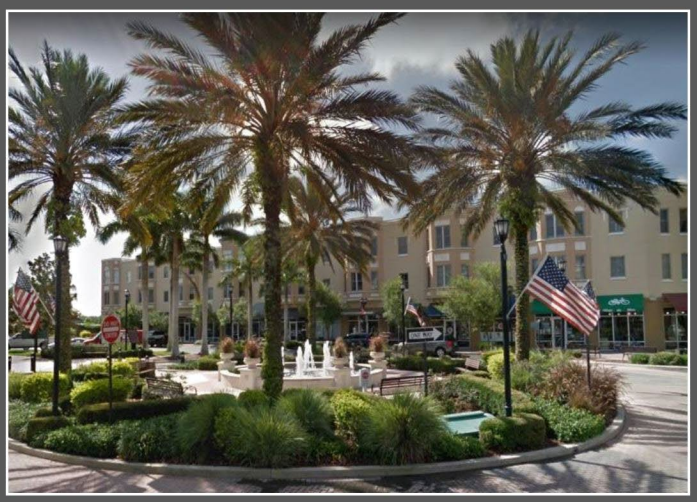
MANATEE COUNTY

DEVELOPMENT REVIEW ADMINISTRATIVE PROCEDURES MANUAL











Manatee County
Development Review
Administrative Procedures Manual

October 2020

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DEVELOPMENT REVIEW ADMINISTRATIVE PROCEDURES MANUAL

This manual contains four parts:

- **Part I**, which was approved by Resolution R-20-004 by the Board of County Commissioners, contains the administrative procedures and staff protocols for reviewing and processing development applications;
- **Part II**, which was established by the County Administrator, contains the instructions, worksheets and checklists for submitting in conjunction with the applications for development review; and
- **Part III** contains certificates and affidavits that are required to be completed and submitted in conjunction with certain development review applications.
- **Part IV** contains general instructions for submitting applications through Accela.

I. ADMINISTRATIVE PROCEDURES

A. GENERAL

1. Adoption

This Part I of the Administrative Procedures Manual, which was approved by Resolution No. 20-004 by the Board of County Commissioners, contains administrative procedures and staff protocols for reviewing and processing applications for development orders or development permits, as defined in Section 163.3164, Florida Statutes. The procedures were developed, as directed by Section 310.1 of the Land Development Code (LDC), to implement the requirements of Section 125.022, Florida Statutes.

2. Application Types

The procedures contained in this document apply to the following types of applications. Applications processed through the Rapid Response and Manufacturing Development (see Section 355, LDC) programs as well as applications for public school site plan approval (see Section 350 and 351, LDC) have stricter timelines but fit within the parameters of the timeframes mandated by Section 125.022.

Site Plans:

- General Development Plans
- Preliminary Site Plans
- Final Site Plans
- Changes to previously approved site plans

Subdivisions:

- Preliminary Plats
- Final Plats

Zoning Atlas:

- Amendments to Official Zoning Atlas

Historic Preservation:

- Certificates of Appropriateness

Variances/Modifications of Standards:

- Modifications of Standards
- Administrative Adjustments
- Floodplain Variances
- Variances

Schools:

- Public School Determinations of Consistency
- General Plans for Educational Facilities

Other Development Applications:

- DRI Development Order Amendments
- Special Permits
- Temporary Use Permits

This Administration Procedures Manual also addresses the review process for the following application types. Those applications, however, are not subject to the timelines mandated by Section 125.022, Florida Statutes:

- Comprehensive Plan Text and Map Amendments
- Concurrency Applications
- Historic Landmark Designations
- Land Development Code Amendments and Interpretations
- Local Development Agreements
- Vacation of Plats and Rights-of-Way
- Zoning Compliance Permits

3. Conflicts

This manual is intended to act as a supplement to the Land Development Code. If any discrepancies arise between this document and the Land Development Code or any other statute, code, local ordinance, resolution, regulation, or Comprehensive Plan, the stricter timeframes shall prevail.

4. Definitions

In addition to the definitions contained in Chapter 2 of the Land Development Code, the following definitions shall apply.

- **Accela:** The software Manatee County uses to allow applicants to submit development review applications online.
- **Applicant:** Shall mean the person authorized by the property owner to submit an application for development review.
- **Certified Professional (per Section 403.0877, F.S.):** Shall mean a professional engineer licensed under chapter 471, a professional landscape architect licensed under part II of chapter 481, a professional geologist licensed under chapter 492, or a professional surveyor and mapper licensed under chapter 472.
- **Complete Application:** See LDC Section 200.
- **Completeness Review:** See LDC Section 200.
- **Days**: Shall mean consecutive calendar days. If the last day for a period noted falls on a Saturday, Sunday or legal holiday, the period continues to run until the end of that calendar day that is not a Saturday, Sunday or legal holiday.
- **Development Order:** See LDC Section 200.
- **Development Permit:** See LDC Section 200.
- **Development Review Calendar**: Shall mean a calendar that the Building and Development Services updates on a regular basis with specific dates for application submittal deadlines, report due dates, DRC meetings, and hearing dates.
- **Month**: Shall mean each of the twelve named periods into which a year is divided, or a period of time between the same dates in successive calendar months (e.g. February 3 to March 3).
- **Substantial Modification to Application:** See LDC Section 200.
- **Sufficiency review**: See LDC Section 200.
- **Sufficient Application**: See LDC Section 200.
- **Week**: Shall mean each of the fifty-two named periods into which a year is divided, or a period of seven days.

5. Abbreviations

- BOCC: Board of County Commission/ers
- DEO: State Department of Economic Opportunity
- DRC: Development Review Committee
- F.S.: Florida Statutes
- FDOT: Florida Department of Transportation
- FLUM: Future Land Use Map
- HPB: Historic Preservation Board
- LDC: Land Development Code
- LOS: Level of Service
- PC: Planning Commission
- PD: Planned Development

6. Contact Information

For questions regarding application submittal and processing, please contact:

Reviewer on Call Counter
Building & Development Services Department
1112 Manatee Avenue West, Fourth Floor
Bradenton, FL 34206
Telephone: (941) 748-4501, Extension 6894
http://www.mymanatee.org

Table 1. Administrative Procedures Manual Revisions

Revision #	Sections Amended	Date

B. REVIEW PERSONNEL AND AUTHORITIES

This section describes the responsibilities of the various individuals and groups involved in the review of development applications.

1. Case Manager

The Department Director is responsible for assigning a Case Manager to each application received. The duties of the Case Manager are as follows:

a. The Case Manager is the first point of contact for the applicant and is responsible for taking an application through the process of completeness review, administrative approvals, quasi-judicial hearings or public hearings, as applicable to each case.

b. The Case Manager is responsible for scheduling the assigned applications for Development Review Committee (DRC) review and public hearings.

c. The Case Manager, together with the members of the DRC, are responsible for performing completeness and sufficiency reviews of applications submitted to the County.

d. The Case Manager gathers comments and recommendations from the DRC members.

e. The Case Manager is responsible for submitting the compiled DRC comments and recommendations to the applicant via email and posting them on Accela.

f. The Case Manager is responsible for preparing a staff report for submittal to the reviewing authorities (Hearing Officer, Historic Preservation Board, Planning Commission, Board of County Commissioners).

g. The Case Manager is responsible for verifying that the public hearing cases have been posted and advertised.

2. Development Review Committee (LDC Section 304)

The Development Review Committee (DRC) is responsible for conducting completeness and sufficiency reviews of the applications assigned to them per Table 3-1 of the Land Development Code to ensure the county development standards are met. The DRC holds regular meetings as follows:

Meeting Frequency: The DRC meets every Wednesday, subject to variations due to legal holidays.

Meeting Dates: Specific meeting dates and times are posted on the County Calendar.

Meeting Location: The DRC meeting location is specified in the DRC meeting Agenda and the County Calendar.

DRC Membership and Duties: The DRC is composed of representatives of the following County departments:

- Building and Development Services
- Fire District
- Health Department
- Neighborhood Services
- Parks and Natural Resources
- Public Safety
- Public Works
- Redevelopment and Economic Opportunity
- Utilities
- Manatee County School Board

Each department is responsible for assigning a staff person to attend the DRC meetings. Each representative in attendance is qualified and authorized to make decisions on behalf of the department they are representing.

DRC meetings are chaired by a representative from the Building and Development Services Department and are recorded. The meetings are open to the public and are intended to provide

an opportunity for the applicant and county staff to clarify review comments issued by county staff. Applicant attendance is required. For each application reviewed, the DRC must send a recommendation of approval, denial or approval subject to conditions, to the next reviewing authority.

3. Department Director

For applications that require administrative approval, the Department Director is responsible for reviewing the application to ensure compliance with the County rules and regulations applicable to the type of development proposed. The final decision made by the Department Director shall be issued in writing and sent to the applicant. In addition to the review and decision on applications, the Department Director shall be responsible for the following:

a. Assign staff to hold pre-application meetings with applicants.

b. Assign a Case Manager to each application submitted to the County.

c. Assign a chairperson to the DRC.

d. Ensure the weekly DRC meetings are scheduled and recorded.

4. Historic Preservation Board (LDC Section 303)

The Historic Preservation Board (HPB) is the final approval authority for Certificates of Appropriateness (except for those that may be approved administratively), and is in charge of reviewing and submitting a recommendation to the Board of County Commissioners on the designation of local landmarks and districts. They are also tasked with reviewing floodplain variances if the site is located within a historic district.

Meeting Frequency: HPB meetings are held as necessary, with at least four (4) meetings per year.

Meeting Location: HPB meetings are held in the Patricia M. Glass Chambers (1s floor), Manatee County Administrative Center, 1112 Manatee Ave. West, Bradenton FL 34205.

Meeting Dates: Specific meeting dates and times are posted on the County Calendar.

5. Hearing Officer (LDC Section 302)

The Hearing Officer is responsible for reviewing and making a decision on development applications as noted in Table 3-1 of the Land Development Code. The duty of the Hearing Officer is to review the development applications for compliance with the review criteria contained in the LDC for each type of application and approve, deny or approve each application subject to conditions.

Meeting Frequency: The Hearing Officer meetings are held the third Wednesday of the month, subject to variations due to legal holidays.

Meeting Dates: Specific meeting dates and times are posted on the County Calendar.

Meeting Location: Hearing Officer meetings are held in the Patricia M. Glass Chambers (1st floor), Manatee County Administrative Center, 1112 Manatee Ave. West, Bradenton FL 34205.

6. Planning Commission (LDC Section 301)

The Planning Commission is tasked with holding public hearings and making recommendations to the County Commission as described in Section 301.1, LDC. These recommendations include making findings of consistency with the Comprehensive Plan as to pending development applications. The Planning Commission makes recommendations as to compliance of pending development applications with the applicable criteria in the LDC for each type of application. The DRC recommendations are included in the Staff Report to the Planning Commission.

Meeting Frequency: Planning Commission meetings are held the second Thursday of each month, subject to variations due to legal holidays.

Meeting Location: Planning Commission meetings are held in the Patricia M. Glass Chambers (1st floor), Manatee County Administrative Center, 1112 Manatee Ave. West, Bradenton FL 34205.

Meeting Dates: Specific meeting dates and times are posted on the County Calendar.

7. Board of County Commission (LDC Section 300)

Table III-1 lists the application types that are decided by the Board.

Meeting Frequency: The Board of County Commission holds regularly scheduled land use meetings the first Thursday of the month, subject to variations due to legal holidays.

Meeting Location: The Board of County Commission Land Use Meetings are held in the Patricia M. Glass Chambers (1st floor), Manatee County Administrative Center, 1112 Manatee Ave. West, Bradenton FL 34205.

Meeting Dates: Specific meeting dates are posted on the County Calendar.

C. DEVELOPMENT REVIEW PROCEDURES

This section describes the development review process for applications that require administrative approval and for those that require a quasi-judicial or public hearing.

1. Pre-Application Meeting (LDC Section 312.2)

a. Purpose of Pre-Application Meeting

Table 3-1 of the Land Development Code specifies which applications require a pre-application meeting. Although not required for all applications, pre-application meetings serve a vital function in the development review process. This meeting provides an initial discussion between the applicant and County staff regarding the development review process and submittal requirements for a proposed development or project.

During the pre-application meeting, the applicant and staff will go through the submittal checklist and determine which items are not applicable based on the type of project. The applicant shall keep a copy of that list and submit it with the application package. Note that submission of all of the materials identified at the pre-application meeting with an application does not waive the right of the County to request additional information, as the need for additional information will be determined as a result of the completeness review.

Comments made by staff at a pre-application meeting are made solely for preliminary informational purposes and shall not be construed as an approval, denial, or agreement to approve or deny any development order. Failure of staff to identify any required permits or procedures at a pre-application conference shall not relieve the applicant of any such requirements nor constitute waiver of the requirement by the decision-making body.

b. Timing of Pre-Application Meeting

The pre-application meeting must be completed at least 24 hours prior to the application submittal deadline but not earlier than six (6) months prior to submittal of the application. If the application is not submitted within this timeframe, another pre-application meeting will be required. The Director may accept applications for which pre-application meetings were held over six (6) months if the procedures or regulations have not changed during that period of time.

c. Scheduling a Pre-Application Meeting

To request a pre-application meeting, applicants need to submit the "Pre-Application Meeting Request Form" through Accela with the minimum required information identified in the application checklist. The applicant should provide as much documentation as is available to assist County staff in their preparation for this meeting. County staff will contact

the applicant with the appointment time. The meetings are typically scheduled for a Friday, two weeks after the request has been submitted, as scheduling allows.

2. Application Submittal (LDC Section 312.3)

a. Online Submittal

Applications must be submitted through Accela, the County's permitting and development services online portal. Accela can be accessed through the following link or by searching through an internet browser. https://aca3.accela.com/manatee/

b. In-Person Submittal

Applicants without access to a computer or internet may go to the location shown below to use an on-site computer to submit the application.

