

**CITY OF TARPON SPRINGS, FLORIDA
Subdivision / Site Plan Approval 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		Current Use of Property
Land Use Category	Zoning District	

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] _____

CITY OF TARPON SPRINGS, FLORIDA
Subdivision / Site Plan Approval Application

Level of Service/Concurrency:

The following information shall be provided for new uses and/or development proposals altering the intensity of any existing use(s):

Service	Existing	Proposed	Net Change
Potable Water	GPD	GPD	GPD
Sanitary Sewer	GPD	GPD	GPD
Solid Waste	TPY	TPY	TPY
Transportation	TPD	TPD	TPD
Storm Drainage	Analysis / Review by Engineering Division		
Hurricane Shelter	Spaces	Spaces	Spaces

GPD = gallons per day
 TPD = trips per day

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

- Completed application form
- Application fee (based on site acreage)
 - 0 – 5 acres; \$ 500.00
 - 5.01 – 10 acres; \$ 750.00
 - 10.01 – 15 acres; \$1,000.00
 - 15.01 – 20 acres; \$1,500.00
 - 20.01 acres or more; \$2,000.00
- Proof of ownership (warranty deed, title certification, etc.)
- 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
- Acknowledge compliance with the City’s Public Art Ordinance (see criteria below)
- Demonstrate compliance with urban design requirements, if property is in the WDI zoning district (see criteria below)
- Twelve (12) complete sets of plans including all the following items.
 - A. All site plans shall be prepared under the direction of a Florida Registered Engineer and sealed by same.
 - B. All submittals for site plan approval shall include a completed application form with proof of ownership and designation of agent, if applicable, and provide the following information unless otherwise determined by the Director that the context of the application clearly requires less:
 1. All required information shall be submitted on standard sheets (24" x 36"). Site Plan submissions requiring more than one sheet shall include match lines and consecutive numbering.
 2. An accurate boundary survey sealed by a Registered Surveyor containing the complete legal description, plus easements, encroachments, existing structures, and rights-of-way affecting the property shall accompany the site plan. The survey shall also include the name, location and width of existing or platted streets and street rights-of-way within or contiguous to the site. Total site area is required (upland and submerged) with the limits of any jurisdictional wetlands and MHW levels clearly identified.
 3. Site plans shall be prepared at a scale of one inch equals sixty feet (1" = 60') or larger. As necessary, a smaller scale may be used for large projects. All drawings shall show the scale at which they are drawn, north arrow, vicinity map, the date they were drawn, and the date of all revisions.

CITY OF TARPON SPRINGS, FLORIDA
Subdivision / Site Plan Approval Application

4. In addition to all proposed buildings and parking areas, the site plan must show all proposed utilities including sanitary sewer service, and potable water supply, including the location of proposed fire hydrants.
5. The location, size, and type of all storm water management facilities with calculations signed and sealed by an engineer.
6. The location, description, and terms of any proposed easements, reservations, or dedications, together with any necessary legal instruments.
7. A tree survey with overlay of proposed development indicating size, type, location of trees to remain.
8. Existing contours and proposed grades at one foot intervals.
9. Flood zone and required first floor elevation(s).
10. Complete screening details, including fences or walls and landscaping provided by size, type, spacing, location with the method of irrigation.
11. A table of land use showing total area plus a breakdown of all open space (permeable surface) areas, pavement, building, etc.
12. Lot dimensions including curve data.
13. Proposed setback dimensions.
14. Gross floor area by type for non-residential uses.
15. Gross density for residential uses and number and types of units.
16. The proposed architectural elevations and floor plans with accurate dimensions.
17. Proposed private and public streets with right-of-way dimensions.
18. Proposed phasing plan by anticipated commencement and completion date.
19. Dumpster location and screening.
20. Required parking calculations (parking provided and required).
21. Size and location of required loading zones.
22. Required (proposed) sidewalks and internal walkways.
23. Driveways and access improvements.
24. Location and type of site lighting including pole height and fixture type.
25. Description of the maintenance of common facilities for residential projects.
26. The location, type, height, and size of proposed signs.

The following is an excerpt from the City's Comprehensive Zoning and Land Development Code regarding the Public Art Program.

§ 296.00 ART DESIGN STANDARDS FOR DEVELOPMENT AND REDEVELOPMENT.

