PROCESS MANUAL
General Processing Information

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GENERAL
PROCESSING
INFORMATION
OVERVIEW

The purpose of this guide is to provide information for development in unincorporated Manatee County.

County staff has the responsibility to review and coordinate comments with local, State and Federal agencies. An overview of the administrative/non-public hearing and public hearing development review processes are provided here.

A link to the applications and forms will be found on each process page. An Applicant can also find the forms by following this link:


From there, you can navigate to:

Planning Applications, Forms, and Fees

Land with water bodies, wetlands, swamps, marshes, mangroves, or hydric soils may also fall under the regulatory jurisdiction of state and federal agencies, e.g., the U.S. Army Corps of Engineers, the Florida Department of Environmental Protection (DEP), the Southwest Florida Water Management District (SWFWMD or "swiftmud"), the Manatee County Department of Natural Resources (DNR). Applicants should contact those individual agencies for determination.

PRE-APPLICATION MEETING

The process begins with submittal of a “MANATEE COUNTY BUILDING AND DEVELOPMENT SERVICES PRE-APPLICATION CONFERENCE REQUEST FORM” to the RevieweronCall@mymanatee.org or by fax 941-708-6152. To schedule this meeting, an Applicant contacts the Manatee County Building & Development Services (941-748-4501, Extension 3070) for the next available Pre-Application meeting date. All Pre-Application meetings are held on Fridays.

The form is available from:

Manatee County Building & Development Services
County Administration Building
1112 Manatee Avenue West
Bradenton, FL

Or

Online using the following links:
A Pre-Application meeting provides an Applicant the opportunity to discuss potential land development activities prior to the actual filing of an application. An Applicant is advised regarding the specific procedures for submittals. While a Pre-Application meeting is not required, one is recommended, especially for those Applicants who have never processed an application through Manatee County review. This is often the first impression an Applicant gets of the professionals from the County who will be processing their request. It will help an Applicant plan, design, and submit a complete, formal application to the County. It is an Applicant’s opportunity to question County staff and discuss issues prior to submitting a formal application and it provides direction to Applicants for specific proposals.

In the “REQUEST FOR PRE-APPLICATION MEETING FORM,” an Applicant should provide as much documentation that is available to assist County staff in their preparation for this meeting. This step prepares the groundwork for the Pre-Application meeting.

Any relevant material specific to the proposal should be submitted, and can include:

- Preliminary plans for the development
- A narrative description of the proposed development or activity
- A desired timeframe for construction or start of activity
- Any known neighborhood issues that may arise from the proposed development or activity

Issues discussed in the Pre-Application meeting can include, but may not be limited to:

- Design layout
- Connectivity and site access
- Traffic impacts
- Project density
- Water and sewer availability
- Stormwater management and floodplain impact
- Landscape requirements
- Emergency access
- Other health and safety issues
- Timeframe for plan review
- Impact Fees
- Other fees required
- Contact list for follow up questions

An Applicant presents the project to County staff. Information concerning County infrastructure, design standards, concurrent development (“concurrency”), and application processes and timeline are then explained to the Applicant.

There are two types of Pre-Application meetings for land development projects: the Standard Meeting, with DRC Reviewers who will be reviewing the application, and the Manager’s Level Meeting. Decision makers will be in attendance at the Manager’s Level Pre-Application meeting, so if decisions need to be made relative to a future submittal,
those decisions can be made at that meeting. Generally, the same format is always used for a Pre-Application meeting. The Applicant will be advised that the Pre-Application information is only valid for 6 months, and a disclaimer will be added that all projects and comments are subject to change.

Staff will be prepared to address the following information for each Application:

**Standard Meeting (Fee - $1,500) Creditable**

- Zoning Classification
- Permitted Uses
- Minimum Lot Size area/square footage
- Minimum Width of Lot
- Setbacks
  - Front Yard
  - Side Yard
  - Rear Yard
- Maximum building height
- Maximum Floor Area Ratio (FAR)

- Existing Future Land Use Designation
- Special Regulations
- Commercial Node
- Within 1,500 feet of a functionally classified roadway
- Inside of a Comprehensive Plan Overlay district
- Status of road on Thoroughfare Map

- Effects of Proposed Use on Comprehensive Plan category, Zoning Classification or Conditional Use Criteria; if large project does it meet DRI thresholds
- Special Approval required?

Is there a requirement for the application to be reviewed by the Manatee School District? If so, there is an interlocal agreement that details a separate process for review and approval of development applications submitted by the School District. The process can be found in Section 1013.33, Florida Statutes, under the Amended / Restated Interlocal Agreement for Public School Facility Planning.

- FEMA flood
- FEMA zone description
- FEMA panel #

- Check FL Historical/Archaeological site inventory online
- Piper Predictor Map
- Contact an agency certified by the Florida Department of State, Division of Historical Resources

- Hurricane Evacuation Area
- Hurricane Evacuation Study required for development
- Inside any relevant Public Safety special district
- Site served by Fire/EMS/Law Enforcement – identify agency and contact
Explain approval process for fire district
Inside any spillway area of Lake Manatee Dam

Explain Land Development application process
  Necessary Forms
  Process description (provide appropriate pages from Manual)
  Explain the procedure to the Applicant; will there be a Public Hearing or will the review and approval be Administrative or perhaps both?
  Comprehensive Plan Amendment required? (If so, describe, provide flowchart and invite representative to meeting OR provide contact information
  Advise on Neighborhood Registry and need for neighborhood meeting
  Advertising and process requirements
  Give a schedule for all of the above, and discuss if it is reasonable

County Fees
  Fee schedule and description of fees
  Impact Fee schedule and contact information
  Any updates/future changes to fees pending

Is the site adjacent to any other jurisdictions that would also be involved in this development review?