Building and Development Services Department

1112 Manatee Avenue West 4th Floor
Bradenton, FL 34205
(941) 748-4501 ext. 6894

c. Contact Information

All written correspondence will be sent to the owner, unless the owner signs an affidavit (on a form provided by the County) designating an "agent" to represent him/her in the development review process. The agency authorization form should also state whether the agent is authorized to sign an agreement for time extensions.

3. Application Fees

The application fees, which are established by Resolution by the Board of County Commissioners, shall be paid upon application submittal. The Resolution details what the fee covers and the refund options.

4. Completeness Review (LDC Section 312.4)

a. Purpose of Completeness Review

Completeness means that the application package includes the necessary information, documents and analysis required by the Comprehensive Plan, the LDC and implementing regulations to enable staff and the approving authority to make the necessary determinations under the Comprehensive Plan and the Land Development Code. To facilitate the determination of completeness, each application form includes a checklist of all the documents and information that are required to be submitted. The applicant must indicate on that checklist the location of all the required documents/information.

Once a completeness review begins, the applicant will not be allowed to submit additional materials or information, or make changes to the application. Should the applicant desire to do that, the 30-day maximum review time period will start again.

b. DRC or Director in Charge of Completeness Review

The DRC, or the Department Director if the application does not require DRC review, performs the completeness review. In the case of applications that are reviewed by the DRC, staff from the Zoning Division will submit the application to the Case Manager for distribution to the DRC to perform the completeness review.

c. Length of Completeness Review

From the date a development order or permit application is submitted (or resubmitted) to the County, the County has a maximum of 30 days to review the application package for completeness.

d. Outcome of Completeness Review

Following the completeness review, the Department Director (or designee) will send a letter to the applicant indicating that all required information was submitted or specifying with particularity any areas of the application that are deficient. The purpose of the completeness letter is to notify the applicant of the completeness review only. The letter will list the specific sections of the Comprehensive Plan, the LDC or implementing regulations that were not addressed in the application packet.

e. Complete Applications

If the application is determined to be complete, the Director will commence the sufficiency review, or in the case of applications that are reviewed by the DRC, the Case Manager will notify the DRC members that sufficiency review can begin.

f. Incomplete Applications

If the application is found to be incomplete, the applicant has 30 days, from the date of the letter stating the application is incomplete, to address the deficiencies by submitting the required additional information for another completeness review. The 30-day completeness review period begins every time an application is resubmitted.

Per Section 125.022, Florida Statutes, if the applicant for a development order or development permit (defined Section 163.3164, F.S.) is a certified professional listed in Section 403.0877, F.S. and Section I.A.4 of this Manual, the County may only request additional information three (3) times during the review of the application, unless the applicant waives this limitation in writing. Before a third request for additional information is issued, the County will offer a meeting with the applicant to attempt to resolve outstanding issues.

If the applicant believes the request for additional information is not authorized by ordinance, rule, statute, or other legal authority, the applicant may submit a written request to proceed with the sufficiency review notwithstanding the identified deficiencies. If the applicant fails to address the deficiencies listed in the completeness review letter, however, the application may be denied (for administrative approvals) or recommended for denial (for applications requiring a quasi-judicial or public hearing).

g. Time Extensions

No later than one week prior to the end of the 30-day period given to the applicant to revise the application package, the applicant may submit a written request to the Department Director to approve a time extension. The request must be submitted online (through Accela) and must explain the reasons for the request. The approval or denial of the extension request must also be done in writing.

Conversely, the Department Director may request in writing an extension of the completeness review period in the event of a force majeure or other extraordinary circumstance (an example of such circumstance includes the closing of county offices due to a hurricane).

Per Section 312.4 of the LDC, a written extension agreement (to be prepared by the County) must be signed by the owner or owner's agent and the Director on behalf of the County stating the mutually agreed upon time extension for the applicant to provide additional information and for the county to respond accordingly.

h. Withdrawn Applications

If the applicant does not resubmit the application package for completeness review within the 30-day time allotted (plus the extension, if approved), and does not request that the application be reviewed for sufficiency notwithstanding the identified deficiencies, the

Director will notify the applicant in writing that the application has been deemed withdrawn. If the applicant wishes to restart the process, he/she will need to submit a new application packet.

5. Sufficiency Review, General (LDC Section 312.5)

a. Purpose of Sufficiency Review:

Sufficiency Review is conducted to determine whether the application contains the necessary analysis addressing the various criteria for approval contained in the Comprehensive Plans, LDC or implementing regulations, to enable a determination to be made by the approving authority on the merits of the application.

b. Length of Sufficiency Review:

From the date an application is determined to be complete, the County has a maximum of 120 days to review the application package for sufficiency if the application requires administrative approval, or 180 days if it requires a quasi-judicial or public hearing. See Figures 2, 3 and 4.

c. Package Distribution:

Once the application is deemed complete, the Director commences the sufficiency review for cases that do not require DRC review per Table 3-1 of the LDC (see Section 7, below). Otherwise, the Case Manager distributes the application package to the members of the Development Review Committee (DRC), to conduct their sufficiency review. The Case Manager will also submit the application to the following agencies for informational purposes:

- Cable Franchises (applications for final subdivision plats within respective service areas)
- City of Bradenton (applications for development approvals on project sites adjacent to the city and applications within the WPE Overlay)
- Cities of Palmetto and Sarasota (applications for development approvals on project sites adjacent to each respective city)
- Florida Department of Transportation (projects on or adjacent to state or federal roads)
- Florida Power & Light / Peace River Electrical Coop (applications for final subdivision plats within respective service areas)
- Hillsborough, Sarasota, Hardee, and DeSoto Counties (applications for development approvals within one-half mile of respective county lines)
- Manatee County Health Department(applications for site plan approvals, special permits, temporary use permits)
- Manatee County Mosquito Control District (applications related to tall structures (pursuant to LDC Section 725) and applications related to telecommunication towers)
- Manatee County Property Appraiser (applications for final subdivision plats)
- Manatee County Sheriff's Office (applications related to residential development projects)
- Respective fire districts (applications for development approvals on project sites within their respective jurisdictions)
- Sarasota Manatee Airport Authority (applications for development approvals on project sites adjacent to the airport property, related to tall structures (pursuant to LDC Section 725), located on airport property, or within the AI Overlay)
- Southwest Florida Water Management District, Department of Environmental Protection, and Florida Fish and Wildlife Commission if wetlands and/or habitat are identified
- Verizon Florida – applications for final subdivision plats

d. Accuracy of Information:

See LDC Section 312.5.B, which addresses the County reliance on the accuracy of the information submitted.

6. DRC Sufficiency Review

For applications that require DRC review per Table 3-1 of the LDC, the DRC members (or designees) perform the sufficiency review as follows (see Figure 2):

a. The DRC members have approximately twenty-one (21) days from receipt of the complete application to review it for sufficiency and provide their preliminary comments to the Case Manager.

b. The day after the preliminary comments are submitted to the Case Manager, a staff meeting is held to discuss any comments that need coordination between departments. Applicants and the public are not invited to this meeting as it is intended to be a technical discussion of conflicting comments from different reviewers.

c. After the staff meeting, the Case Manager emails the DRC preliminary comments to the applicant and posts them on Accela. The applicant has seven (7) days from the day the preliminary comments are received to review the comments, start collecting missing plans or documents, and prepare to attend the DRC meeting.

d. Seven (7) days after the staff meeting, a DRC meeting is held to review the application and prepare the DRC's final recommendation to the approving authority. Development applicants are required to attend the DRC meeting as it is an opportunity to ask questions or discuss comments received from staff on their applications. The public may also attend and observe, but the DRC meetings are not intended to be public hearings.

e. For each application reviewed, the DRC must make a determination of whether the application meets the development standards and provisions contained in the Land Development Code, Comprehensive Plan and other applicable County rules and regulations, and send a recommendation to the next review authority for approval, denial or approval of the application subject to conditions. Conditions in this context are not to be used to require the plans to exceed the minimum requirements of the Code, or to provide relief to the applicant from meeting certain provisions of the Code (unless part of an administrative variance/modifications of standards request). A recommendation for approval, approval with conditions or denial must include a citation to the applicable portions of an ordinance, rule, statute, or other legal authority to support the recommendation.

(1) If there were no deficiencies identified by the DRC, the application is forwarded to the next approving authority per Table 3-1 of the LDC.

(2) If the DRC identifies issues to be resolved prior to the next level of review, the applicant has seven (7) days to make the necessary changes to the application packet and resubmit. The Case Manager then reviews the resubmittal and schedules the application for the next level of review (Director, Planning Commission, Hearing Officer, Historic Preservation Board or Board of County Commission). If the resubmitted application packet includes substantial modifications, as defined in this manual, the applicant may request a time extension to allow for a second DRC meeting (see Section 9, below), or receive a DRC recommendation for denial.

(3) If the DRC issues a recommendation for denial, and the applicant disagrees with the determination, the applicant may submit a written request to the Director to withdraw the application, to proceed with the next step in the development review process notwithstanding the recommendation for denial, or to request an extension to address the insufficiencies (see Section 9, below).

7. Department Director Sufficiency Review and Approval

a. Administrative Applications with DRC Recommendation:

Once the DRC issues a recommendation on an application that requires administrative approval, the Department Director will issue a letter approving, denying or approving the application subject to conditions and including written findings supporting the decision. Such letter must be issued within seven (7) days after the DRC meeting. See Figure 2.

b. Administrative Applications without DRC Review:

For applications that do not require DRC review per Table 3-1 of the LDC, the Director must determine whether the application meets the development standards and provisions contained in the Land Development Code, Comprehensive Plan and other applicable County rules and regulations. See Figure 3.

The Department Director first performs a preliminary sufficiency review and submits preliminary comments to the applicant. The applicant will be given fourteen (14) days to address the comments and resubmit the application to the County.

Up to seven (7) days after the resubmittal is received, the Director will issue a final sufficiency letter approving, denying, or approving the application subject to conditions. The letter approving, denying, or approving the application subject to conditions, shall include a citation to the applicable portions of an ordinance, rule, statute, or other legal authority that triggered the denial.

c. Quasi-Judicial or Public Hearing Applications:

In the case of legislative or quasi-judicial decisions, the Director directs the Case Manager to prepare a staff report, which includes the DRC recommendation, and submits it to the County Attorney's Office for review. Once those comments are received and incorporated into the report, the Case Manager submits the Staff Report to the public hearing agenda coordinator for distribution to the appropriate decision-making or recommending body, and to schedule the hearing. See Figure 4.

If the staff report contains a recommendation for denial, and the applicant disagrees with the determination, the applicant may submit a written request to the Director to withdraw the application, to proceed with the quasi-judicial or public hearing notwithstanding the recommendation for denial, or to request an extension to address the insufficiencies (see Section 9, below).

Depending on the type of application under consideration, public hearings must be advertised in the newspaper, posted on the site, and/or noticed to surrounding property owners. Section 312.7 of the LDC contains the specific instructions for public notices.

8. Quasi-Judicial and Public Hearings (LDC Section 312.8)

For an application requiring Planning Commission or Historic Preservation Board (HPB) recommendations or approvals form the Hearing Officer or the Board of County Commissioners (BOCC), the following shall apply:

a. Prior to a hearing, the Case Manager will issue a staff report, email it to the applicant and submit it to the agenda coordinator for distribution to the Planning Commission, Hearing Officer, HPB, or BOCC. The report shall describe the request, background information, an analysis of whether the application can be found to meet the provisions of the LDC, Comprehensive Plan and other County rules and regulations, and the previous review authority's recommendations and proposed conditions.

b. The Applicant has the burden of proof at the public hearings and should attend to present their case. The failure of an applicant to attend the public hearings can result in a finding of

the applicant failing to meet their burden of proof by the approving authority and a denial or a continuance of their application.

c. The Planning Commission, Hearing Officer, HPB, or BOCC shall review the application in light of the review criteria stated for each type of application in the Land Development Code and make a decision to approve, deny or approve the application subject to conditions (if they are the final approving authority), or send a recommendation to the next reviewing authority.

d. The denial or approval of an application shall be in writing and shall include findings supporting the action taken.

See Section 312.6 of the LDC for procedures to hold neighborhood workshops prior to the public hearings, and Part X for Appeals.

9. Time Extensions for Sufficiency Reviews

If at any time during the sufficiency review process, the applicant wishes to revise the application and needs more time than already allocated in the process, the applicant may submit a time extension request through Accela. The extension application must state how much time the applicant is requesting to revise the plans, that the applicant is aware that the revised plans will be required to once again undergo sufficiency review, and that the 120 or 180-day deadline for sufficiency review may be extended for the period of time requested by the applicant to revise the plans. Conversely, the Department Director may request the applicant in writing to approve an extension of the sufficiency review period in the event of a force majeure or other extraordinary circumstance (an example of such circumstance includes the closing of county offices due to a hurricane).

The extension approval or denial must also be done in writing. A written agreement signed by the applicant and the County must be entered stating the mutually agreed upon time extension for the applicant to provide additional information or revise plans, and for the County to respond accordingly.

If the applicant has not resubmitted the application within the deadline specified in the Agreement, then the County shall provide written notice to the applicant stating that the application has been deemed withdrawn.

