's Planning and Zoning Division at 727-942-5611.
4. Fill in the Subject Address. This is the street address of the subject property. If the property is vacant, simply write "vacant, no address" on this line.
5. Mark the box labeled "Locus Search" and request at least 1 set of labels. You are not required to submit printed reports or a CD. Do not request a "Radius Search."
6. Fax the completed form to the number provided.
7. Allow at least 24 hours turnaround time.
8. Mailing labels may be picked up at the following address:

Pinellas County Courthouse  
Property Appraiser's Office  
315 Court Street, 2<sup>nd</sup> Floor  
Clearwater, FL 33756
9. Attach the mailing labels and a copy of the completed Label Request form to your City of Tarpon Springs application. Using these labels the City will mail notice of your application to the surrounding property owners. Your application cannot be processed without the required mailing labels.

## Label Request

The Pinellas County Property Appraiser's Office provides two types of parcel searches. Please choose which type of search you would like for your label request.

- A **Radius Search** is based on approximate center points of a subject parcel and the parcels that surround it. The search will identify parcels having center points within a specified distance from the center of the subject. This type of search will not identify some parcels that are only partially within the specified distance of the subject's center. This is the quicker and more economical search type.
- A **Locus Search** is a parcel search based on the boundaries of a subject parcel. Any parcel which is entirely or partially within a specified distance of any part of the subject's boundary will be included in the results. This is a more costly search because it must be performed by a member of our mapping staff, but it is more appropriate if you must identify every parcel within a certain distance of the subject for a legal purpose such as zoning variance hearings.

You must specify the distance to be used for either type of search. *Please see back of this request form for an illustration of the difference between Radius and Locus searches.*

Other custom parcel searches must be requested at the Property Appraiser's Mapping or Data Processing Departments in Clearwater.

**All reports are generated based on the data in the Property Value Roll as of the date the report is run. The run date will be listed on your report.**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Search Distance \_\_\_\_\_

Subject Parcel Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Section    Twnbsp.    Range    Subdivision    Block    Lot

Subject Address \_\_\_\_\_

Please select Locus or Radius Search and quantity:

<input type="checkbox"/> <b>Radius Search</b> _____ Quantity (sets of labels & printed reports only) <b>Pricing for a Radius Search:</b> The pricing below includes the cost of labor and one set of labels and one set of printed reports. The final price is based on the number of parcels identified by the search:  <table style="margin-left: 40px; border: none;"> <tr><td>1 - 100 parcels</td><td style="text-align: right;">\$10.00</td></tr> <tr><td>101 - 150 parcels</td><td style="text-align: right;">\$11.00</td></tr> <tr><td>151 - 200 parcels</td><td style="text-align: right;">\$12.00</td></tr> <tr><td>201 - 250 parcels</td><td style="text-align: right;">\$13.00</td></tr> <tr><td>Over 250 - Add \$1.00 for groups or partial groups of fifty parcels</td><td></td></tr> </table>	1 - 100 parcels	\$10.00	101 - 150 parcels	\$11.00	151 - 200 parcels	\$12.00	201 - 250 parcels	\$13.00	Over 250 - Add \$1.00 for groups or partial groups of fifty parcels		<input type="checkbox"/> <b>Locus Search</b> _____ Quantity (sets of labels only) _____ Quantity (Printed Reports) _____ Quantity - CDs (in CSV format)  <b>Pricing for a Locus Search:</b> \$30.00 per hour for labor plus \$1.00 per page for labels and \$3.00 per 100 pages of printed reports. \$15 per CD. Printed reports are not automatically included with the Locus Search and must be specifically requested. CDs are only available for Locus searches
1 - 100 parcels	\$10.00										
101 - 150 parcels	\$11.00										
151 - 200 parcels	\$12.00										
201 - 250 parcels	\$13.00										
Over 250 - Add \$1.00 for groups or partial groups of fifty parcels											

Please fax completed form to: **727-464-3448**. Call 727-464-3027 with questions.

**C ALLOW AT LEAST 24 HOUR TURNAROUND TIME ON ALL REQUESTS C**

Public information is furnished by the Property Appraiser's Office and must be accepted by the recipient with the understanding that the information received was developed and collected for the purpose of developing a Property Value Roll per Florida Statute. The Pinellas County Property Appraiser's Office makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability or suitability of this information for any other particular use. The Pinellas County Property Appraiser's Office assumes no liability whatsoever associated with the use or misuse of such information.