Is a FDOT access permit required – provide contact information
  Access management plan on any traffic impact area roads
  Visibility triangles
  Driveway location, construction, setback, radius, etc.
  Off-site improvements required
  Off-street parking requirements, including handicapped/ADA requirements
  Easements for utilities

Located on a transit route?
  Shelter needed?

Provide existing data/link sheet/LOS data/existing or proposed thoroughfare information
  Any information/guides for traffic study analysis?
  Provide Traffic Impact Statement or Traffic Impact Analysis parameters

Special Transportation Consideration? (TCEA/TCMA/MMTD/Scenic Highway?)
  Located on designated Hurricane Evacuation route?
  Greenway Trails – project adjacent to greenway identified on Master Plan?

Demonstrate coordination with other approved developments

Information to be provided by School Board (obtain information prior to DRC meeting, if Applicant provides residential sidewalk information)
  If residential, is there going to be school bus stop accessibility
  Provide contact information
Manager's Level Pre-Application Meeting (Fee - $2,500) Non-creditable

Same information as given for a Standard Pre-Application meeting, plus:

Management Level staff

Map sets to include
- FLU
- FEMA
- Base maps w/roads, parcels and surrounding features, aerials, Evacuation Zones, Spillway, CIP projects, Greenway Trails, Transit, Thoroughfares, Utilities (lift stations, sewer, water), Vegetation (from SWFWMD), Soils
- Copies of existing approval, Development Orders, 1st page of site plans, CLOS, any pertinent permits, etc., if applicable
- Copies of Neighborhood Registry information
- Known neighborhoods, civic, and social organizations that get involved in development review
- Development trends in area (approvals, pending projects, issues with approvals in area, comparable projects in area and their timeline, typical density, setbacks, FAR, etc. for the area, infrastructure improvements by other developments and their significance
- Economic Development (in CRA or UIRA). How many people will the development employ and what will their salaries expected to be? Will it bring industry or trade to the area? Give contact information for Economic Development Coordinator
- Potential Traffic Engineering issues with proposal? Existing deficiencies known with roadways or intersections? Cross sections of traffic impact area roadways meet current County standards?
- CIP Projects in area?
- MPO/TIP/FDOT Plans?
DEVELOPMENT REVIEW COMMITTEE (DRC) RESPONSIBILITY

DEVELOPMENT REVIEW AGENCIES

- Florida Dept of Health
  - (Environmental Health)
    - Potable Wells
    - Septic Tanks
    - Public pools

- Manatee County School Board
  - Need for school
  - Location
  - Timing of on-site and off-site improvements

- Public Works
  - Transportation
    - All components of Concurrency
    - Thoroughfare roadway systems
    - Right-of-way dedication
    - Review all development proposals for traffic operations and safety
    - Right-of-way designation
  - Stormwater
  - Utilities Engineering

- Public Safety
  - Addressing
  - Emergency access
  - Emergency response

- Property Management
  - Land Acquisition
  - County Surveying

- Fire Districts
  - Water Supply Pressure
  - Hydrant Location
  - Fire Lanes
  - Maneuvering Areas
  - Districts
    - Cedar Hammock Fire Department
    - East Manatee Fire Department
    - Sarasota-Bradenton Airport Authority
    - Myakka City Fire Department
    - South Manatee Fire & Rescue
    - State of Florida – Division of Forestry
    - North River Fire Department
    - Trailer Estates (Volunteer)
    - Parrish Fire Department
    - West Manatee Fire Department

- Manatee County Building & Development Services
  - Building
    - FEMA/Flood
    - Services
  - Development Services
    - Planning – Administrative Review
    - Comprehensive Planning/Public Hearings
    - Environmental Planning
      - Tree Protection and Landscape
      - Wetland/Upland Habitat Protection
      - Water Quality
      - Phosphate Mining
When reviewing any project proposed for development in the County, staff makes recommendations to ensure the property is developed in conformance with local ordinances, codes and regulations contained in the County’s Comprehensive Plan and Land Development Code (LDC).

DRC was established to bring together County staff and Applicants for discussion and consensus and to answer and solve questions related to the County review process and help to expedite the process. It also aids to clarify and resolve any roadblocks associated with a request, and to help move the projects to completion and sign-off. DRC meetings are scheduled automatically one week after Reviewing Agency Meeting (RAM).

In the review process, the DRC offers guidance and relative code requirement clarifications to an Applicant.

**APPLICATION SUBMITTAL**

An Applicant decides the timing for the submittal of an application for Completeness Review. The application fee is due at the time of submittal. The submittal packet must include the original forms which are listed in the Submission Requirements for Completeness Review list after each process. Manatee County Building & Development Services, Reviewer on Call staff will check all forms for completeness. Upon being deemed complete, the Reviewer on Call staff will assign a project number to the application.

In order for the application to be routed, it must be deemed complete and meet County requirements included on the checklist. The application will be deemed one of the following:

- **MEETS REQUIREMENTS (Deemed Complete)** - ready to be routed for staff review
- **MEETS REQUIREMENTS WITH CONDITIONS (Deemed complete with minor changes that can be submitted along with additional copies for routing)**
- **DOES NOT MEET REQUIREMENTS, RESUBMITTAL REQUIRED (Deemed Incomplete – needs to submit additional information before application can be routed)**

Site Plan Submittal Methods for Routing and Review (digitally – *BUZZSAW/MEPS* or hard copies – actual documents plus digital copy of total application)

*BUZZSAW/MEPS*, is the electronic paperless submittal process. To submit using this format, an Applicant must purchase a license. There is a nominal fee for one year. The *BUZZSAW/MEPS* application submittal process is totally digital, including response from County staff. The review time, however, does not change under this format, just the ease of submission and saving in paper costs and time. Please contact Reviewer on Call for details.
FORMAL APPLICATION STAFF REVIEW  
(Total 15 Business Days)

Following the completeness review, the Applicant will submit the application, either electronically or by hard copy. If submitting hard copies, ten additional copies of application (review packets) and 10 copies of the site plan are required. These review packets are distributed to appropriate County staff for review and comment. If electronically submitted, only one electronic copy is required.