FIGURE 1. COMPLETENESS AND SUFFICIENCY REVIEW TIMELINE

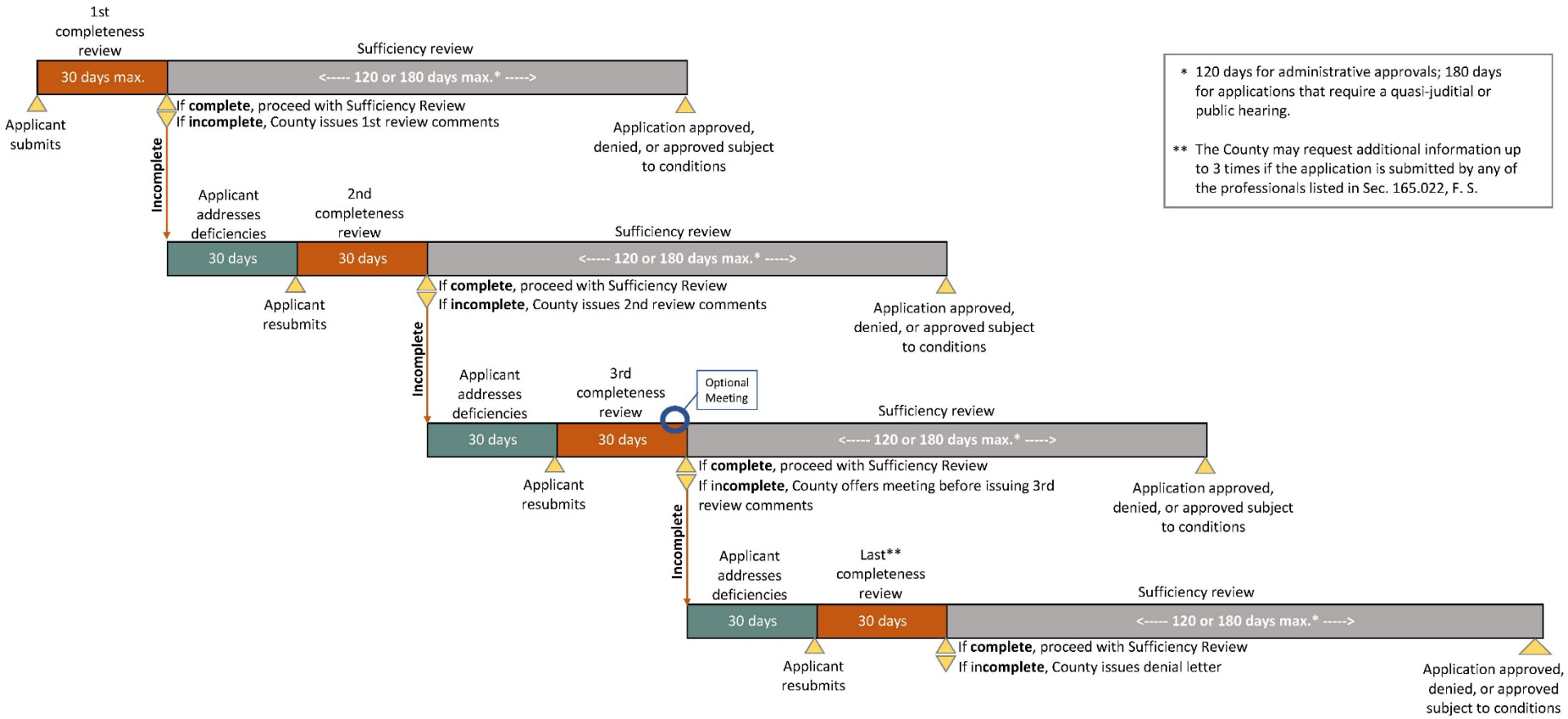
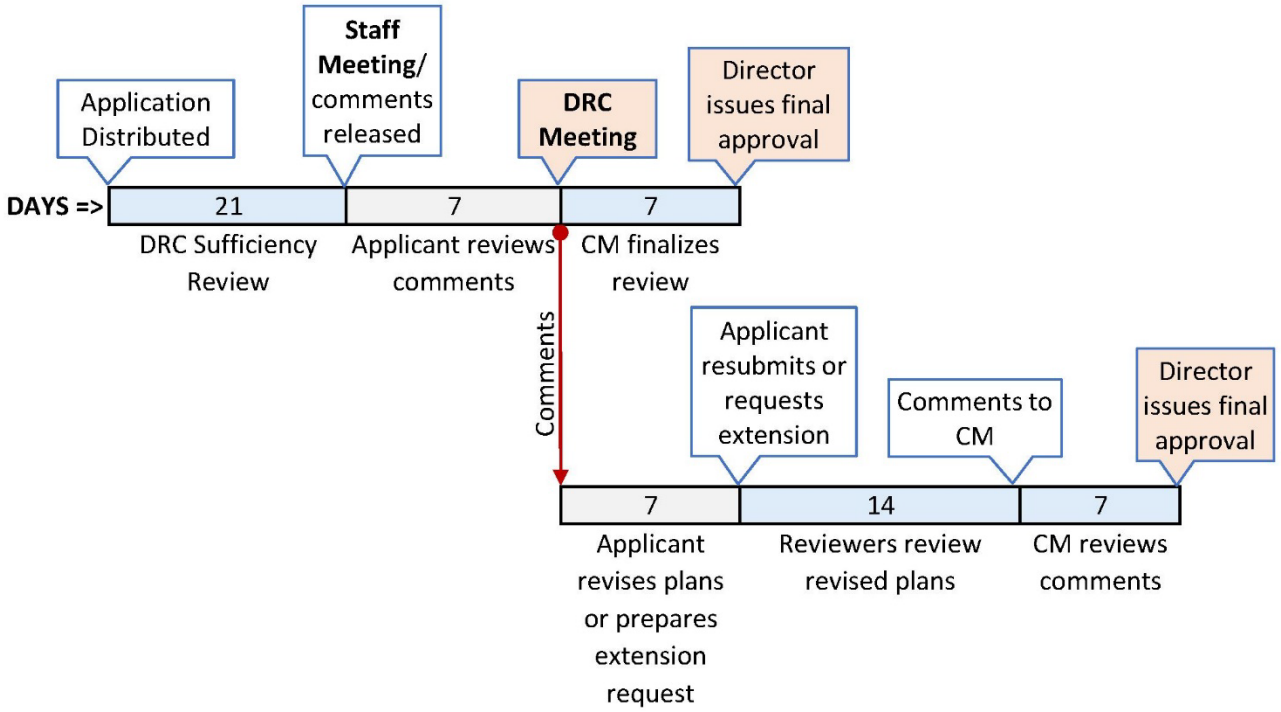
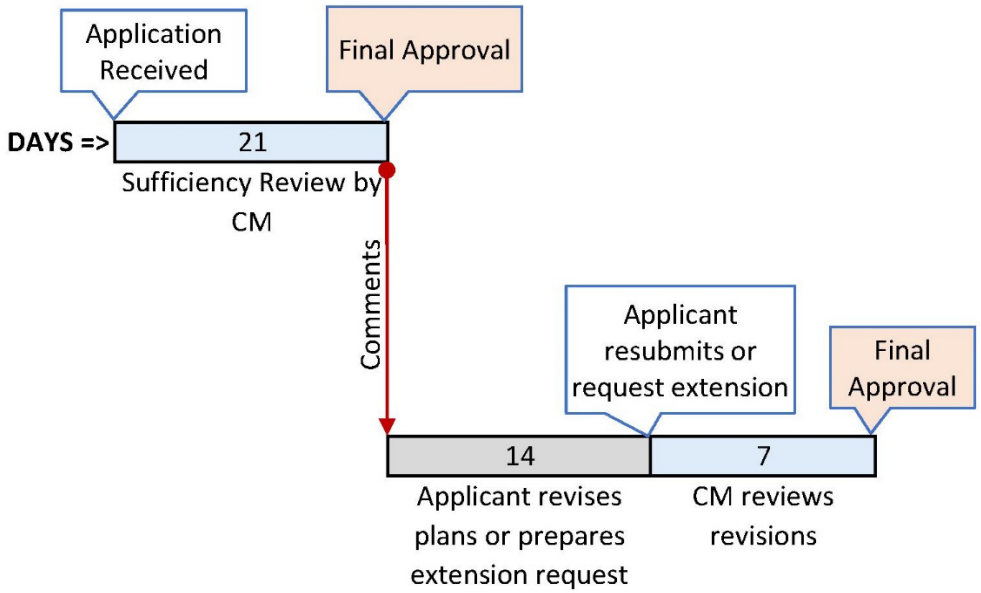


FIGURE 2. SUFFICIENCY REVIEW – DRC/DIRECTOR APPROVAL



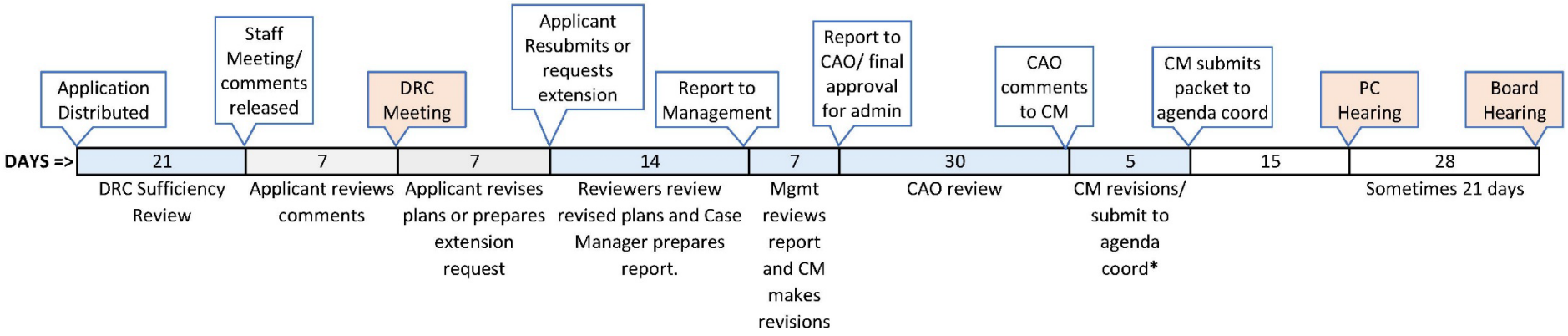
NOTE: County staff review timeframes depicted above are average times required to perform sufficiency reviews and may vary. The total review time, however, shall not exceed 120 days.

FIGURE 3. SUFFICIENCY REVIEW –DIRECTOR APPROVAL



NOTE: County staff review timeframes depicted above are average times required to perform sufficiency reviews and may vary. The total review time, however, shall not exceed 120 days.

FIGURE 4. SUFFICIENCY REVIEW – DRC/PUBLIC HEARING



II. INSTRUCTIONS FOR COMPLETING AND SUBMITTING APPLICATIONS

This part of the manual contains instructions for completing and submitting the following applications to the County for review.

APPLICATIONS, WORKSHEETS AND CHECKLISTS:

ACCELA APP #	PLANNING APPLICATIONS	WORKSHEET	CHECKLIST
A1	**PRE-APPLICATION REQUEST**	NA	C1
A2	**PLANNED DEVELOPMENT (PUBLIC HEARING)**		
	- General Development Plan (GDP)	B2	C2
	- Large Projects GDP	B2.1	C2.1
	- Public School Determination of Consistency	B2.2	C2.2
	- General Plan for Educational Facilities	B2.3	C2.3
	- Preliminary Site Plan (PSP)	B3	C3
	- Large Projects PSP	B3.1	C3.1
A3	**PLANNED DEVELOPMENT (ADMIN)**		
	- Preliminary Site Plan (PSP)	B3	C3
	- Large Projects PSP	B3.1	C3.1
	- Final Site Plan (FSP)	B4	C4
	- Large Projects FSP	B4.1	C4.1
A4	**SITE PLAN**		
	- Preliminary Site Plan (PSP)	B3	C3
	- Large Projects PSP	B3.1	C3.1
	- Final Site Plan (FSP)	B4	C4
	- Large Projects FSP	B4.1	C4.1
	SUBDIVISIONS		
A5	Preliminary Plat	B5	C5
A6	Subdivision Final Plat	B6	C6.1 (Major) C6.2 (Minor)
A7	Subdivision Certified Lot Split	B7	C7
A8	**COMPREHENSIVE PLAN AMENDMENTS**		
	- Text Amendment	B8.1	C8.1
	- Future Land Use Map Amendment	B8.2	C8.2
A9	**LDC AMENDMENT**	B9	C9
A10	**ZONING ATLAS AMENDMENT**		
	- Rezoning	B10	C10
	- Historic District Designation	B10.1	C10.1
A11	**CODE INTERPRETATION**	NA	NA
A12	**SPECIAL PERMIT**		
	- Special Permit	B12	C12
	- Earthmoving	B12.1	C12.1
A13	**CERTIFICATE OF APPROPRIATENESS** (Major)	B13	C13
A14	**CERTIFICATE OF APPROPRIATENESS** (Minor)	B13	C13
A15	**HISTORIC LANDMARK DESIGNATION**	B15	C15
A16	**VARIANCES & MODIFICATIONS (Administrative)**		
	- Modification of Standards (Admin)	B16.1	NA
	- Administrative Adjustment	B16.2	C16.2

ACCELA APP #	PLANNING APPLICATIONS	WORKSHEET	CHECKLIST
	- Floodplain Variance	B17.2	C17.2
A17	**VARIANCES & MODIFICATIONS (Public Hearing)**		
	- Modification of Standards (Board)	B16.1	NA
	- Variance	B17.1	C17.1
	- Floodplain Variance	B17.2	C17.2
A18	Environmental Preserve Management Plan	NA	C18
A19	Local Development Agreement	NA	C19
A20	Community Development District	NA	NA
A21	Development of Regional Impact	NA	NA
A22	Sign Ordinance Administrative	NA	NA
A23	Sign Ordinance Public Hearing	NA	NA
A24	Tree Removal	NA	NA
A25	Time Extension	NA	C25
A26	Appeal	NA	C26
NA*	Completeness/Sufficiency Review Extension	B27	NA

*Completeness/Sufficiency Review Extension worksheets must be uploaded into the relevant Project Application in Accela.

