## Final Site Plan (FSP) Application Packet (LDC Section 323)

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**. **FSPs** are required for all developments, except for individual single family homes, duplex dwellings, mobile homes, limited Increase in Gross Floor Area (less than 1,000 square feet of gross floor area or 10% of the total existing gross floor area, whichever is greater, but not to exceed 2,000 square feet), change of use with no additional parking spaces required, and non-commercial agricultural buildings. See LDC Section 320.0.C for greater detail. For requests to ***change*** a previously approved FSP the applicant must submit the same documents and plans as with the original submittal, highlighting the revisions (see checklists).

### Purpose.

Final site plans shall be generally required for the following:

1. Prior to the application for a Building Permit for a development project.
2. In conjunction with other development review application (Special Permit, Variance, Off-Street Parking, etc.).

### Review Procedures.

Final Site Plans are approved administratively. Approval of the Final Site Plan authorizes the applicant to proceed with an application for Building Permit. Any conditions imposed by the Department Director will need to be addressed prior to the approval of the Building Permit.

Prior to commencement of construction activities authorized with the approved Final Site Plan, an Erosion and Sediment Control Plan (ESCP) shall be approved by the Department Director, as required pursuant to the Manatee Public Works Standards Manual.

Final Site Plans may be used to obtain approval of a tree protection plan, tree removal permit, parking lot landscaping plan, screening plan, off-street parking or loading plan, driveway permit, or private street application. Final Site Plans may also serve as any other formal plan or permit required under the Land Development Code or other County ordinance, within the discretion of the Department Director and based upon prior written approval of the appropriate County approving authority, if any, for such other plan or permit.

### Review Criteria.

Per LDC Section 323.2, every application for Final Site Plan approval shall be evaluated based upon the following criteria.

1. Whether the plan meets the requirements of the land development code;
2. Whether the proposed development is consistent with the comprehensive plan;
3. Whether the proposed development is consistent with prior applicable approvals; and
4. Whether the proposed development meets the level of service standards adopted in the comprehensive plan. Proof of meeting these standards shall exist in the form of a certificate of level of service compliance.

### Submitting an FSP 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:
2. For Planned Developments*:* Form *A3 –* *Planned Development*, and under Application Type, select *Final Site Plan*. The information must be entered directly into Accela.
3. For Other Projects*:* Form *A4 -* *Site Plan*, and under Application Type, select *Final Site Plan*. The information must be entered directly into Accela.
4. Form *B4 -* *Final Site Plan Application Worksheet*.
5. Form *C4 -* *Final 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.