Approximately 10 business days after plan distribution, the project is discussed on Wednesday morning, at the weekly Review Agency Meeting (RAM) meeting. This meeting is attended by representatives from all review agencies. Plans are discussed and redlined. The meeting is designed to allow discussion of development applications and avoid conflicts and redundancy in agency review. On the following Wednesday, the Applicant will receive comments from the various reviewing agencies. On a rare occasion, additional time may be required for complex cases. These time extensions will be granted for specific reasons such as the review of a traffic study, or other complex analyses or issues requiring review of detailed project design. The Case Manager is responsible for compiling all of the comments from the various reviewers and sending them to the Applicant/Agent. If the Applicant is using the BUZZSAW/MEPS System, they will be notified electronically that the comments are ready. It will be the Applicant’s responsibility to retrieve these comments.

Some projects need re-submittal to address DRC comments. In the re-submittal phase, the Applicant has the option of working directly with staff to resolve outstanding issues. The Case Manager, and all other county agencies have 15 business days to review the second submission by an Applicant.

Non-Public Hearing Cases

Final phase of review is sign-off. Once the re-submittal is reviewed and deemed sufficient, the non-public hearing cases are scheduled for sign-off. The Applicant is notified that there are no further questions and is asked to bring 6 copies of the plan for signature of the following department representatives: the Case Manager, stormwater review, health department, concurrency, environmental review, and engineering. Once the project is signed-off, the Applicant is notified. The Applicant or agent is the final signature needed for a site plan to be approved. If the plan is submitted thru BUZZSAW/MEPS, electronic signatures will be issued.

During this sign-off process, an approval letter is prepared by the Case Manager. All conditions of approval (stipulations) provided by the department representatives are placed in the approval letter. If the applicant has submitted through BUZZSAW/MEPS, an electronic copy is submitted and the plan is signed electronically. If the Applicant contests any stipulations, an additional process is available.

Public Hearing Cases

When deemed sufficient and there are no further questions from staff, review agencies are required to issue a memo stating no objection, along with any stipulations recommended. The
Case Manager will then commence production of staff report and schedule hearing dates. Public Hearing dates, advertising requirements, and Planning Commissioners and Board of County Commissioners public hearing procedures are detailed in the following links:

- Manatee County BOCC, PC and Development Services Public Hearing Schedules
- Public Hearing Advertising Requirements
- Public Hearing Procedures

**Miscellaneous**

Unless otherwise determined by the Case Manager, the re-submittal, distribution and review timeframes will be the same as the original submittal. Projects that have limited outstanding items may not require distribution of resubmitted plans. Non-public hearing cases may be scheduled for sign-off with the minor corrections identified on the sign-off plans. Public hearing cases may require additional individual discussions to resolve minor outstanding issues.

It is essential that everyone, County staff, the Applicant (developers and their agents), communicate as clearly and accurately as possible with the Case Manager to provide the smoothest transition from findings and comments, to sign-off or scheduling of public hearings.

**Additional Review**

A process is available for additional level of review by review agencies. There is an additional review fee required. This process is provided if the Applicant wants further review to reduce the number of conditions for approval. The additional review takes 15 business days.

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**SITE PLAN TYPES**

**ADMINISTRATIVE APPROVALS**

- Administrative Determinations/Interpretations/Zoning Verifications
- Administrative Permit
- Final Site Plans (FSPs)
- Offstreet Parking Plans
- Plats
  - Preliminary
  - Major Subdivision
  - Minor Subdivision
- Private Streets
- Temporary Use Permit
- Tree Removal Permit

**PUBLIC HEARINGS**

- Comprehensive Plan Amendments
- Developments of Regional Impact (DRIs)
- General Development Plan (GDP)
- Preliminary Site Plan (PSP)
- LDC Text Amendments
- Rezones
- Special Permit
MISCELLANEOUS
Certificates of Appropriateness
CLOS
Development Agreements
Personal Wireless Service Facilities (PWSF)
Street and Structure Numbering Standards
Variances

REVIEW TIMELINES

The review timeline starts when the Application has been deemed complete and all necessary copies of the application and plan have been submitted.

Administratively Approved Permits
- Plans submitted to County; review clock starts
- County has 15 business days (3 weeks) to review and comment on site plan
- RAM meeting scheduled between County staff to review plans; week 2
- Applicant receives 1st round of comments from County staff in week 3; (there is no timeline for when an Applicant is required to resubmit a response to County comments)
- Scheduled DRC meeting with Case Manager and Department Managers to discuss site plan and outstanding comments after 1st round of comments (Applicant is invited and encouraged, to attend.)
- Applicant responds to comments
- County staff reviews 2nd round of comments; County has 15 business days to review and comment on site plan
- RAM meeting scheduled for County staff to review plans; week 2
- Applicant receives 2nd round of comments from County staff
- Applicant responds to comments
- If there are still issues, a 2nd DRC meeting may be scheduled, with Case Manager and Department Managers to discuss revised site plan and outstanding comments. Again, Applicant is invited, and encouraged, to attend.
- 6 sets of plans submitted for sign-off
- An approval letter is issued. If there are outstanding comments, the comments can be addressed in the approval letter as Conditions of Approval or the Applicant can pay for an additional round of review by County. The additional review would have the potential of eliminating stipulations as part of site plan approval
- County has 15 business days to review and comment on site plan for Additional Review
- 6 sets of site plans submitted for sign-off
- An approval letter is issued a week after final site plans have been submitted and reviewed
Public Hearing Permits