Note: The following applications are handled by a different department:
- Vacation of Streets and Plats (handled by the Property Management Department)
- Construction Documents (handled by Public Works)
- Temporary Use Permits (handled by the Building Department)

AFFIDAVITS/CERTIFICATES:
D1 - Affidavit of Ownership /Agent Authorization
D2 - Zoning Disclosure Affidavit
D3 - Concurrency Deferral and Acknowledgement
D4 – Level of Service Concurrency Reservation Application
D5 - Signature Block
D6 - Title Certification
D7 - Irrevocable License to Enter Real Property and Remove Abandoned Telecommunication Tower

For **One-Stop** and **Off-Street Parking Plan** applications, see Section D, Final Site Plan.

Go to https://mymanatee.org/departments/building___development_services/online_services for instructions on how to use Accela. Part IV includes additional instructions.

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A. Pre-Application Meeting Requests

1. Purpose

The pre-application meeting provides an initial discussion between the applicant and County staff regarding the development review process and submittal requirements for a potential development or project.

2. Submitting a Request for a Pre-Application Meeting

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

a. From the list of Planning Applications on Accela, select Form *A1 - Pre-Application Request*, and under Application Type, select *Regular*. The information must be entered directly into Accela.

b. When prompted in Accela, upload the completed Form *C1 - Pre-Application Meeting Request 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.

Once the pre-application meeting application is submitted, staff will contact the applicant to schedule the meeting. The meeting will be held in the Building and Development Services Department.

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Form C1 - Pre-Application Meeting Request Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

PRE-APPLICATION MEETING CHECKLIST:	Applicant (X)	Staff (X)
1. Completed Form *A1 - Pre-Application Meeting Request*	☐	☐
2. Application Fee Payment Receipt	☐	☐
3. Project Narrative (separate Word document describing the proposed development in detail, including the proposed development program, ownership of the land, and the relationship of the proposed land uses to each other within the development and to land uses abutting/surrounding the project)	☐	☐
4. Affordable housing certificate (if applicable)	☐	☐
5. Rapid Response certificate (if applicable)	☐	☐
6. Copy of previously approved development orders (ordinances, plans and stipulations, if applicable) (e.g. Special Permit, Variance, Certificate of Appropriateness, etc.)	☐	☐
7. Site survey or plan showing existing conditions of the site and its vicinity	☐	☐
8. Concept plan of proposed development	☐	☐

Any item believed to be "not applicable (NA)" must be explained in writing. Click or tap here to enter text.

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B. General Development Plan (GDP) (LDC Section 321)

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**. **GDPs** are required in conjunction with an application to rezone to Planned Development and for property which is zoned for Planned Development but which has no previous plan approval. PD rezone applicants may be required to skip GDP approval and proceed directly to Preliminary Site Plan approval if the Department Director or the Board determine that a GDP will not provide adequate detail to assure compliance with the LDC and the Comprehensive Plan. Applicants also have the option of voluntarily proceeding directly to Preliminary Site Plan approval without first obtaining approval of a General Development Plan. For requests to ***change*** a previously approved GDP the applicant must submit the same documents and plans as with the original submittal, highlighting the revisions (see checklists).

1. Purpose.

GDPs are intended to show the general location and nature of the various components of a project, specifying the type and intensity of land use and principal improvements. GDPs do not show the detail required in a Preliminary Site Plan and provide some flexibility for changes between GDP approval and the Preliminary Site Plan approval.

2. Review Procedures.

General Development Plans are reviewed by the Development Review Committee, Planning Commission and the Board of County Commission, who approves, denies or approves the project subject to conditions, at a quasi-judicial public hearing.

3. Review Criteria.

Per LDC Section 321.3, in deciding whether to recommend approval, approval with modifications or denial of a proposed GDP, the approving authority shall consider whether the proposed plan is consistent with:

a. The Comprehensive Plan

b. The Land Development Code, including but not limited to the standards applicable to each PD district, contained in LDC Chapter 4.

If the GDP is being considered in conjunction with a rezoning to PD, the criteria for rezoning listed in LDC Sections 342.3 and 342.4 will also be considered (see Section II.N of this manual).

4. Submitting a GDP Application Packet.

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

a. From the list of Planning Applications on Accela, select Form *A2 - Planned Development (Public Hearing)*, and under Application Type, select *General Development Plan*. The information must be entered directly into Accela.

b. Form B2 - *General Development Plan Application Worksheet*.

c. Form C2 - *General Development 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.

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Form B2 - General Development Plan (GDP) Application Worksheet

General Development Plan applications submitted in conjunction with a rezone to PD shall complete this worksheet in addition to the Zoning Atlas Amendment application worksheet.

Answers to the questions contained in this from may be provided in a separate document to be attached to the submittal. Please restate the numbers of the questions on that document for ease of reference.

1. **Project Name:** Click or tap here to enter text.

REQUEST

2. If processing a GDP in conjunction with a rezone to Planned Development, please describe how the proposed project meets the purpose and intent of Planned Developments as stated in LDC Section 402.1.Click or tap here to enter text.
3. Describe the proposed development program and relationship of the proposed land uses to each other, within the development and to land uses abutting/surrounding the project. Click or tap here to enter text.
4. Describe the site and ownership of the site if owned by multiple entities or individuals. Click or tap here to enter text.
5. List any *Specific Approvals* (defined in LDC Section 200) being requested in conjunction with the General Development Plan. Include a justification for each (note if provided as a separate request letter). Click or tap here to enter text.

CRITERIA FOR GDP APPROVAL

LDC Section 321.3 contains the criteria for approving General Development Plans. In deciding whether to recommend approval, approval with modifications or denial of a proposed GDP, the approving authority will consider whether the proposed plan is consistent with the Comprehensive Plan and the Land Development Code (LDC), including but not limited to the standards applicable to each PD district, contained in LDC Chapter 4.

6. Is the proposed planned development consistent with the adopted Manatee County Comprehensive Plan (explain and provide the number of any relevant Goals, Objective and Policies)? The Plan is available in Municode.com. Click or tap here to enter text.
7. Explain how the proposed planned development will conform with all applicable requirements of the Land Development Code (explain and provide the number of any relevant sections). The LDC is available in Municode.com. Click or tap here to enter text.
8. Address how the proposed planned development will conform with the Planned Development District standards contained in Chapter 4 (address those that are applicable to the project).
    a. Section 402.6 - General Design Requirements for All Planned Development Site Plans. Click or tap here to enter text.
    b. Section 402.7 - Planned Development Residential. Click or tap here to enter text.
    c. Section 402.8 - Planned Development Mobile Home. Click or tap here to enter text.
    d. Section 402.9 - Planned Development Recreational Vehicle. Click or tap here to enter text.
    e. Section 402.10 - Planned Development Office. Click or tap here to enter text.
    f. Section 402.11 – Planned Development Commercial. Click or tap here to enter text.

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g. Section 402.12 - Planned Development Research Park. Click or tap here to enter text.
h. Section 402.13 – Planned Development Industrial. Click or tap here to enter text.
i. Section 402.14 - Planned Development Waterfront. Click or tap here to enter text.
j. Section 402.15 - Planned Development Public Interest. Click or tap here to enter text.
k. Section 402.16 - Planned Development Mixed Use. Click or tap here to enter text.
l. Section 402.17 - Planned Development Urban Industrial. Click or tap here to enter text.
m. Section 402.18 - Planned Development Port Manatee. Click or tap here to enter text.
n. Section 402.19 - Planned Development Golf Course. Click or tap here to enter text.
o. Section 402.20 - Planned Development Agriculture. Click or tap here to enter text.
p. Section 402.21 - Planned Development Encouragement Zone. Click or tap here to enter text.

Note: If the GDP is submitted in conjunction with a zoning map amendment, the worksheet for Zoning Atlas Amendments must also be completed.

BUILDING HEIGHT COMPATIBILITY

Requests for approval of additional building height in conjunction with Planned Development Residential as provided for in LDC Section 402.7.D.9 shall meet the step back provisions of Section 401.5.A, if applicable, and the following provisions. Please explain how these provisions will be met. (Note that Section 401.5.A applies to all projects of 3 stories or more abutting a single family residential zoning district)

9. The height of the proposed development shall not adversely affect surrounding development or waterfront vistas; Click or tap here to enter text.
10. The proposed building(s) shall have varied setbacks of at least three (3) feet in depth every seventy-five (75) horizontal feet to give the appearance of less bulk to the street frontage and adjacent buildings; Click or tap here to enter text.
11. The proposed building(s) shall have an articulated roofline, whether it consists of a series of flat or sloped roofs; Click or tap here to enter text.
12. The main entrance to the building shall face the street and the site shall be designed to provide clear and safe pedestrian access from the public sidewalk to that entrance; Click or tap here to enter text.
13. The building materials shall be complementary with the adjacent existing construction. Click or tap here to enter text.

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Form C2 - General Development Plan Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

GENERAL DEVELOPMENT PLAN APPLICATION CHECKLIST:	Applicant	Staff
FORMS AND CERTIFICATES:	**(X)**	**(X)**
1. Completed Form *A2 - Planned Development (Public Hearing)* application (in Accela)	☐	☐
2. Completed Form *B2 - General Development Plan Application Worksheet*	☐	☐
3. Completed Form *D1 - Affidavit of Ownership / Agent Authorization*	☐	☐
4. Completed Form *D3 - Concurrency Deferral & Acknowledgement*.	☐	☐
5. Completed Form *B10 - Zoning Atlas Amendment Application Worksheet*	☐	☐
6. Completed Form *C10 - Zoning Atlas Amendment Application Checklist*	☐	☐
7. Completed Form *D2 - Zoning Disclosure Affidavit*	☐	☐
8. Affordable housing certificate (if applicable)	☐	☐
9. Rapid Response certificate (if applicable)	☐	☐
MISCELLANEOUS DOCUMENTS:	**(X)**	**(X)**
10. Pre-application comments	☐	☐
11. Project Narrative (separate Word document describing the proposed development in detail, including the proposed development program, ownership of the land, and the relationship of the proposed land uses to each other within the development and to land uses abutting/surrounding the project)	☐	☐
12. Application fee payment	☐	☐
13. Copy of previously approved development orders (ordinances, plans and stipulations, if applicable) (e.g. Special Permit, Variance, Certificate of Appropriateness, etc.)	☐	☐
14. Corporate Ownership Articles of Incorporation	☐	☐
15. Legal description of the site in Word	☐	☐
16. Strike-through and underline document of proposed changes to an already approved development order (if applicable).	☐	☐
17. Letter listing requested Specific Approvals and justification for each (PDs only).	☐	☐
REPORTS AND STUDIES:	**(X)**	**(X)**
18. Traffic Impact Statement required with if Deferral with rezone.	☐	☐
19. FDOT response if access to state ROW. Include FDOT meeting notes and meeting date.	☐	☐
20. Preliminary wetlands delineation report, as required in Section 706.2 (Wetland Identification and Verification).	☐	☐
21. Wetland Impact Study including an avoidance and minimization analysis that demonstrates the necessity of the proposed impacts to wetlands and buffers. At minimum, the analysis shall include the following:	☐	☐
a. Onsite wetlands evaluated based on size and wetland function and scored in accordance with UMAM score sheets;	☐	☐
b. A statement describing the necessity of the proposed impact(s);	☐	☐
c. Examples of designs considered that would not require the impact(s) or demonstrate how the impacts have been minimized;	☐	☐

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GENERAL DEVELOPMENT PLAN APPLICATION CHECKLIST:	Applicant	Staff
d. A statement of how any proposed impacts satisfy the requirements of LDC Section 706.5 (Criteria for Approval of Wetlands Impacts), including:	☐	☐
i. A statement of how the impacted wetland meets the definition of Non-Viable Wetland (Section 706.5);	☐	☐
ii. A statement of how avoiding the impact would prevent reasonable development of the land, including consideration of whether the wetland to be impacted is within the boundaries of a Development of Regional Impact (DRI) and a consideration of the uses permitted within the boundaries of the DRI as a whole, pursuant to Section 706.5; or	☐	☒
iii. A statement of how the impact is a result of an overriding public benefit. The applicant shall submit documentation to support the conclusion that the overriding public benefit would provide a direct public benefit in excess of the detriments suffered by the public resulting from the loss of the wetland functions and values, pursuant to Section 706.5;	☐	☐
iv. Proximity of the land to adjacent urban land uses; and	☐	☐
v. Degree of disturbance or invasion by exotic plant species within the wetland.	☐	☐
22. If a water well is present on the site, well management plan including:	☐	☐
a. Digital photographs of the well along with nearby reference structures (if existing);	☐	☐
b. GPS coordinates (latitude/longitude) of the well;	☐	☐
c. Methodology used to secure the well during construction (e.g. fence, tape); and	☐	☐
d. Final disposition of the well - used, capped or plugged.	☐	☐
PLANS:		
Basic standards for all sheets	**Sheet #**	**(X)**
23. Sheet size, max. 24” x 36”, numbered (i.e., sheet __ of __). If the site plan is split into multiple sheets, match lines shall clearly show where sheets join.	#	☐
24. Title block with:	#	☐
a. Project name with the words "GENERAL DEVELOPMENT PLAN" clearly stated;	#	☐
b. Plan preparer name;	#	☐
c. Approval signature block (see Form D5);	#	☐
d. Preparation/revision dates.	#	☐
25. North arrow, legend and scale (1" = 60' or larger). In all cases, the scale used shall be of sufficient size to show all detail.	#	☐
26. Neat and legible lettering (minimum of 0.125 inches (9 points) in height when the sheet size is reduced to 11x17)	#	☐
27. All dimensions shall be in feet and decimals of a foot.	#	☐
28. If submitting a change to a previously approved GDP, show revisions in clouds.	#	☐
Cover Sheet	**Sheet #**	**(X)**
29. Project name, including the words "GENERAL DEVELOPMENT PLAN" clearly stated	#	☐
30. Vicinity map (scale of not less than 1" = 1 mile) which clearly shows the site in relationship to its surroundings.	#	☐
31. Name, address, phone number and email address of the applicant, owner, developer, engineer, landscape architect and surveyor.	#	☐
32. Legal description of the site	#	☐