(A) All projects and developments consisting of new construction, or renovation related to commercial, industrial, mixed-use projects and developments, and residential projects and developments, with the specific exception of renovations to or development of individual Single Family Residential Lots which are hereby exempted from the requirements of this Ordinance, any of which equal or exceed an aggregate job value of \$1,000,000.00, which are submitted for building permits must allocate not less than one percent (1%) of the aggregate job value up to the sum of \$100,000.00 per project for the provision of public art. If renovations affect multiple structures on a project site, which may be permitted separately, the aggregate job value is based on the construction valuation of all permits for the site.

(B) When a project is subject to the requirement of a public art allocation, the developer shall have two options:

1. The developer may contract with a professional Artist to create a permanent public artwork as part of the development project. Artworks must be located in publicly accessible locations. If desired, support will be available from both City staff and the Public Art Committee to assist in the selection of an Artist. Before

CITY OF TARPON SPRINGS, FLORIDA
Subdivision / Site Plan Approval Application

contracting with the Artist, the property owner will submit for approval by the Public Art Committee the Artist's qualifications, the Artist's proposal, a statement of how the project satisfies the parameters of the Public Art Program, and a budget reflecting that the allocation of funds required by the Program has been met.

Such artwork may include amenities such as streetscapes, paving treatments, architecturally integrated water features as well as mosaics, murals, or sculpture, etc. The artwork must be completed or commissioned before a certificate of occupancy will be issued.

2. In lieu of an on-site project, a developer may contribute .75 percent of the aggregate job value to the City's Public Art Fund. This in lieu fee must be paid prior to the issuance of building permit.

(C) Excluded from this requirement shall be:

1. Projects with an aggregate job value under \$1,000,000.00.

2. Residential developments of new construction for affordable housing.

3. Eligible projects pending approval for a building permit that have submitted a complete application prior to the date of passage of this Ordinance provided that:

a. The application is approved within six months of the date of application.

b. Construction begins within six months of the issuance of such approval and is diligently pursued to completion.

APPLICANT'S AKNOWLEDGEMENT:

Type of Public Art Activity [please initial only one]

_____ This project is exempt from the Public Art Program requirements.

Please state exemption: _____

_____ I will contract with a professional artist to create a permanent, public artwork as part of the development.

_____ In lieu of an on-site project, I will contribute .75 percent of the aggregate job value* to the City's Public Art Fund. I understand this fee must be paid prior to the issuance of a building permit.

**Aggregate job value means the total of all construction costs associated with a particular site plan project regardless of the number of permits associated with the project, or whether it is a phased project. Construction costs include all labor, structural materials, plumbing, electrical, mechanical, infrastructure, and site work.*

The following is an excerpt from the City's Comprehensive Zoning and Land Development Code regarding the WDI zoning district urban design requirements.

Compatibility Review:

(A) All uses in the WDI District shall be evaluated for compatibility with surrounding uses and furthering the intent of the WDI District as it relates to promoting the tourist oriented economy.

(B) Uses under this Code Section (§ 25.14) are evaluated for compatibility factors such as scale, mass, intensity, location, size, height, style and aesthetics. This list of factors is considered to be non-exclusive and the reviewing body may consider other relevant factors in making a compatibility determination. The use in order to be compatible shall be found to preserve the character of the adjacent neighborhoods.

(C) Design Requirements for all non-residential site plans.