- Plans submitted to County; review clock starts
- County has 15 days business days to review and comment on application
- RAM meeting scheduled for County staff to review plans; week 2
- Applicant receives 1st round of comments from County staff in week 3; (there is no timeline for when an Applicant is required to resubmit a response to County comments)
- Scheduled DRC meeting with Case Manager and Department Managers to discuss site plan and outstanding comments after 1st round of comments (Applicant is invited, and encouraged, to attend.)
- Applicant responds to comments
- County staff reviews 2nd round of comments; County has 15 days business days to review and comment on site plan
- RAM meeting scheduled between County staff to review plans; week 2
- Applicant receives 2nd round of comments from County staff
- If there are still issues, a 2nd DRC meeting may be scheduled, with Applicant, Case Manager and Department Managers to discuss outstanding comments. Again, Applicant is invited, and encouraged, to attend.
- A letter of no objection is issued by all development reviewers.
- Case Manager prepares staff report for Public Hearing; business days
- Staff report reviewed by Manager
- Staff report reviewed by CAO
- Public Hearing dates set
- Advertising set 10 days prior to Public Hearing
- Signs are posted, by applicant, at site for public notice requirement
- Public Hearing (if Planning Commission, either receives an approval or denial recommendation to take to the Board of County Commission; if Hearing Officer, final decision made
- Advertising set 10 days prior to Public Hearing
- Board of County Commission; BOCC either approves or denies project. If project denied, cannot resubmit for one year.

PC/BCC Public Hearing Rules of Procedure

Rules of Procedure for public hearings are in effect pursuant to Resolution No. 10-195. Copies of this resolution are available for review at the County Switchboard located on the main floor of the County Administration Building, 1112 Manatee Avenue West, Bradenton, Florida, or for purchase at the Citizens Action Center on the ninth floor of the County Administration Building.
ADMINISTRATIVE APPROVALS
ADMINISTRATIVE DETERMINATION
INTERPRETATION
ZONING VERIFICATION

APPROVING AGENCY: Manatee County Building and Development Services Department

PURPOSE: Upon request, to provide, in writing, an interpretation of the provisions of one or more standards or requirements of the Land Development Code or the Comprehensive Plan as it relates to a particular type of development on a particular property. A Zoning Verification provides the correct zoning of a particular property

NEEDED WHEN: There is a need for an interpretation of the Land Development Code or Comprehensive Plan by County Official.

TIME FRAME:
- 5 business days Zoning Verification
- 10 business days Administrative Determination

FEES REQUIRED:
- $300 Zoning Verification
- $600 Administrative Determination
**APPROVING AGENCY:** Manatee County Building & Development Services Department

**PURPOSE:** To allow certain activities, which by their scale, duration or nature, would not generally have an adverse impact on their surroundings, when controlled in accordance with the standards of the Land Development Code. A FSP (Final Site Plan) is filed in conjunction with an Administrative Permit. A FSP and Construction Plan may be filed concurrently. In some instances, an Administrative Permit may be processed as a One-Stop Review or a Case Manager Review Only. Administrative Permits do not require public hearings, however, an Applicant may appeal any Administrative Permit decision to the BCC.

**REQUIREMENTS:** Please see Submission Requirements for Completeness Review.

**TIME FRAME:** 8-12 weeks (Acceptance after Completeness Review)

**FEES REQUIRED:**
- $6,000.00 Final Site Plan Standards
- $2,500.00 Plan done to plot plan standards (One-Stop Review or Planner Review only).
- $4,500.00 Planning and Limited reviewers
APPROVING AGENCY: Manatee County Building & Development Services

PURPOSE: To submit a plan that will ensure compliance with the Land Development Code and the Comprehensive Plan. A Final Site Plan (FSP) is used for the following proposed developments of land:
- Permit the application for a Building Permit;
- Prior to the establishment or expansion of a Special Permit use;
- Concurrently with the issuance of an Administrative Permit; or
- Prior to the establishment, expansion, or change of any use, activity, or structure, pursuant to the Land Development Code.

REQUIREMENTS: Please see Submission Requirements for Completeness Review (copy attached to application packet).

FEES REQUIRED:

**Small Scale Projects (1-299 lots or up to 74,999 SF):**
- $6,000.00 +$10.00 per lot (residential);
- +$40.00 per 1,000 SF Commercial

**Moderate Scale Projects (300-599 lots or from 75,000 to 149,000 SF):**
- $12,000.00 +$10.00 per lot (residential);
- +$40.00 per 1,000 SF Commercial

**Large Scale Project (600+ lots or 150,000 SF):**
- $18,000.00  +$10.00 per lot (residential);
- +$40.00 per 1,000 SF Commercial

**Modification to Site Plan:**
- $2,500.00 One-Stop Review or Case Manager Review Only
- $4,500 Planning and Limited Reviewers
OFFSTREET PARKING PLANS

APPROVING AGENCY: Manatee County Building & Development Services Department

PURPOSE: To increase or decrease the number of parking spaces, or when traffic circulation on-site is proposed to be modified.

REQUIREMENTS: Please see Submission Requirements for Completeness Review (copy attached to application packet).

TIME FRAME: 6-8 weeks (from complete application)

FEES REQUIRED: $ 2,500.00 One Stop Review or Planner Review Only
$ 4,500.00 Planning and Limited Reviewers
APPROVING AGENCY: Manatee County Building & Development Services Department

PURPOSE: To divide property into 11 or more parcels. A Preliminary Plat is also used for the creation of new street, or for the extension of public facility mains, or the creation of 6 or more lots on unpaved County street or an non-residential subdivision. The preliminary plat shows the generalized configuration of lot sizes, proposed improvements and engineering intent.

REQUIREMENTS: Please see Submission Requirements for Completeness Review

TIME FRAME: 6-8 weeks (from complete application)

FEES REQUIRED:
- $6,000.00 Small Scale Projects (under 300 lots)
- $10,000.00 Moderate Scale Projects (300-599 lots)
- $18,000.00 Large Scale Projects (600 lots or more)

Modification to Preliminary Plat:
- Administrative $2,500.00 One Stop or Planner Review Only
- $4,500.00 Planning and Limited Reviewers

Public Hearing $7,000.00
APPROVING AGENCY: Manatee County Board of County Commissioners

PURPOSE:
- Proposed creation of 11 or more lots
- Proposed creation of new street.
- Proposed creation of 6 or more lots on an existing, unpaved county street.
- After the preliminary plat and final site plan have been approved for the project.

REQUIREMENTS:
Preliminary Plat approval and Construction Drawing approval; for final plat submission requirements, please contact the final plat coordinator.

BONDING REQUIREMENTS:
Performance bonds may be provided for public improvements not yet constructed. Defect security bonds are required to ensure all installed improvements meet County standards. Bond amounts are determined when engineering cost estimates are provided.

TIME FRAME:
120 - 180 days (time frame is leaning closer to 180 days) depending on meeting schedules

FEES REQUIRED:
- $4,000.00 + $10.00 per lot (for small scale projects 299 lots or less)
- $7,000.00 + $10.00 per lot (for moderate scale projects 300-599 lots)
- $14,000.00 + $10.00 per lot (for large scale projects 600 lots or more)
- $275.00 Bond Release Fee
PRIVATE STREETS AND EASEMENT CONVERSIONS

APPROVING AGENCY: Manatee County Building & Development Services Department

PURPOSE: To convert an existing easement recorded prior to May 4, 1981, into a means of access for contiguous properties or to amend an existing private street.

REQUIREMENTS: Please see Submission Requirements for Completeness Review

TIME FRAME: 6-8 weeks (from complete application)

FEES REQUIRED: $2,400.00
TEMPORARY USE PERMITS

APPROVING AGENCY: Manatee County Building & Development Services Department

PURPOSE: To allow a use on a temporary basis (unless specifically authorized, a Temporary Use Permit shall not exceed 6 months without an extension of a granted temporary use, however, in no case shall a temporary use be allowed to extend for more than 2 years total. Generally, a Temporary Use Permit should be requested 30 days in advance of a scheduled event. An application for a Temporary Use shall demonstrate compliance with the standards in Section 705 of the Land Development Code.

Section 705 details the uses and criteria for those uses allowed on a temporary basis. In addition to those uses listed, dredging activities and temporary use of right-of-way during an allowed Temporary Use Permit are processed in the same manner. An Applicant is also advised that additional permits (i.e., tree removal permit, right-of-way use permit) may be required in addition to obtaining a Temporary Use Permit. Also, for special events, an Insurance Certificate and/or Indemnification Agreement demonstrating general liability coverage for the duration of the event.

Appeals regarding these applications shall be heard by the Board of County Commissioners, and at any time, if questions arise during the review of a Temporary Use Permit, staff or the Applicant may elect to take the permit to the Board of County Commissioners for a decision.

REQUIREMENTS: All applications for Temporary Use Permits are obtained by contacting the Permitting Division of the Building and Development Services Department. All required materials and/or demonstration that all requirements have been met must accompany application.
| **TIME FRAME:** | 30 days prior to event |
| **FEES REQUIRED:** | $435 |
| | $450 (with a tent request) |
APPROVING AGENCY: Manatee County Building & Development Services

PURPOSE: To regulate the removal, replacement, or relocation of trees in order to preserve, protect and enhance valuable natural resources.

FEES REQUIRED:

$300.00 Tree Removal Permit (15 trees or less)

$500.00 Tree Removal Permit (16 trees or more)

Tree Removal Payment in Lieu of Replacement

$345.00 (per replacement tree required, 4" – 15" DBH) (3" caliper replacement tree)

$495.00 (per replacement tree required, (Each 4" caliper replacement tree)

$645.00 (per replacement tree required, 16" – 30" DBH (East 5" caliper replacement)

$1,700.00 (per replacement tree, 30" - + DBH 7" caliper replacement)
PUBLIC HEARINGS
APPROVING AGENCY: Manatee Board of County Commissioners

PURPOSE: To change the Comprehensive Plan, as follows:

- A policy amendment, amending the text of any chapter or element of the Comprehensive Plan, thereby impacting an area within Manatee County extending beyond the property owned or otherwise associated with the Applicant. Any person owning, or having a substantial interest in property in Manatee County may submit a proposed policy amendment to the Local Planning Agency for formal consideration;

- An amendment to the Future Land Use Map contained in the Future Land Use Element, other than a small-scale map amendment. These amendments shall be termed “map amendments,” and may be submitted to the Local Planning Agency for formal consideration by any person owning or having substantial interest in property within the area proposed for change on the Future Land Use Map;

- A “small scale map amendment” meeting the requirements of Chapter 163.3187(1)(c)1, Florida Statutes; and

- An amendment to Part II of the Capital Improvements Element (Implementation). This type of amendment may only be initiated by the Board of County Commissioners.
**REQUIREMENTS:** Compliance with Chapter 163.3184, Florida Statutes, relating to Process for Adoption of Comprehensive Plan or Plan Amendments; and Chapter 163.3187, Florida Statutes, relating to Process for adoption of small scale Comprehensive Plan Amendments

**TIME FRAME:** In accordance with the processing schedule set out in Florida Statutes

**FEES:**

- $20,000.00  Large Scale (Map/Text) Amendment*
- $10,000.00  Small Scale (Map) Amendment*

*Signs for advertising shall be charged at $20.00 per sign, payable prior to receipt of signs. Labels for notice shall be obtained from the Property Appraiser’s Office.

**All advertising and recording fees must be paid by Applicant**
Development of Regional Impact

Approving Agency:
Manatee Board of County Commissioners/Tampa Bay Regional Planning Council

Needed When:
A development of regional impact (DRI) is a large-scale development which, by its character, magnitude, or location, would have a substantial effect upon the health, safety, or welfare of citizens of more than one county; sometimes many jurisdictions.