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GENERAL DEVELOPMENT PLAN APPLICATION CHECKLIST:	Applicant	Staff
33. Note if the project is located within an Overlay Zoning district, or special area (e.g. Entranceway, Urban Corridor, Coastal Area, etc.)	#	☐
34. Include list of Specific Approvals requested	#	☐
35. Building & Development Services Department Signature block (see Form D5)	#	☐
Existing Site Conditions	**Sheet #**	**(X)**
36. Proposed Boundary Sketch	#	☐
37. Total site acreage	#	☐
38. Existing use, and current zoning and future land use designations of the site and of properties within 200' of the property boundaries.	#	☐
39. The approximate location and size of the following existing features on the site and contiguous to the site:	#	☐
a. Existing easements (specify type)	#	☐
b. Buildings (including height)	#	☐
c. Historic and archaeological resources	#	☐
d. Active and inactive water wells. If no wells exist, add a note to the cover sheet indicating that there are no wells on-site.	#	☐
40. The approximate location of the following features on-site and contiguous sites:	#	☐
a. Public use areas (note nature of use)	#	☐
b. Existing and platted streets (and street names)	#	☐
c. Sidewalks	#	☐
d. Drainageways	#	☐
e. Utilities	#	☐
f. Water features (including watercourses, water bodies, perennial lakes and perennial streams).	#	☐
41. General topographic contours (5' maximum interval) on site based upon North American Vertical Datum (NAVD). The conversion factor between NAVD and National Geodetic Vertical Datum (NGVD) vertical datum shall be identified on the plan.	#	☐
42. Preliminary wetlands delineation map (see LDC Section 706.2, Wetland Identification and Verification)	#	☐
43. Delineation of the FEMA latest effective Flood Insurance Rate Map (FIRM) 100-Year Floodplain Line, flood zones and the Flood Protection Elevation data onsite. Where available, 100-year floodplain delineation and associated stages pursuant to Watershed Management Plan shall be utilized as best available information. The source (FEMA FIRM and/or Watershed Management Plan) of 100-year floodplain delineation and stages shall be identified on the plan.	#	☐
44. If the site is located within the 100-year, the existing information required for a Floodplain Management Permit per Manatee County Floodplain Ordinance Section 2-10-21(c). Provide Flood Insurance Rate Map (FIRM) Panel(s) and delineate the floodplain.	#	☐
45. Where the project exceeds 100 acres in area, the latest available aerial photograph made at a scale of at least 1"=400' showing all property within 1,000' of the project boundaries.	#	☐
46. Special habitat delineation showing:	#	☐

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GENERAL DEVELOPMENT PLAN APPLICATION CHECKLIST:	Applicant	Staff
a. Mangrove swamps;	#	☐
b. Tidal marshes;	#	☐
c. Sea grass beds;	#	☐
d. Oyster beds;	#	☐
e. Coastal streams;	#	☐
f. Freshwater wetlands (swamps, marshes, sloughs, wet prairies, and heads);	#	☐
g. Hammocks (mesic or xeric);	#	☐
h. Pine prairies (pine flatwoods or dry prairies); and	#	☐
i. Scrubs (sand pine scrubs, scrubby flatwoods, turkey oak ridges).	#	☐
47. General location of tree groupings	#	☐
Proposed Development	**Sheet #**	**(X)**
48. Plan showing graphically the approximate location of all proposed general uses, specifying dwelling types (e.g. single family, duplex, multi-family, etc.), general types of non-residential uses (e.g. neighborhood commercial, office, industrial, etc.), open space, recreational facilities, and other proposed uses.	#	☐
49. Summary table listing:	#	☐
a. Proposed acreage by general land use type (including open space acreage and percentage)	#	☐
b. Proposed number of dwelling units by type	#	☐
c. Proposed gross floor area (square feet) for each non-residential building and occupancy	#	☐
d. Proposed residential density (dwelling units per acre) and non-residential intensity (Floor Area Ratio)	#	☐
50. Amount of additional density or floor area applied for under any bonus provisions, and the calculations supporting the specific features giving rise to such bonus application.	#	☐
51. Proposed development construction schedule indicating the approximate starting and completion dates for the project and any phases thereof, together with appropriate identification and descriptions of such phases.	#	☐
52. All proposed front, rear, side, waterfront and other yards and setbacks	#	☐
53. Location and dimensions of existing and proposed circulation features, including name, ownership (public/private) and center line for existing and proposed roads on-site or contiguous to the site, along with any necessary future right of way setbacks for consistency with the Comprehensive Plan's Future Traffic Circulation Plan.	#	☐
54. Approximate location and size of existing potable water, reclaimed water and/or wastewater facilities on-site	#	☐
55. Approximate location and size of existing potable water, reclaimed water and/or wastewater facilities contiguous to the site	#	☐
56. Identification and description of phased construction, if applicable, of the potable water, reclaimed water and/or wastewater facilities	#	☐
57. General location of existing and proposed waterfront structures.	#	☐
58. Landscape plan showing the following:	#	☐
a. Dimensioned perimeter screening and roadway buffers (including fences and walls)	#	☐

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GENERAL DEVELOPMENT PLAN APPLICATION CHECKLIST:	Applicant	Staff
b. The following note: "All irrigation shall use the lowest quality water available which adequately and safely meets the needs of the system. Storm water reuse, reclaimed water use, grey water irrigation systems and/or shallow wells shall be used. The use of potable water for irrigation will not be allowed."	#	☐
c. A note indicating that tree removal /replacement and landscaping will be in accordance with LDC Sections 700 and 701.	#	☐
Building Elevations	**Sheet #**	**(X)**
59. Developments of three (3) stories or more abutting or directly across the street (excluding major arterials) from a single-family residential zoning district shall submit building elevations showing compliance with LDC Section 401.5.A.	#	☐
60. Building elevations or design concepts if the site is located within a Rural Village (Section 402.20.E).	#	☐
61. Building elevations of street facades for buildings facing Cortez Road within the Cortez Fishing Village HA Overlay (LDC Section 403.5.I).	#	☐
62. Building elevations of facades that are visible from the street and parking areas in the North Central Overlay District (Section 403.12.G).	#	☐
Utilities Plan	**Sheet #**	**(X)**
63. Include the following note: "This project is planning to connect into County utilities and is in accordance with the most recent County Master plan for this area."	#	☐
64. If proposed on-site utilities are depicted, include the following note: "PROPOSED POTABLE WATER, RECLAIMED WATER AND/OR WASTEWATER FACILITIES SHOWN ARE CONCEPTUAL ONLY AND DEMONSTRATE THE INTENT TO COMPLY WITH THE REQUIREMENTS OF SECTION 803 OF THE MANATEE COUNTY LDC. THE SIZE AND LOCATION OF THESE FACILITIES WILL BE FINALIZED DURING THE FINAL SITE/CONSTRUCTION PLAN REVIEW PROCESS."	#	☐

Any item believed to be "not applicable (NA)" must be explained in writing. Click or tap here to enter text.

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C. 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).

1. Purpose.

Preliminary Site Plan approval is required for:

a. Planned Development;

b. 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;

c. 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.

2. 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:

a. The Development Review Committee shall review the request and submit comments to the Department Director.

b. 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.

c. 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.

3. 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.

4. Submitting a PSP Application Packet.

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

a. From the list of Planning Applications on Accela, select the following:

i. For Planned Developments: Form *A2 - Planned Development*, and under Application Type, select *Preliminary Site Plan*. The information must be entered directly into Accela.

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ii. All other projects: Form *A4 – Site Plan*, and under Application Type, select *Preliminary Site Plan*. The information must be entered directly into Accela.

b. Form *B3 - Preliminary Site Plan Application Worksheet*.

c. 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.

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Form B3 - Preliminary Site Plan (PSP) Application Worksheet

Answers to the questions contained in this from may be provided in a separate document. Please restate the numbers of the questions for ease of reference.

Preliminary Site Plan applications submitted in conjunction with a rezone to PD shall complete this worksheet in addition to the Zoning Atlas Amendment application worksheet.

1. **Project Name:** Click or tap here to enter text.

CRITERIA FOR PSP APPROVAL

LDC Section 322.2 contains the criteria for approving Preliminary Site Plans. In deciding whether to recommend approval, approval with modifications or denial of a proposed PSP, the approving authority will consider the following factors. Please provide an explanation of how the proposed Preliminary Site Plan meets the criteria.

2. Previous Approvals. The site plan substantially conforms and is consistent with prior approvals such as a General Development Plan, Rezoning, Special Permit, Variance, etc. Click or tap here to enter text.
3. Comprehensive Plan. The proposed plan must be consistent with all applicable provisions of the Manatee County Comprehensive Plan (explain and provide the number of any relevant Goals, Objective and Policies)? The Plan is available in Municode.com. Click or tap here to enter text.
4. Land Development Code. The proposed plan must be in conformance with all applicable provisions of the Land Development Code (explain and provide the number of any relevant sections). The LDC is available in Municode.com. Click or tap here to enter text.
5. If the PSP approval is for a Planned Development, address how the proposed planned development will conform with the Planned Development District standards contained in Chapter 4 (address those that are applicable to the project). If not in a PD district, skip this question.
    a. Section 402.6 - General Design Requirements for All Planned Development Site Plans. Click or tap here to enter text.
    b. Section 402.7 - Planned Development Residential. Click or tap here to enter text.
    c. Section 402.8 - Planned Development Mobile Home. Click or tap here to enter text.
    d. Section 402.9 - Planned Development Recreational Vehicle. Click or tap here to enter text.
    e. Section 402.10 - Planned Development Office. Click or tap here to enter text.
    f. Section 402.11 – Planned Development Commercial. Click or tap here to enter text.
    g. Section 402.12 - Planned Development Research Park. Click or tap here to enter text.
    h. Section 402.13 – Planned Development Industrial. Click or tap here to enter text.
    i. Section 402.14 - Planned Development Waterfront. Click or tap here to enter text.
    j. Section 402.15 - Planned Development Public Interest. Click or tap here to enter text.
    k. Section 402.16 - Planned Development Mixed Use. Click or tap here to enter text.
    l. Section 402.17 - Planned Development Urban Industrial. Click or tap here to enter text.
    m. Section 402.18 - Planned Development Port Manatee. Click or tap here to enter text.
    n. Section 402.19 - Planned Development Golf Course. Click or tap here to enter text.
    o. Section 402.20 - Planned Development Agriculture. Click or tap here to enter text.
    p. Section 402.21 - Planned Development Encouragement Zone. Click or tap here to enter text.

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6. Use and District Requirements. The proposal must conform to the requirements of the zoning district(s) in which it is located (see LDC Chapter 4) and, where applicable, to the requirements of Chapter 5 for the particular use or activity under consideration. Click or tap here to enter text.
7. Environment. The proposal shall not adversely impact environmentally sensitive lands or natural resources. Click or tap here to enter text.
8. Circulation. Ingress and egress to the property and internal traffic patterns must be designed to protect and promote motorized vehicle and pedestrian/bicycle safety and convenience, allow for desirable traffic flow and control, and provide adequate access in case of fire or catastrophe. Click or tap here to enter text.
9. Concurrency. The site plan must meet the requirements of Section 360, Certificate of Level of Service, or the site plan must be conditioned upon a Certificate of Level of Service being granted prior to Construction Drawing approval (this second option is available only where the applicant is required to obtain Construction Drawing approval). Click or tap here to enter text.

BUILDING HEIGHT COMPATIBILITY

Requests for approval of additional building height in conjunction with a Planned Development Residential as provided for in LDC Section 402.7.D.9 shall meet the step back provisions of LDC Section 401.5.A, if applicable, and the following provisions. Please explain how each of the provisions will be met. (Note that Section 401.5.A applies to all projects of 3 stories or more abutting a single family residential zoning district)

10. The height of the proposed development shall not adversely affect surrounding development or waterfront vistas; Click or tap here to enter text.
11. The proposed building(s) shall have varied setbacks of at least three (3) feet in depth every seventy-five (75) horizontal feet to give the appearance of less bulk to the street frontage and adjacent buildings; Click or tap here to enter text.
12. The proposed building(s) shall have an articulated roofline, whether it consists of a series of flat or sloped roofs; Click or tap here to enter text.
13. The main entrance to the building shall face the street and the site shall be designed to provide clear and safe pedestrian access from the public sidewalk to that entrance; Click or tap here to enter text.
14. The building materials shall be complementary with the adjacent existing construction. Click or tap here to enter text.

