

**CITY OF TARPON SPRINGS, FLORIDA
Preliminary Development Plan 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

Project Name
Property Location or Address
Legal Description (attach additional sheets as necessary)
Tax Parcel Number(s)

Existing Land Use & Zoning Information

Present Designations of Property		Proposed Designations for Property	
Land Use Category	Zoning District	Land Use Category	Zoning District
Land Use Plan Amendment Required? <input type="checkbox"/> YES <input type="checkbox"/> NO		If yes, Countywide Plan Amendment Required? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Site Acreage:

Upland _____ Wetland _____ Submerged _____ TOTAL _____

Flood Information: [please check all that apply]

Zone X Zone X Shaded Zone AE Zone VE

Base Flood Elevation(BFE): [please list all elevations] _____

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NOTE: Pursuant to Section 81.00 of the Land Development Code the Preliminary Development Plan shall be processed and advertised in the same manner as a Zoning Atlas Amendment. The corresponding zoning designations shall be RPD, CPD and IPD. The Preliminary Development Plan shall expire 1 year from the date of approval unless a Final Planned Development Plan is submitted.

Proposed Land Use Information:

Residential Planned Development

Total No. of Units _____

Single Family:

_____ Detached _____ Zero Lot Line _____ Attached

_____ Cluster _____ Semi-Detached

Multi-Family:

_____ Triplex _____ Townhome _____ Other

_____ Apartment _____ Condominium

Non-Residential Planned Development

Total Non-Residential Floor Area _____

_____ Commercial _____ Industrial _____ Office

_____ Institutional* _____ Mixed Use _____ Other

*Institutional: [please describe proposed use and indicate number of beds]

Proposed Development Phasing Plan: [briefly explain including timelines]

The following MUST be furnished with this application: [incomplete applications will not be accepted]

- Completed application form
- \$750.00 application fee plus TBRPC fee paid prior to adoption, if applicable
- \$500.00 advertising cost for each required ad
- Proof of ownership (warranty deed, title certification, etc.)
- Completed application for Certificate of Concurrence
- Hurricane Shelter Space Impact Study, if required by Section 112.13, LDC
- Traffic Impact Study, if required by Section 112.12, LDC
- Endangered/Threatened Species Study, if required by Section 144.00, LDC
- Six (6) complete sets of plans – Preliminary Development Plans shall consist of the following minimum information:
 1. Accurate survey of boundary, existing conditions, and existing rights-of-way.
 2. Title of the project.
 3. Date, scale (1" = 60 or larger), north arrow, legend, location map.
 4. Sheet size 24 x 36 inches maximum.

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5. Multiple sheets if necessary with match lines clearly shown.
 6. Total site acreage:
 - a. Upland acreage.
 - b. Submerged acreage.
 7. Existing contours at 5 foot intervals.
 8. Proposed contours at 5 foot intervals.
 9. Number and gross density of all dwelling unit types by area or phase.
 10. Approximate dimensions and location of all proposed lot lines.
 11. Designation of all proposed setbacks.
 12. Designation and/or calculation of all proposed buffers and open space.
 13. Dimensions and locations of all structures.
 14. Preliminary drainage solution.
 15. Designation of all building heights.
 16. Floor area and floor area ratio of all nonresidential uses.
 17. Preliminary landscaping details.
 18. Vehicular circulation, parking, and loading.
 19. Phasing plan including starting and completion dates for each phase.
 20. Preliminary utility plan and engineering.
 21. Flood plain designation and requirements.
 22. Preliminary architectural renderings and styles.
 23. Concurrency Impact Statement.
 24. Description of the maintenance measures for all common open space and facilities.
 25. Pedestrian circulation.
 26. Designation of all recreation facilities.
 27. Tree survey with overlay of proposed development indicating size, type, location of trees to remain and to be removed.
- Mailing labels for public notices (see attached instructions and request form) and applicable postage charges

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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, 2nd 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"/> Radius Search _____ Quantity (sets of labels & printed reports only) Pricing for a Radius Search: 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: 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"/> Locus Search _____ Quantity (sets of labels only) _____ Quantity (Printed Reports) _____ Quantity - CDs (in CSV format) Pricing for a Locus Search: \$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
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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.