State guidelines and standards are used in determining whether particular developments shall undergo DRI review. The statewide guidelines and standards for consideration are as follows:

- Will a development create or alleviate environmental problems such as air or water pollution or noise;
- How much pedestrian or vehicular traffic is likely to be generated;
- How many persons are likely to be residents, employees or otherwise present;
- What is the size of the property to be occupied;
- What is likelihood that additional or subsidiary development will be generated; or
- Are there unique qualities of particular areas of the state

Compliance with Chapter 380.06, Florida Statutes, relating to processing of Developments of Regional Impact

Requirements:
In accordance with the processing schedule set out in Florida Statutes

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee (USD)</th>
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</thead>
<tbody>
<tr>
<td>Initial Application (ADA)</td>
<td>20,000.00</td>
</tr>
<tr>
<td>Notice of Proposed Change</td>
<td>10,000.00</td>
</tr>
<tr>
<td>Local Ordinance Amendment</td>
<td>7,500.00</td>
</tr>
<tr>
<td>DRI Amendment/Development Order Amendment</td>
<td>7,500.00</td>
</tr>
</tbody>
</table>

Fee Notes:
1. Fee applies only if required.
2. Fee determined by the nature and extent of the work.
3. Fee includes cost of staff time and materials.
4. Fee includes any permits or fees required by state or local agencies.

Time Frame:
1. The developer and/or agent shall pay the actual cost of a Court Reporter and transcript of proceedings (Note: Two copies of proceedings shall be provided to the County). The actual cost of necessary consulting services and other applicable fees as established by this fee schedule are also the responsibility of the developer.

2. All advertising and recording fees must be paid by the Applicant.

3. Actual cost is based upon the hourly rate of pay of each employee performing the work, multiplied by the number of hours worked multiplied by 2.16 plus consultant bills are billed at actual costs.

4. Deposit – All work performed by Manatee County employees directly or reasonable attributable to review of the DRI application shall be paid by the Applicant. Fees will be based upon the hourly rate of pay of each employee performing the work, multiplied by the number of hours worked, multiplied by 2.16, except for the County Attorney’s time which will be charged at the current hourly rate. For the initial DRI reviews, a deposit will be paid at the time of application. For Substantial Deviation Determinations and all other work associated with approved DRI’s, including Notifications of Proposed Change, a deposit will be required upon submittal and the developer will be billed for actual time charged. Any balance due over the established deposit amount will be billed. Any amount under the deposit amount will be refunded.
APPROVING AGENCY: Manatee County Board of County Commissioners

PURPOSE: To submit a plan which ensures compliance with the Land Development Code and the Comprehensive Plan. The bubble plan generally describes and portrays both existing and proposed conditions of the development and is filed in conjunction with an application to a Planned Development zoning district, a DRI and very large rezoning. A GDP is a very general plan, with no details on the plan. A GDP does not expire, however, there is no concurrency issued with a GDP. If a GDP is approved, an Applicant still has to get PSP or FSP approval.

REQUIREMENTS: Please see Submission Requirements for Completeness Review.

TIME FRAME: 120-180 days (from complete application)
<table>
<thead>
<tr>
<th>FEES REQUIRED:</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Scale Projects* ** (1-299 lots or up to 74,999 SF)</td>
<td>$11,000.00</td>
<td></td>
</tr>
<tr>
<td>Moderate Scale Projects* ** (300-599 lots or 75,000 – 149,999 SF)</td>
<td>$13,000.00</td>
<td></td>
</tr>
<tr>
<td>Large Scale Projects* ** (600 + lots or 150,000 SF or more)</td>
<td>$16,000.00</td>
<td></td>
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<tr>
<td>Modification to General Development Plan:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1 Stop Review or Planner Review Only)</td>
<td>$2,500.00</td>
<td></td>
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<tr>
<td>Planning and Other Agency Review</td>
<td>$4,500.00</td>
<td></td>
</tr>
<tr>
<td>Public Hearing* **</td>
<td>$7,500.00</td>
<td></td>
</tr>
</tbody>
</table>

*Signs for advertising shall be charged at $20.00 per sign, payable prior to receipt of signs. Labels for notice shall be obtained from the Property Appraiser’s Office.

**All advertising and recording fees must be paid by Applicant.
**LAND DEVELOPMENT CODE TEXT AMENDMENTS**

**APPROVING AGENCY:** Manatee County Building & Development Services Department

**PURPOSE:** To amend text of Land Development Code – not to relieve particular hardships and not to confer any special privileges or rights to any person. To make adjustments to the text that are necessary in light of changed conditions or changes in public policy or necessary to implement the Comprehensive Plan or to advance the general welfare of the County.

**REQUIREMENTS:** Complete Application for Land Development Code Text Amendment (Form B-3). An Applicant (or staff member or governing body) shall provide all necessary information in order for the requested changes to be processed.

**TIME FRAME:** 90 to 120 days

**FEES REQUIRED:** $5,000.00* **

*Signs for advertising shall be charged at $20.00 per sign, payable prior to receipt of signs. Labels for notice shall be obtained from the Property Appraiser’s Office.

**All advertising and recording fees must be paid by Applicant
PRELIMINARY SITE PLANS

*Signs for advertising shall be charged at $20.00 per sign, payable prior to receipt of the signs. Labels for notice shall be obtained from the Property Appraiser’s Office.

**All advertising and recording fees must be paid by Applicant.

Approving Agency: Manatee County Building & Development Services

Purpose:
To submit a plan that will ensure compliance with the Land Development Code and the Comprehensive Plan. In addition, a site plan that describes and portrays both existing and proposed conditions of the development is required in order that the approving body or public official can make an informed decision. A Preliminary Site Plan (PSP) is required for office, commercial, multi-family or industrial development, and Planned Development (PD) projects. A PSP may be submitted in place of a GDP.

Requirements:
Please see Submission Requirements for Completeness Review (copy attached to application packet).

Time Frame:
120 to 180 days (from complete application)

Fees Required:
$10,000.00 Small Scale Projects
(1 to 299 lots or up to 74,999 SF)

$14,000.00 Moderate Scale Projects
(300 to 599 lots or 75,000 to 149,999 SF)

$21,000.00 Large Scale Projects
(600+ lots or 150,000+ SF)

Administrative Modification to Site Plan
$2,500.00 (1 Stop Review or Planner Review Only)

$4,500.00 (Planning and Other Agency Review
Modification to Site Plan through Public Hearing

$7,500.00* **
REZONING
Planned Development Districts

APPROVING AGENCY: Manatee County Board of County Commissioners

PURPOSE: To change the zoning district on a specific property or a special area, consistent with the Comprehensive Plan. Zoning changes are not intended to relieve particular hardships, or to confer special privileges or rights, but to accommodate a land use/density/lot size that is not permitted in an existing category.

With a change to a Planned Development district, an Applicant may choose to submit a GDP or a PSP. With a GDP, no concurrency approval is granted, however, the plan approval never expires. A Preliminary Site Plan (PSP) expires five years after the date of approval unless a complete Final Site Plan (FSP) is submitted within the five year period.

REQUIREMENTS: Submission of application form. Site Plan can be submitted at General or Preliminary level of detail. (see those sections for fee breakdown) Please see Submission Requirements for Completeness Review.

TIME FRAME: Approximately 120-180 days (from complete application)

Controversial projects, or those with extensive DRC comments or neighborhood concerns, could take longer.


| Signs for advertising shall be charged at $20.00 per sign, payable prior to receipt of the signs. Labels for notice shall be obtained from the Property Appraiser’s Office. |

| FEES REQUIRED: |
| To General Development) |
| Signs | $ 16,500.00 | Small Scale Projects |
|       | $ 19,500.00 | Moderate Scale Projects |
|       | $ 22,500.00 | Large Scale Projects |

| To Preliminary Site Plan |
| Signs | $ 17,500.00 | Small Scale Projects |
|       | $ 19,500.00 | Moderate Scale Projects |
|       | $22,500.00  | Large Scale Projects |

| Modification: |
| Administrative | $2,500.00 | One Stop Review or Planner Review only |
|               | $4,500.00 | Planning and Limited Reviewers |
|               | $7,500.00 | Public Hearing (see footnote **) |

**All advertising and recording fees must be paid by the Applicant.**
REZONING
STANDARD DISTRICT

APPROVING AGENCY: Manatee County Board of County Commissioner

PURPOSE: To change the zoning district on a specific property or a special area, consistent with the Comprehensive Plan. Zoning changes are not intended to relieve particular hardships, or to confer special privileges or rights, but to accommodate a land use/density/lot size that is not permitted in an existing zoning category. No plans are associated with this type of zoning change.

REQUIREMENTS: Please see Submission Requirements for Completeness Review.

TIME FRAME: Approximately 120-180 days (from complete application) and depending on hearing schedules

FEES REQUIRED: $ 6,500.00* **

*Signs for advertising shall be charged at $20.00 per sign, payable prior to receipt of the signs. Labels for notice shall be obtained from the Property Appraiser’s Office.

**All advertising and recording fees must be paid by Applicant.
SPECIAL PERMITS

FLOWCHART Special Permit (Public Hearing)

APPROVING AGENCY: Manatee County Hearing Officer

PURPOSE: To allow a use that is considered generally compatible with other land uses in a zoning district; however, because of the use’s unique characteristics or potential impacts on the surrounding neighborhood and the County as a whole, it requires an individual review of its location, design, configuration, operation, and public need for the particular use at a particular location proposed to assure consistency with the Land Development Code and the Comprehensive Plan. These applications are considered by a Hearing Officer.

REQUIREMENTS: Please see Submission Requirements for Completeness Review.

TIME FRAME: 120 days minimum depending on hearing schedules (from complete application)

FEES REQUIRED: $ 6,000.00* **

Modifications:

Administrative
$ 2,500.00 (1 Stop Review or Case Manager Review Only)
$ 4,500.00 (Case Manager and Other Agency Review)

Public Hearing*
$ 4,800.00 (Reviewed by Hearing Officer)

*Signs for advertising shall be charged at $20.00 per sign, payable prior to receipt of the signs. Labels for notice shall be obtained from the Property Appraiser’s Office.

**All advertising and recording fees must be paid by Applicant.
MISCELLANEOUS PERMITS
(Both Administrative and Public Hearings)
Certificate of Level of Service (CLOS) Compliance

APPROVING AGENCY: Manatee County Public Works Department

PURPOSE: To ensure that development is consistent with the level of service standards for public facilities and to prevent the issuance of development orders which result in a reduction in the level of service below that which is required by the Comprehensive Plan.

REQUIREMENTS: Completed Concurrency Reservation Application (Form B-12); OR

Completed Concurrency Deferral and Acknowledgement (Form B-11); OR

Completed Currency Special Exception Application (Form B-13)

Applications shall also include a Traffic Impact Analysis or Traffic Impact Statement which complies with both the Traffic Impact Analysis Requirements and Procedures Guide and the approved methodology; and which is completed and submitted within one hundred twenty (120) days following approval of the methodology (copy attached).

TIME FRAME: This is reviewed as part of the development review process and does not have its own timeframe.

FEES REQUIRED: Fee is included in site plan review fee, with no separate fee except for extensions or if the study is reviewed by our consultant.

| Extension (Pursuant to Section 510.9.3) | $ 1,000.00 |
| Administrative | |
| Public Hearing | $ 2,500.00 |
| Extension (Legislative directed CLOS or Site Plan Extension) | $ 425.00 |
FLOWCHART
Certificate of Appropriateness

APPROVING AGENCY: Manatee County Building & Development Services Department

PURPOSE: To regulate alterations, restorations, renovations, excavations, movement, demolition and erection of historic buildings, structures, improvements, architectural features, landscape features or archaeological sites within the County in order to preserve, protect, and enhance the valuable historic and archaeological features in the Whitfield Estates, Cortez Fishing Village, and Terra Ceia Historic and Archaeological Overlay Districts.

REQUIREMENTS:
- Completed Land Development Application (Form B-1)
- Supplementary Information for Historic Preservation Certificate of Appropriateness (Form B-16)

TIME FRAME:
- 30 days Administrative
- 90 to 120 days Public Hearing

FEES REQUIRED:
- $300.00 Administrative
- $1,000.00 Public Hearing

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Development Agreements shall be processed in accordance with Section 518 of the Land Development Code, as follows:

**APPROVING AGENCY:** Manatee County Planning Commission & Board of County Commissioners (BOCC)

**PURPOSE:** To secure the completion of improvements, performance, or other obligations in consideration for any procedural or substantive right or entitlement, as may be authorized and required by the Land Development Code, the Comprehensive Plan, and other applicable law.

**REQUIREMENTS:** Shall be reviewed and processed for completeness and sufficiency pursuant to Section 502.4 and 502.5 of the Land Development Code.

**TIME FRAME:** 90 to 120 days (from complete application)

**FEES REQUIRED:**
- $15,000.00
- $7,500.00 Amendment to the Local Development Agreement

*Signs for advertising shall be charged at $20.00 per sign, payable prior to receipt of the signs. Labels for notice shall be obtained from the Property Appraiser's Office.*
PERSONAL WIRELESS SERVICE FACILITIES (PWSF)

Personal Wireless Service Facilities shall be regulated in accordance with Section 704.59 of the Land Development Code, as follows:

APPROVING AGENCY: Manatee County Building & Development Services Department/Hearing Officer/Planning Commission & Board of County Commissioners (BOCC) (varies with proposed location of tower)

PURPOSE: To provide standards relating to specific types of Personal Wireless Service Facilities (PWSF) in order to enhance the community's environmental, economic, and aesthetic quality with regards to these types of facilities by:

- Encouraging the use of alternative support structures, collocation of new antennas on existing telecommunication towers and existing structures, camouflage towers, monopoles, and construction of towers with the ability to locate three or more providers;
- Considering the design of the PWSF, with particular reference to design characteristics that have the effect of minimizing the adverse impact of the PWSF and associated equipment;
- Encouraging the use of sites which are already developed with non-residential uses which may already be currently visually impacted by tall structures, through the use of sitting and locational preferences;
- Protecting and preserving the distinctive, unique natural features of the County, which are, in part, the result of the County’s location abutting both sides of the Manatee River and containing bays within the confines of the County boundaries, encompassing the Historic Protection Overlay Districts, Historic Vista
• Protecting and preserving passive recreation or environmentally sensitive areas within the County parks; preservation/conservation areas, as identified in the Future Land Use Element of the Comprehensive Plan; designated wildlife corridors and other environmentally sensitive areas from potential adverse impacts from the placement of telecommunication towers;

• Discouraging new telecommunication towers in the non-preferred zone districts (See Figure 7-A in Section 7 of the Land Development Code), inclusive of all residential zone districts, through the use of sitting and locational preferences to further the preservation of community aesthetics, the compatibility of land uses in residential zone districts, and otherwise protect the attractiveness, health, safety, and general welfare of the community;

• Enhancing the ability of the providers of Personal Wireless Service Facilities to provide such services to the community quickly, effectively and efficiently; and

• Expediting the review process for those applications choosing the least intrusive alternative of deploying PWSF’s

**REQUIREMENTS:**
See Submission Requirements for Completeness Review

**TIME FRAME:**
90 to 120 days (from complete application)

**FEES REQUIRED:**
$6,000.000
Street and Structure Numbering Standards

Street and Structure Numbering shall be regulated in accordance with Section 742 of the Land Development Code, as follows:

APPROVING AGENCY: Manatee County Staff

PURPOSE: To provide a uniform and logical street numbering system for all streets and structures within unincorporated Manatee County. Street and structure numbers may be reassigned from time to time in order to facilitate this uniform and logical street number system.

REQUIREMENTS: All street and structure numbering shall occur pursuant to Section 742 of the Land Development Code.

TIME FRAME: Completed during the review of a plan submittal (FSP, Final Subdivision Plat)

FEES REQUIRED: $50.00 per address for commercial/residential addresses or revisions

$50.00 for an address confirmation letter
VARIANCE - ADMINISTRATIVE

APPROVING AGENCY: Manatee County Building & Development Services

PURPOSE: To provide relief from the requirements of the Land Development Code when an error occurs resulting in encroachment which shall not exceed ten (10) percent of required yard or one (1) foot, whichever is less. Adherence to the requirements will create a practical difficulty or unnecessary hardship, as opposed to a mere inconvenience.

REQUIREMENTS: Please see Submission Requirements for Completeness Review.

TIME FRAME: 2-3 weeks (from complete application)

FEES REQUIRED: $ 1,400.00
VARIANCE - PUBLIC HEARING

APPROVING AGENCY: Hearing Officer

PURPOSE: To provide limited relief from the requirements of the Land Development Code in those cases where strict application of those requirements will create a practical difficulty or unnecessary hardship, as distinguished from a mere inconvenience, where the requirements of the Land Development Code render the land difficult to use because of some rare and unique physical attribute of the property or some other factor unique to the property.

REQUIREMENTS: Please see Submission Requirements for Completeness Review.

TIME FRAME: 90 to 120 days (from complete application)

FEES REQUIRED: $ 6,500.00**

*Signs for advertising shall be charged at $20.00 per sign, payable prior to receipt of the signs. Labels for notice shall be obtained from the Property Appraiser’s Office.

**All advertising and recording fees must be paid by the Applicant.