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Form C3 - Preliminary Site Plan Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

PRELIMINARY SITE PLAN APPLICATION CHECKLIST:	Applicant	Staff
FORMS AND CERTIFICATES:	**(X)**	**(X)**
1. Completed Form *A2 - Planned Development* application (in Accela), if processing as part of a Planned Development	☐	☐
2. Completed Form *A4 - Site Plan* application (in Accela), if not part of a Planned Development project	☐	☐
3. Completed Form *B3 - Preliminary Site Plan Worksheet*	☐	☐
4. Completed Form *B10 - Zoning Atlas Amendment Application Worksheet* if the PSP is being processed in conjunction with a rezoning to PD	☐	☐
5. Completed Form *C10 - Zoning Atlas Amendment Application Checklist* if the PSP is being processed in conjunction with a rezoning to PD	☐	☐
6. Completed Form *D1 - Affidavit of Ownership / Agent Authorization*	☐	☐
7. Completed Form *D3 - Concurrency Deferral & Acknowledgement* or Form *D4 – Level of Service Concurrency Reservation Application*	☐	☐
8. Affordable housing certificate (if applicable)	☐	☐
9. Rapid Response certificate (if applicable)	☐	☐
10. If submitting Preliminary Plat along with Preliminary Site Plan, also include a completed Form *C5 - Preliminary Plat Checklist* and Preliminary Plat	☐	☐
MISCELLANEOUS DOCUMENTS:	**(X)**	**(X)**
11. Pre-application comments	#	☐
12. Project Narrative (separate Word document describing the proposed development in detail, including the proposed development program, ownership of the land, and the relationship of the proposed land uses to each other within the development and to land uses abutting/surrounding the project)	☐	☐
13. Application fee payment	#	☐
14. Copy of previously approved development orders (ordinances, plans and stipulations, if applicable) (e.g. Special Permit, Variance, Certificate of Appropriateness, etc.)	#	☐
15. Corporate Ownership Articles of Incorporation	#	☐
16. Legal description of the site in Word	#	☐
17. Address Plan (scaled plat maps 1”=100', 1”=200' and 1”=400') showing roadways, buildings (stories, units per floor, and location of each building entry), and any miscellaneous items that will require addresses (entry features, amenity areas, lift stations, perimeter walls/fences, etc.).	#	☐
18. GIS shape file of Boundary and Center Line Drawing (must be in the correct state plane coordinate system – NAD83, 1990 Adjustment or later, Florida West Zone).	#	☐
19. Strike-through and underline document of proposed changes to an already approved development order (if applicable).	#	☐

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PRELIMINARY SITE PLAN APPLICATION CHECKLIST:	Applicant	Staff
20. General description of proposed legal measures to provide for any easements, dedications and reservations.	#	☐
21. Utilities Calculation	#	☐
22. SWFWMD Application Copy	#	☐
23. Letter listing requested Specific Approvals and justification for each (PDs only).	#	☐
REPORTS AND STUDIES:	**(X)**	**(X)**
24. Traffic Impact Analysis or Traffic Impact Statement or correspondence from Public Works Transportation Planning indicating no study required or in-house study performed. Contact Public Works Transportation Planning for methodology and to determine the study type (941)708-7450	#	☐
25. Site Access Operational Analysis (with concurrency application)	#	☐
26. FDOT response if access to state ROW. Include FDOT meeting notes and meeting date.	#	☐
27. Preliminary wetlands delineation report, as required in Section 706.2 (Wetland Identification and Verification).	#	☐
28. Wetland Impact Study including an avoidance and minimization analysis that demonstrates the necessity of the proposed impacts to wetlands and buffers. At minimum, the analysis shall include the following:	#	☐
a. Onsite wetlands evaluated based on size and wetland function and scored in accordance with UMAM score sheets;	#	☐
b. A statement describing the necessity of the proposed impact(s);	#	☐
c. Examples of designs considered that would not require the impact(s) or demonstrate how the impacts have been minimized;	#	☐
d. A statement of how any proposed impacts satisfy the requirements of LDC Section 706.5 (Criteria for Approval of Wetlands Impacts), including:	#	☐
i. A statement of how the impacted wetland meets the definition of Non-Viable Wetland (Section 706.5);	#	☐
ii. A statement of how avoiding the impact would prevent reasonable development of the land, including consideration of whether the wetland to be impacted is within the boundaries of a Development of Regional Impact (DRI) and a consideration of the uses permitted within the boundaries of the DRI as a whole, pursuant to Section 706.5; or	#	☐
iii. A statement of how the impact is a result of an overriding public benefit. The applicant shall submit documentation to support the conclusion that the overriding public benefit would provide a direct public benefit in excess of the detriments suffered by the public resulting from the loss of the wetland functions and values, pursuant to Section 706.5;	#	☐
e. Proximity of the land to adjacent urban land uses; and	#	☐
f. Degree of disturbance or invasion by exotic plant species within the wetland.	#	☐
29. If a water well is present on the site, well management plan including:	#	☐
a. Digital photographs of the well along with nearby reference structures (if existing);	#	☐
b. GPS coordinates (latitude/longitude) of the well;	#	☐

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PRELIMINARY SITE PLAN APPLICATION CHECKLIST:	Applicant	Staff
c. Methodology used to secure the well during construction (e.g. fence, tape); and	#	☐
d. Final disposition of the well - used, capped or plugged.	#	☐
30. A report detailing solid waste and wastewater uses, recycling, and disposal methods if the use generates or uses materials that cannot be introduced into the landfill or sanitary sewer system	#	☐
PLANS:		
Basic standards for all sheets	**Sheet #**	**(X)**
31. Sheet size, max. 24" x 36", numbered (i.e., sheet __ of __). If the site plan is split into multiple sheets, match lines shall clearly show where sheets join.	#	☐
32. Title block with:	#	☐
a. Project name with the words "PRELIMINARY SITE PLAN" clearly stated;	#	☐
b. Plan preparer name;	#	☐
c. Approval signature block (see Form D5);	#	☐
d. Preparation/revision dates.	#	☐
33. North arrow, legend and scale (1" = 60' or larger). In all cases, the scale used shall be of sufficient size to show all detail.	#	☐
34. Neat and legible lettering (minimum of 0.125 inches (9 points) in height when the sheet size is reduced to 11x17)	#	☐
35. All dimensions shall be in feet and decimals of a foot.	#	☐
36. If submitting a change to a previously approved PSP, show revisions in clouds	#	☐
Cover Sheet	**Sheet #**	**(X)**
37. Project name, including the words "PRELIMINARY SITE PLAN".	#	☐
38. Vicinity map (scale of not less than 1" = 1 mile) which clearly shows the site in relationship to its surroundings.	#	☐
39. Name, address, phone number and email address of the applicant, owner, developer, engineer, landscape architect and surveyor.	#	☐
40. Legal description of the site	#	☐
41. Note if the project is located within an Overlay Zoning district, or special area (e.g. Entranceway, Urban Corridor, Coastal Area, etc.)	#	☐
42. Include list and justification of Modifications of Standards or Adjustments requested	#	☐
43. Building & Development Services Department Signature block (see Form D5)	#	☐
44. Development Land Use Summary Table which includes the number of units or square footage by site plan name/number, the status of the plan, and a tally of total and remaining entitlements by type	#	☐
45. For phased developments, provide a table tracking the provision of open space and removal/ replacement of trees through the project phases.	#	☐
Existing Site Conditions	**Sheet #**	**(X)**
46. Boundary Survey (signed and sealed)	#	☐
47. Total site acreage	#	☐
48. Existing use, and current zoning and future land use designations of the site and of properties within 200' of the property boundaries.	#	☐

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PRELIMINARY SITE PLAN APPLICATION CHECKLIST:	Applicant	Staff
49. The location and size of the following existing features on the site and contiguous to the site:	#	☐
a. Existing easements (specify type)	#	☐
b. Buildings (including height)	#	☐
c. Historic and archaeological resources	#	☐
d. Active and inactive water wells. If no wells exist, add a note to the cover sheet indicating that there are no wells on-site.	#	☐
50. The verified location of the following features on-site and within 100' of site perimeter:	#	☐
a. Public use areas (note nature of use)	#	☐
b. Existing and platted streets (and street names)	#	☐
c. Sidewalks	#	☐
d. Drainageways	#	☐
e. Utilities (including horizontal and vertical information)	#	☐
f. Water features (including watercourses, water bodies, perennial lakes and perennial streams).	#	☐
51. General topographic contours (5' maximum interval) on site based upon North American Vertical Datum (NAVD). The conversion factor between NAVD and National Geodetic Vertical Datum (NGVD) vertical datum shall be identified on the plan.	#	☐
52. Delineation of the FEMA latest effective Flood Insurance Rate Map (FIRM) 100-Year Floodplain Line, flood zones and the Flood Protection Elevation data onsite. Where available, 100-year floodplain delineation and associated stages pursuant to Watershed Management Plan shall be utilized as best available information. The source (FEMA FIRM and/or Watershed Management Plan) of 100-year floodplain delineation and stages shall be identified on the plan.	#	☐
53. If the site is located within the 100-year, the existing information required for a Floodplain Management Permit per Manatee County Floodplain Ordinance Section 2-10-21(c). Provide Flood Insurance Rate Map (FIRM) Panel(s) and delineate the floodplain.	#	☐
54. Where the project exceeds 100 acres in area, the latest available aerial photograph made at a scale of at least 1"=400' showing all property within 1,000' of the project boundaries.	#	☐
55. Preliminary wetlands delineation map (see LDC Section 706.2, Wetland Identification and Verification)	#	☐
56. Special habitat delineation showing:	#	☐
a. Mangrove swamps;	#	☐
b. Tidal marshes;	#	☐
c. Sea grass beds;	#	☐
d. Oyster beds;	#	☐
e. Coastal streams;	#	☐
f. Freshwater wetlands (swamps, marshes, sloughs, wet prairies, and heads);	#	☐
g. Hammocks (mesic or xeric);	#	☐

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PRELIMINARY SITE PLAN APPLICATION CHECKLIST:	Applicant	Staff
h. Pine prairies (pine flatwoods or dry prairies); and	#	☐
i. Scrubs (sand pine scrubs, scrubby flatwoods, turkey oak ridges).	#	☐
57. Location and total acreage of existing native upland habitat onsite, and the location and proposed percentage of habitat that will be retained in an unaltered state post-construction. Proposed Upland Preservation areas should be clearly delineated, labeled and quantified on the plans.	#	☐
58. Depict the existing native plant communities to be preserved. If located within planned open spaces, 35% of the required open space or 75% of the existing native plant communities, whichever is less, shall be in the form of preserved native plant communities.	#	☐
59. Generalized tree inventory showing the location, types and sizes of existing trees 4" and larger (DBH) (see Section 700.3, LDC)	#	☐
Proposed Development	**Sheet #**	**(X)**
60. Plan showing graphically the location of all proposed land uses, specifying dwelling types (e.g. single family, duplex, multi-family, etc.), non-residential uses, open space, recreational facilities, and other proposed uses.	#	☐
61. Summary table listing:	#	☐
a. Proposed acreage by land use (including open space) and percentage of total site area	#	☐
b. Proposed number of dwelling units by type	#	☐
c. Proposed gross floor area (square feet) for each non-residential building and occupancy	#	☐
d. Proposed number of lodging units	#	☐
e. Proposed residential gross and net density (dwelling units per acre) and gross and net non-residential intensity (Floor Area Ratio). Specify if transferring density/intensity from wetlands.	#	☐
62. Amount of additional density or floor area applied for under any bonus provisions, and the calculations supporting the specific features giving rise to such bonus application.	#	☐
63. Label and dimension existing full and half width right of way dimensions, along with any necessary future right of way setback for consistency with the Comprehensive Plan's Future Traffic Circulation Plan	#	☐
64. Depict graphically and in text all required roadway improvements required pursuant to approvals, agreements, and development orders	#	☐
65. Proposed development construction schedule indicating the approximate starting and completion dates for the project and any phases thereof, together with appropriate identification and descriptions of such phases	#	☐
66. Proposed easements (specify type)	#	☐
67. Location and dimensions of proposed buildings, including:	#	☐
a. All proposed buildings and structures	#	☐
b. Outside storage and /or display areas and intended use	#	☐
c. Minimum/maximum building setbacks	#	☐
d. Distance between buildings where such a requirement applies	#	☐

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PRELIMINARY SITE PLAN APPLICATION CHECKLIST:	Applicant	Staff
e. Building height (stories and feet)	#	☐
68. Location and dimensions of existing and proposed circulation features, including:	#	☐
a. Name, ownership (public/private) and center line for existing and proposed roads on-site or contiguous to the site, along with any necessary future right of way setbacks for consistency with the Comprehensive Plan's Future Traffic Circulation Plan.	#	☐
b. Existing traffic signs on adjacent streets, annotate signs	#	☐
c. Existing pavement markings on adjacent streets	#	☐
d. Right-of-way (ROW) boundaries	#	☐
e. Transportation easements	#	☐
f. Visibility triangles	#	☐
g. Sidewalks/pedestrian walkways	#	☐
h. Bikeways	#	☐
i. Proposed driveways and driveways on adjacent sites and across the street (including distance between driveways and intersections)	#	☐
j. Site access	#	☐
69. Location and dimensions of proposed parking and loading areas, including:	#	☐
a. Off-street parking spaces	#	☐
b. Aisles	#	☐
c. Loading areas	#	☐
70. Parking and Loading Calculation Table showing the number of required and proposed parking and loading spaces	#	☐
71. Location and dimensions of proposed:	#	☐
a. Open Space (note if public or private)	#	☐
b. Parks and recreation areas (note if public or private)	#	☐
c. School sites	#	☐
72. Approximate location and size of existing potable water, reclaimed water and/or wastewater facilities on-site	#	☐
73. Approximate location and size of existing potable water, reclaimed water and/or wastewater facilities contiguous to the site	#	☐
74. Identify and describe phased construction, if applicable, of the potable water, reclaimed water and/or wastewater facilities	#	☐
75. Existing and proposed waterfront structures.	#	☐
76. For sites with waterfront structures (docks, piers, ramps, etc.), show the location of railings and "No Mooring" and "Manatee Awareness" signs to be installed on the proposed pier.	#	☐
Building Elevations	#	☐
77. Developments of three (3) stories or more abutting or directly across the street (excluding major arterials) from a single-family residential zoning district shall submit building elevations showing compliance with LDC Section 401.5.A.	#	☐