1. Parking

CITY OF TARPON SPRINGS, FLORIDA
Subdivision / Site Plan Approval Application

- a. Parking lots/spaces may not be located in any required front setback or within the required pedestrian promenade. Alternative parking surfaces may be utilized throughout the district. All other applicable standards of the Land Development Code for the construction of parking lots shall be required.
 - b. Actual parking to be provided shall not exceed 110% of the required parking after the provision of all applicable credits and reductions allowed elsewhere in this Code.
 - c. Parking lots shall be masked from the street frontage and/or water frontage by a streetscreen as described in 6.b. below.
 - d. Where parking lot access can be provided from a side street or alley, direct access from Dodecanese Blvd. and Athens Street shall be prohibited.
 - e. Alternatives to the requirements of Section 127.03, Parking Lot Design and 134.05, Parking Lot Landscaping may be considered by the Board of Commissioners during site plan review when a superior alternative can be demonstrated that achieves the intent of buffering and screening off-street parking.
2. Sidewalks and private frontages (the area between the building and right- of-way)
- a. Pedestrian sidewalks and other pedestrian amenities may be located in any required setback or yard. Outdoor cafes, seating areas, terraces, canopies, arcades and other similar amenities that serve to integrate the public sidewalk with the fronting structure shall be allowed and encouraged within any required yard or setback. In addition to the standards of Section 132.00, public sidewalks shall be a minimum of 8'. Where insufficient right of way exists, a pedestrian easement shall be granted to provide the required 8' of sidewalk width. Awnings or galleries shall be required to provide shade for pedestrians along the primary and secondary frontages of the building.
3. Landscaping
- a. In addition to the landscaping requirements elsewhere in this Code, one street tree of at least 1.5" caliper or a cluster of three palm trees shall be planted for each 30' of frontage along the public right-of-way. Trees shall be of a species that, at maturity, the canopy shall not interfere with the building façade.
4. Elevation of buildings
- a. In order to preserve the urban streetscape, non-residential structures shall be constructed at or near street grade.
5. Pedestrian promenades on waterfront lots
- a. Waterfront lots shall provide a minimum 15' pedestrian promenade along the river frontage; arcades shall be allowed over the promenade with a minimum clearance of 10'; the pedestrian promenade shall form a continuous walkway along the river frontage. Pedestrian access from the street frontage to the promenade may be interior or exterior to the building. Where placement within the 15' setback is technically or economically impracticable, alternative placements of the pedestrian walkway may be considered by the Board of Commissioners during the site plan review process.
6. All site plans and building plans shall adhere to the additional building design requirements set out below;
- a. Building wall materials may be combined on each facade only horizontally, with the heavier below the lighter.
 - b. Streetscreens shall be between 3.5 feet and 8 feet in height and constructed of a material matching the adjacent building facade.

CITY OF TARPON SPRINGS, FLORIDA
Subdivision / Site Plan Approval Application

- c. Streetscreens shall have openings no larger than necessary to allow automobile and pedestrian access. In addition, all streetscreens over 4 feet high should be 30% permeable or articulated.
- d. A building recess of 5-10 feet between the second and third story, along the primary frontage, shall be required. At least 50% of the recess shall be setback a minimum of 10 feet. The remainder shall not be less than 5 feet. A building recess or accent line that architecturally differentiates the 1st and 2nd story shall be required.
- e. All openings, including porches, galleries, arcades and windows, with the exception of storefronts, shall be square or vertical in proportion.
- f. Openings above the first story shall not exceed 50% of the total building wall area, with each facade being calculated independently.
- g. The facades on frontages shall be detailed as storefronts and glazed with clear glass no less than 70% of the sidewalk-level story. Two-way visibility shall be maintained and shall not be obstructed by the use of reflective films, coatings, glazings or window signage.
- h. Pitched roofs, if provided, shall be symmetrically sloped no less than 5:12, except that porches may be no less than 2:12.
- i. Flat roofs shall be enclosed by parapets a minimum of 42 inches high, or as required to conceal mechanical equipment to the satisfaction of the TRC.
- j. Exterior finish materials on all facades shall be limited to stone, brick, wood, and/or stucco. Balconies, galleries and arcades shall be of similar materials as the primary structure or may be made of concrete, painted wood or metal.
- k. Buildings may have flat roofs enclosed by parapets or sloped roofs.

7. Requirements Specific to Hotels:

- a. Façade colors shall be of low reflectance, subtle, neutral, or earth tone colors, the use of high-intensity or metallic colors shall be prohibited.
- b. The use of neon tubing, strobe lights, moving lights, and other similar lighting mechanisms shall be prohibited.
- c. All facades visible from adjoining properties or public streets shall be designed to contribute to the overall scale of the building's features and encourage community integration by featuring characteristics similar to the front façade.
- d. Loading docks, trash collection, parking lots, and other outdoor storage and activity areas shall be incorporated into the overall design of the building and landscaping so that the visual and acoustic impacts are fully contained.
- e. Multiple connections shall be required between the structure and the public right-of-way.
- f. Walking routes (other than driveways and parking aisles) shall be provided as primary pedestrian access-ways between buildings, parking lots, and public sidewalks and shall be of a material that differentiates those routes from surrounding parking lots.

(D) Waivers

The Board of Commissioners may consider a waiver to the maximum front setback required in this Section when a superior alternative is presented and compatibility review requirements of this section have been met.

CITY OF TARPON SPRINGS, FLORIDA
Subdivision / Site Plan Approval Application

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: