## Preliminary Site Plan (PSP) (LDC Section 322)

The purpose of site plan review is to ensure that development is carried out in compliance with the Land Development Code (LDC), the Comprehensive Plan and other applicable county rules and regulations. There are three levels of site plan review: **General Development Plan (GDP)**, **Preliminary Site Plan (PSP)**, and **Final Site Plan (FSP) review**. **PSPs** are required for Planned Development projects and also in conjunction with other development review application types where a Preliminary Site Plan may provide adequate detail to make a decision prior to going through the effort and expense of preparing a Final Site Plan. For requests to ***change*** a previously approved PSP the applicant must submit the same documents and plans as with the original submittal, highlighting the revisions (see checklists).

### Purpose.

Preliminary Site Plan approval is required for:

1. Planned Development;
2. Planned Developments where the Board or the Department Director determines a General Development Plan will not provide adequate detail to assure compliance with this Code and the Comprehensive Plan;
3. In conjunction with other development review application types where a Preliminary Site Plan may provide adequate detail to make a decision prior to going through the effort of preparing a Final Site Plan.

A PSP shall be designed to show the location and nature of a project at a greater detail than a General Development Plan (GDP), but not as detailed as a Final Site Plan (FSP), to allow analysis of the arrangement of land uses and improvements on the site in relation to each other, existing conditions, and surrounding property.

### Review Procedures.

PSPs submitted in conjunction with an application that requires Hearing Officer or Board approval shall be reviewed through the public hearing process. Otherwise, they may be approved administratively as follows:

1. The Development Review Committee shall review the request and submit comments to the Department Director.
2. Within a reasonable period of time following receipt of the recommendation of the DRC, the Department Director shall approve, approve with conditions, or disapprove the PSP, furnishing the developer a statement in writing of his/her reasons for any disapproval.
3. Approval of a PSP by the Department Director shall not constitute approval of a Preliminary Plat or a Final Site Plan. Upon approval or approval with conditions of the PSP, the applicant may proceed to the Final Site Plan review stage.

### Review Criteria.

Every site plan shall be evaluated based upon the criteria listed in LDC Section 322.2. If the PSP is being considered in conjunction with a Zoning Atlas Amendment to PD, the criteria for listed in LDC Sections 342.3 and 342.4 will also be considered.

### Submitting a PSP Application Packet.

Complete and submit the following forms online at [https://aca3.accela.com/manatee](https://aca3.accela.com/manatee/):

1. From the list of Planning Applications on Accela, select the following:
2. For Planned Developments: Form *A2 -* *Planned Development*, and under Application Type, select *Preliminary Site Plan*. The information must be entered directly into Accela.
3. All other projects: Form *A4 –* *Site Plan*, and under Application Type, select *Preliminary Site Plan*. The information must be entered directly into Accela.
4. Form *B3 -* *Preliminary Site Plan Application Worksheet*.
5. Form *C3 -* *Preliminary Site Plan Application Checklist.*

Collect all the required affidavits, certificates, reports and plans listed in the *Checklist*. You will be required to attach them to your electronic submission.

Be prepared to pay the fees indicated in the Manatee County Fees schedules. All fees required at the time of application submission must be paid in order for an application to be accepted. Online payment may be by credit card or eCheck.