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PRELIMINARY SITE PLAN APPLICATION CHECKLIST:	Applicant	Staff
78. Requests for approval of additional building height through Special Permit as provided for in LDC Section 402.7.D.9, shall submit building elevations showing compliance with LDC Section 401.5.	#	☐
79. Building elevations or design concepts if the site is located within a Rural Village (Section 402.20.E).	#	☐
80. Building elevations of street facades for buildings facing Cortez Road within the Cortez Fishing Village HA Overlay (LDC Section 403.5.I).	#	☐
81. Building elevations of facades that are visible from the street and parking areas in the North Central Overlay District (Section 403.12.G).	#	☐
Landscape Plan	**Sheet #**	**(X)**
82. General location of vehicular use area landscaping	#	☐
83. Dimensioned perimeter screening and roadway buffers (including fences and walls)	#	☐
84. Foundation landscaping areas	#	☐
85. Proposed general types of plant materials	#	☐
86. 100% automatic irrigation shall be noted	#	☐
87. The following note: "All irrigation shall use the lowest quality water available which adequately and safely meets the needs of the system. Storm water reuse, reclaimed water use, grey water irrigation systems and/or shallow wells shall be used. The use of potable water for irrigation will not be allowed."	#	☐
88. Provide a note on the landscape plans indicating that tree removal /replacement and landscaping will be in accordance with LDC Sections 700 and 701	#	☐
Sign Plan	**Sheet #**	**(X)**
89. General sign plan showing location of proposed signs or design principles.	#	☐
Grading and Drainage Plan	**Sheet #**	**(X)**
90. Drainage and grading intent, including cross sections, where applicable.	#	☐
Utilities Plan	**Sheet #**	**(X)**
91. List in plans the water, sewer and reclaimed water service providers	#	☐
92. includes the following note: "This project is planning to connect into County utilities and is in accordance with the most recent County Master plan for this area."	#	☐
93. If proposed on-site utilities are depicted, include the following note: "PROPOSED POTABLE WATER, RECLAIMED WATER AND/OR WASTEWATER FACILITIES SHOWN ARE CONCEPTUAL ONLY AND DEMONSTRATE THE INTENT TO COMPLY WITH THE REQUIREMENTS OF SECTION 803 OF THE MANATEE COUNTY LDC. THE SIZE AND LOCATION OF THESE FACILITIES WILL BE FINALIZED DURING THE FINAL SITE/CONSTRUCTION PLAN REVIEW PROCESS."	#	☐
94. Graphic or narrative description of intended actions necessary to satisfy the requirements of LDC Section 337, Installation of Required Improvements, for the provision of:	#	☐
a. Water Service	#	☐
b. Sewer Service	#	☐
c. Solid Waste	#	☐

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PRELIMINARY SITE PLAN APPLICATION CHECKLIST:	Applicant	Staff
d. Fire Protection	#	☐
e. Effluent reuse for irrigation	#	☐
f. Sidewalks and distance to existing sidewalks	#	☐
g. Site access, including typical cross section of roadway site access	#	☐
h. Stormwater facilities, including typical cross section of drainage facilities	#	☐

Any item believed to be "not applicable (NA)" must be explained in writing. Click or tap here to enter text.

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D. 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).

1. Purpose.

Final site plans shall be generally required for the following:

a. Prior to the application for a Building Permit for a development project.

b. In conjunction with other development review application (Special Permit, Variance, Off-Street Parking, etc.).

2. 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.

3. Review Criteria.

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

a. Whether the plan meets the requirements of the land development code;

b. Whether the proposed development is consistent with the comprehensive plan;

c. Whether the proposed development is consistent with prior applicable approvals; and

d. 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.

4. Submitting an FSP Application Packet.

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

a. From the list of Planning Applications on Accela, select:

i. For Planned Developments*:* Form *A3 – Planned Development*, and under Application Type, select *Final Site Plan*. The information must be entered directly into Accela.

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ii. For Other Projects*:* Form *A4 - Site Plan*, and under Application Type, select *Final Site Plan*. The information must be entered directly into Accela.

b. Form *B4 - Final Site Plan Application Worksheet*.

c. 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.

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Form B4 - Final Site Plan (FSP) Application Worksheet

Answers to the questions contained in this from may be provided in a separate document. Please restate the numbers of the questions for ease of reference.

1. **Project Name:** Click or tap here to enter text.

CRITERIA FOR FSP APPROVAL

LDC Section 323.2 contains the criteria for approving Final Site Plans. In deciding whether to recommend approval, approval with modifications or denial of a proposed FSP, the approving authority will consider the following factors. Please provide an explanation of how the proposed Final Site Plan meets the criteria.

2. Whether the plan meets the requirements of the land development code. Click or tap here to enter text.
3. Whether the proposed development is consistent with the comprehensive plan. Click or tap here to enter text.
4. Whether the proposed development is consistent with prior applicable approvals. Click or tap here to enter text.
5. 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 concurrency exemption, certificate of preliminary or final concurrency (as applicable at the particular development review stage), or certificate of conditional concurrency reservation. Click or tap here to enter text.

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Form C4 - Final Site Plan (FSP) Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

This worksheet is also used for Off-Street Parking Plans, and other types of development applications. County staff will mark the items that do not need to be submitted as part of those applications.

FINAL SITE PLAN APPLICATION CHECKLIST:	Applicant	Staff
FORMS AND CERTIFICATES:	**(X)**	**(X)**
1. Completed Form *A4 - Site Plan/Final Site Plan* application (in Accela)	☐	☐
2. Completed Form *B4 - Final Site Plan Application Worksheet*	☐	☐
3. Completed Form *D1 - Affidavit of Ownership/Agent Authorization*	☐	☐
4. Completed Form *D4 - Level of Service Concurrency Reservation Application* or existing, valid CLOS	☐	☐
5. Affordable housing certificate (if applicable)	☐	☐
6. Rapid Response certificate (if applicable)	☐	☐
7. If submitting in conjunction with Preliminary Subdivision Plat, include a completed Form *C5 - Preliminary Plat Checklist*	☐	☐
MISCELLANEOUS DOCUMENTS:	**(X)**	**(X)**
8. Pre-application comments	☐	☐
9. Project Narrative (separate Word document describing the proposed development in detail, including the proposed development program, ownership of the land, and the relationship of the proposed land uses to each other within the development and to land uses abutting/surrounding the project)	☐	☐
10. Application fee payment	☐	☐
11. Copy of previously approved development orders (ordinances, plans and stipulations, if applicable) (e.g. Special Permit, Variance, Certificate of Appropriateness, etc.)	☐	☐
12. Corporate Ownership Articles of Incorporation	☐	☐
13. Legal description of the site in Word	☐	☐
14. Address Plan (scaled plat maps 1”=100', 1”=200' and 1”=400') showing roadways, buildings (stories, units per floor, and location of each building entry), and any miscellaneous items that will require addresses (entry features, amenity areas, lift stations, perimeter walls/fences, etc.).	☐	☐
15. GIS shape file of Boundary and Center Line Drawing (must be in the correct state plane coordinate system – NAD83, 1990 Adjustment or later, Florida West Zone).	☐	☐
16. The location, description, and terms of any proposed easements, reservations, or dedications, together with any necessary legal instruments.	☐	☐
17. Utilities Calculations	☐	☐
18. Stormwater Drainage Calculations, including Geotechnical Report	☐	☐
19. Water Meter Calculation Form	☐	☐
20. SWFWMD Application Copy	☐	☐
21. Letter detailing revisions on each sheet provided	☐	☐
REPORTS AND STUDIES:	**(X)**	**(X)**

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FINAL SITE PLAN APPLICATION CHECKLIST:	Applicant	Staff
22. Traffic Impact Analysis or Traffic Impact Statement or correspondence from Public Works Transportation Planning indicating no study required or in-house study performed. Contact Public Works Transportation Planning for methodology and to determine the study type (941)708-7450	☐	☐
23. Site Access Operational Analysis	☐	☐
24. FDOT response if access to state ROW. Include FDOT meeting notes and meeting date.	☐	☐
25. Wetland Impact Study including an avoidance and minimization analysis that demonstrates the necessity of the proposed impacts to wetlands and buffers. At minimum, the analysis shall include the following:	☐	☐
a. Onsite wetlands evaluated based on size and wetland function and scored in accordance with UMAM score sheets;	☐	☐
b. A statement describing the necessity of the proposed impact(s);	☐	☐
c. Examples of designs considered that would not require the impact(s) or demonstrate how the impacts have been minimized;	☐	☐
d. A statement of how any proposed impacts satisfy the requirements of LDC Section 706.5 (Criteria for Approval of Wetlands Impacts), including:	☐	☐
i. A statement of how the impacted wetland meets the definition of Non-Viable Wetland (Section 706.5);	☐	☐
ii. A statement of how avoiding the impact would prevent reasonable development of the land, including consideration of whether the wetland to be impacted is within the boundaries of a Development of Regional Impact (DRI) and a consideration of the uses permitted within the boundaries of the DRI as a whole, pursuant to Section 706.5; or	☐	☐
iii. A statement of how the impact is a result of an overriding public benefit. The applicant shall submit documentation to support the conclusion that the overriding public benefit would provide a direct public benefit in excess of the detriments suffered by the public resulting from the loss of the wetland functions and values, pursuant to Section 706.5;	☐	☐
e. Proximity of the land to adjacent urban land uses; and	☐	☐
f. Degree of disturbance or invasion by exotic plant species within the wetland.	☐	☐
26. If proposing wetland mitigation, submit a cost estimate for the construction, maintenance and monitoring of the mitigation area.	☐	☐
27. Stormwater management plan (prepared by a Professional Engineer) required if proposed impervious area greater than 1,000 Square feet pursuant to Stormwater Design Manual, Section 2.5, Stormwater	☐	☐
28. If proposal is located in a floodway, all calculations and descriptions prepared by a certified Florida Registered Professional Engineer demonstrating compliance with LDC Section 802, Floodplain Management.	☐	☐
29. If flood zone “A” cut and fill - calculations by a Professional Engineer.	☐	☐
30. If a water well is present on the site, well management plan including:	☐	☐
a. Digital photographs of the well along with nearby reference structures (if existing);	☐	☐
b. GPS coordinates (latitude/longitude) of the well;	☐	☐
c. Methodology used to secure the well during construction (e.g. fence, tape); and	☐	☐

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d. Final disposition of the well - used, capped or plugged.	☐	☐
31. Threatened, endangered and species of special concern study, which shall include:	☐	☐
a. Dates of field review;	☐	☐
b. Name of individual and organization conducting the field review;	☐	☐
c. Qualification of individual or individuals conducting the field review;	☐	☐
d. A brief statement of the methodology used to conduct the investigation of the site;	☐	☐
e. A map of land use and land cover classifications on the site using a classification system described in one of the following publications:	☐	☐
i. Land Use, Cover and Forms Classification System: A Technical Manual. State of Florida, Department of Transportation, May 1981 (Preferred); or	☐	☐
ii. The Florida Land Use and Cover Classification System; A Technical Report. State of Florida, Department of Administration, April 1976;	☐	☐
f. A list of species observed on the site;	☐	☐
g. A map showing the exact location and an assessment of any habitat of threatened or endangered species, or species of special concern encountered on the site, and any evidence of habitation of areas on the site by such species discovered during the field review; and	☐	☐
h. A habitat management plan describing any measures which are proposed by the applicant for non-disturbance, or species relocation or other mitigation measures regarding the protection of any threatened or endangered species found on the site.	☐	☐
32. If bald eagle nest within close proximity to the site boundaries, demonstrate compliance with the FFWCC and USFWS guidelines.	☐	☐
33. Species Management Plan. Whenever a significant number of species of special concern, listed by the FFWCC, are found through an evaluation of a proposed development site, and the species habitat on the project site is determined to be viable, a species management plan approved by the FFWCC may be developed and utilized as the basis for development approval conditions or changes to site design to achieve compliance with policies contained in the Manatee County Comprehensive Plan.	☐	☐
34. A report detailing solid waste and wastewater uses, recycling, and disposal methods if the use generates or uses materials that cannot be introduced into the landfill or sanitary sewer system	☐	☐
PLANS:	**Sheet #**	**(X)**
Basic standards for all sheets		
35. Sheet size, max. 24” x 36”, numbered (i.e., sheet __ of __). If the site plan is split into multiple sheets, match lines shall clearly show where sheets join.	#	☐
36. Title block with:	#	☐
a. Project name with the words "FINAL SITE PLAN" clearly stated;	#	☐
b. Plan preparer name;	#	☐
c. Approval signature block (see Form D5);	#	☐
d. Preparation/revision dates.	#	☐
37. North arrow, legend and scale (1" = 60' or larger). In all cases, the scale used shall be of sufficient size to show all detail.	#	☐

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38. Neat and legible lettering (minimum of 0.125 inches (9 points) in height when the sheet size is reduced to 11x17)	#	☐
39. All dimensions shall be in feet and decimals of a foot.	#	☐
40. If submitting a change to a previously approved FSP, show revisions in clouds	#	☐
Cover Sheet		
41. Project name, including the words "FINAL SITE PLAN". If the site plan is used in conjunction with an Off-Street Parking Plan, One Stop or other type of approval, use that term instead.	#	☐
42. Vicinity map (scale of not less than 1”=1 mile), which clearly shows the site in relationship to its surroundings.	#	☐
43. Name, address, phone number and email address of the applicant, owner, developer, engineer, landscape architect and surveyor.	#	☐
44. Legal description of the site	#	☐
45. Note if the project is located within an Overlay Zoning district, or special area (e.g. Entranceway, Urban Corridor, Coastal Area, etc.)	#	☐
46. Table identifying the source and ownership of potable water, wastewater, and reclaimed/irrigation water infrastructure	#	☐
47. Note listing sources of information used for the depiction of existing utility infrastructure (Record Drawings, Field Data, Survey, etc.).	#	☐
48. Include list and justification of Modifications of Standards or Adjustments requested	#	☐
49. Building & Development Services Department Signature block (see Form D5)	#	☐
50. Development Land Use Summary Table which includes the number of units or square footage by site plan name/number, the status of the plan, and a tally of total and remaining entitlements by type	#	☐
51. For phased developments, provide a table tracking the provision of open space and removal/ replacement of trees through the project phases.	#	☐
Existing Site Conditions		
52. Certified property boundary survey (must meet minimum requirements of Rule 5J-17.050, F.A.C.).	#	☐
53. Total site acreage	#	☐
54. Existing use, and current zoning and future land use designations of the site and of properties within 200' of the property boundaries.	#	☐
55. The location and size of the following existing features on the site and contiguous to the site:	#	☐
a. Existing easements (specify type)	#	☐
b. Buildings (including height)	#	☐
c. Historic and archaeological resources	#	☐
d. Active and inactive water wells. If no wells exist, add a note to the cover sheet indicating that there are no wells on-site.	#	☐
56. The location of the following features on-site and within 100' of site perimeter:	#	☐
a. Public use areas (note nature of use)	#	☐
b. Existing and platted streets (and street names)	#	☐
c. Sidewalks	#	☐

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FINAL SITE PLAN APPLICATION CHECKLIST:	Applicant	Staff
d. Drainageways	#	☐
e. Utilities (actual verified locations with depths)	#	☐
f. Water features (including watercourses, water bodies, perennial lakes and perennial streams).	#	☐
57. Topographic contours (1' maximum interval) on site and extending 100' beyond site perimeter, based on North American Vertical Datum (NAVD). Topographic survey information shall be finished by a certified land surveyor, and up to 10 years old (provided site is substantially the same). The conversion factor between NAVD and National Geodetic Vertical Datum (NGVD) vertical datum shall be identified on the plan and/or Drainage Calculations.	#	☐
58. Delineation of the FEMA latest effective Flood Insurance Rate Map (FIRM) 100-Year Floodplain Line, flood zones and the Flood Protection Elevation data onsite. Where available, 100-year floodplain delineation and associated stages pursuant to Watershed Management Plan shall be utilized as best available information. The source (FEMA FIRM and/or Watershed Management Plan) of 100-year floodplain delineation and stages shall be identified on the plan.	#	☐
59. Where the project exceeds 100 acres in area, the latest available aerial photograph made at a scale of at least 1"=400' showing all property within 1,000' of the project boundaries.	#	☐
60. Wetland survey (signed and sealed by registered land surveyor).	#	☐
61. Special habitat delineation showing:	#	☐
a. Mangrove swamps;	#	☐
b. Tidal marshes;	#	☐
c. Sea grass beds;	#	☐
d. Oyster beds;	#	☐
e. Coastal streams;	#	☐
f. Freshwater wetlands (swamps, marshes, sloughs, wet prairies, and heads);	#	☐
g. Hammocks (mesic or xeric);	#	☐
h. Pine prairies (pine flatwoods or dry prairies); and	#	☐
i. Scrubs (sand pine scrubs, scrubby flatwoods, turkey oak ridges).	#	☐
62. Location and total acreage of existing native upland habitat onsite.	#	☐
63. Tree survey showing the location, type, size, species and condition of all trees with a diameter of 4" and larger (DBH) and trees or tree groupings within 6' of the limits of clearing.	#	☐
Proposed Development		
64. Plan showing graphically the location of all proposed land uses, specifying dwelling types (e.g. single family, duplex, multi-family, etc.), non-residential uses, open space, recreational facilities, and other proposed uses.	#	☐
65. Summary table listing:	#	☐
a. Proposed acreage by land use (including open space) and percentage of total site area	#	☐
b. Proposed number of dwelling units by type	#	☐

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FINAL SITE PLAN APPLICATION CHECKLIST:	Applicant	Staff
c. Proposed gross floor area (square feet) for each non-residential building and occupancy	#	☐
d. Proposed number of lodging units	#	☐
e. Proposed residential gross and net density (dwelling units per acre) and gross and net non-residential intensity (Floor Area Ratio). Specify if transferring density/intensity from wetlands.	#	☐
66. Amount of additional density or floor area applied for under any bonus provisions, and the calculations supporting the specific features giving rise to such bonus application.	#	☐
67. Depict graphically and in text all required roadway improvements required pursuant to approvals, agreements, and development orders	#	☐
68. Proposed development construction schedule indicating the approximate starting and completion dates for the entire project and any phases thereof, together with the appropriate identification and description of such phases.	#	☐
69. Proposed lot lines (for subdivisions)	#	☐
70. Existing and proposed easements (specify type and dimensions) and note O. R. Book and Page if existing, or add a note stating that the easements will be recorded.	#	☐
71. Location and dimensions of proposed buildings, including:	#	☐
a. All proposed buildings and structures	#	☐
b. Outside storage and /or display areas and intended use	#	☐
c. Minimum/maximum building setbacks	#	☐
d. Distance between buildings where such a requirement applies	#	☐
e. Building height (stories and feet)	#	☐
f. First floor elevation of all structures	#	☐
g. Floor height for all floors (finished floor to ceiling)	#	☐
72. Location and dimensions of existing and proposed circulation features, including:	#	☐
a. Name, ownership (public/private) and center line for existing and proposed roads on-site or contiguous to the site, along with any necessary future right of way setbacks for consistency with the Comprehensive Plan's Future Traffic Circulation Plan. Use final street names (not temporary names).	#	☐
b. Existing traffic signs on adjacent streets, annotate signs	#	☐
c. Existing pavement markings on adjacent streets	#	☐
d. Right-of-way boundaries and dimensions	#	☐
e. Transportation easements	#	☐
f. Visibility triangles	#	☐
g. Sidewalks/pedestrian walkways	#	☐
h. Bikeways	#	☐
i. Proposed driveways and driveways on adjacent sites and across the street (including distance between driveways and intersections)	#	☐
j. Pedestrian and vehicular access locations to the site	#	☐
73. Location and dimensions of proposed parking and loading areas, including:	#	☐
a. Off-street parking spaces	#	☐
b. Aisles	#	☐

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FINAL SITE PLAN APPLICATION CHECKLIST:	Applicant	Staff
c. Loading areas	#	☐
74. Parking and Loading Calculation Table showing the number of required and proposed parking and loading spaces.	#	☐
75. Location and dimensions of proposed:	#	☐
a. Open Space (note if public or private)	#	☐
b. Parks and recreation areas (note if public or private)	#	☐
c. School sites	#	☐
76. Location and dimensions of solid waste disposal facilities	#	☐
77. Location and proposed percentage of habitat that will be retained in an unaltered state post-construction. Proposed Upland Preservation areas should be clearly delineated, labeled and quantified on the plans.	#	☐
78. Depict the existing native plant communities to be preserved. If located within planned open spaces, 35% of the required open space or 75% of the existing native plant communities, whichever is less, shall be in the form of preserved native plant communities.	#	☐
79. Wetland buffer (30' or 50' if located within or contiguous to Terra Ceia Aquatic Preserve, Sarasota Bay Outstanding Florida Water, or Little Manatee OFW, and the inflowing watercourses within the Watershed Protection Overlay Districts).	#	☐
80. Building setback from wetland buffer (note setback in General Notes in cover sheet)	#	☐
81. Wetland Buffer Enhancement Plan and the following note on the site plan: "Enhancement shall include both supplemental plantings and ongoing removal of nuisance, exotic vegetation. Required plant materials which are removed or die shall be replaced within 30 days."	#	☐
82. Typical cross-sections of wetland buffers at a scale no greater that 1" = 60' and description of all proposed work with 25' of proposed Preservation Areas (including wetland buffers and upland preservation areas)	#	☐
83. Show the type, number and location of signs to be installed adjacent to the wetland buffers/conservation easements indicating that the area is a "Conservation Area" (see Section 706.8).	#	☐
84. Include an exhibit demonstrating the linear distance of the shoreline owned at Mean High Water and docking facility density calculation (up to 1 slip/100' of shoreline allowed).	#	☐
85. Existing and proposed waterfront structures, and their location relative to the ordinary high water line, floodways and property lines (dimensioned).	#	☐
86. For sites with waterfront structures (docks, piers, ramps, etc.), show the location of railings and "No Mooring" and "Manatee Awareness" signs to be installed on the proposed pier.	#	☐
87. Location of Speed/Slow Speed/No Wake signs	#	☐
88. Boathouses and hoists proposed height	#	☐
Building Elevations	**Sheet #**	**(X)**
89. Developments of three (3) stories or more abutting or directly across the street (excluding major arterials) from a single-family residential zoning district shall submit building elevations showing compliance with LDC Section 401.5.A.	#	☐

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FINAL SITE PLAN APPLICATION CHECKLIST:	Applicant	Staff
90. Dimensioned building elevations, where applicable (required for sites located along an Urban Corridor, as defined in Section 200, and using the Urban Corridor requirements contained in LDC Section 902)	#	☐
91. Building elevations or design concepts if the site is located within a Rural Village (Section 402.20.E).	#	☐
92. Building elevations of street facades for buildings facing Cortez Road within the Cortez Fishing Village HA Overlay (LDC Section 403.5.I).	#	☐
93. Building elevations of facades that are visible from the street and parking areas in the North Central Overlay District (Section 403.12.G).	#	☐
Landscape Plan	**Sheet #**	**(X)**
94. indicate clearly which trees are to be removed on the plan and in a tree removal and replacement matrix. Section 700.3 of the LDC requires a generalized tree inventory that clearly shows:	#	☐
a. the proximity of trees to proposed site improvements;	#	☐
b. locations of existing trees to be removed;	#	☐
c. locations of trees to remain; and	#	☐
d. replacement requirements.	#	☐
95. Vehicular use area landscaping	#	☐
96. Dimensioned perimeter screening and roadway buffers (including fences and walls)	#	☐
97. Foundation landscaping areas	#	☐
98. Proposed screening fences or walls	#	☐
99. Location, dimensions, spacing, size, height at maturity, species (common and botanical names) and description of all proposed plant materials on the site	#	☐
100. Planting details	#	☐
101. Placement of wheel stops or curbing necessary to protect landscape areas (LDC Section 3.9 of the Manatee County Public Works Standards Manual)	#	☐
102. Proposed limits to clearing and tree protection plan	#	☐
103. Dripline of trees within 50' of proposed development	#	☐
104. Source and method of irrigation and maintenance, hose bib location	#	☐
105. Description of proposed alternative tree mitigation plan	#	☐
106. Plant material calculations	#	☐
107. Table showing number and size of trees to be removed and required replacement trees (Florida Quality 1 required) and whether the applicant is proposing to pay into the tree replacement fund	#	☐
108. Visibility Triangles per FDOT Design Manual, Topic 625-000-002, and the Manatee County Public Works Standards Manual. Entire Triangle vertices must be shown.	#	☐
109. If ground signs are proposed (other than traffic signs), they need to be shown on the landscape plan	#	☐
110. Location of landscaping in relation to utilities & other infrastructure	#	☐
Sign Plan		
111. Location of freestanding signs on the site and type of illumination	#	☐
112. Sign Master Plan, if proposed, including the location, type, height, area, and proposed sign illumination.	#	☐

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FINAL SITE PLAN APPLICATION CHECKLIST:	Applicant	Staff
Lighting Plan (if applicable)		
113. Lighting Plan (Non-residential projects, apartments complexes, amenity centers)	#	☐
114. The location and type of all required lighting.	#	☐
a. Location of all lighting fixtures	#	☐
b. Inset drawing of a typical fixture showing directional control (shields, reflectors, refractors and lenses) and vertical angle of illumination	#	☐
c. Fixture height and mounts (e.g. wall, canopy, pole)	#	☐
d. Cross section of each and every fixture, showing the details listed in LDC Section 806.8.C	#	☐
e. Photometric diagram	#	☐
Grading and Drainage Plan		
115. Drainage and grading information, including cross sections.	#	☐
Utilities Plan		
116. List in plans the water, sewer and reclaimed water service providers.	#	☐
117. Overall utility plan depicting the layout of proposed and existing utilities in detail (scale no smaller than 1" = 100').	#	☐
118. Design, details (dimensioned) & engineering calculations for the following, signed and sealed by a Professional Engineer. Provide dimensions of horizontal and vertical separation between facilities.	#	☐
a. Potable water	#	☐
b. Sewage disposal	#	☐
c. Solid Waste	#	☐
d. Fire protection	#	☐
e. Effluent reuse for irrigation	#	☐
f. Sidewalks and distance to existing sidewalks	#	☐
g. Site access, including typical cross section of roadway site access	#	☐
h. Stormwater facilities, including typical cross section of drainage facilities	#	☐
119. County utility details without any modifications.	#	☐
120. Master meter assembly site detail (scale no smaller than 1" = 20').	#	☐
121. If septic tanks are proposed, show the location and distance from Outstanding Florida Waters and jurisdictional wetlands.	#	☐
Erosion and Sedimentation Control Plan		
122. Details of construction sequencing, dewatering activities and sump locations, stockpile areas and/or deposition areas for excavated materials.	#	☐
123. Description of land clearing/disturbing activities, existing site conditions and adjacent land uses/areas that might be affected by land clearing/disturbances.	#	☐
124. Identification of stockpile areas and/or deposition areas for excavated materials.	#	☐
125. Description of potential on-site problem areas such as steep grade changes, highly erodible soils, areas adjacent to wetlands, surface waters, or upland preservation areas.	#	☐
126. Construction scheduling, including the expected starting and stabilization dates.	#	☐

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FINAL SITE PLAN APPLICATION CHECKLIST:	Applicant	Staff
127. Identification of disturbed areas where construction will not be ongoing and final grade will not be achieved within fourteen (14) days, and an indication of temporary stabilization measures.	#	☐
128. Details of Best Management Practices and Fugitive Particulate Abatement Methods.	#	☐
129. Details, drawings and cross-sections of erosion and sediment control devices, if different from the approved Final Site Plan/Construction Plans, and when they will be installed.	#	☐
130. Maintenance program for erosion and sediment control devices including inspection frequency and maintenance activities.	#	☐
131. Haul routes and details of apron stabilization at ingress/egress points to rights-of-way.	#	☐
132. Details/location of equipment washing area.	#	☐
133. Details of fugitive particulate abatement methods.	#	☐
134. Contractor information, including a twenty-four-hour, seven-day contact and phone numbers	#	☐
135. Details of dewatering activities and locations, drawings and cross-sections of dewatering sumps (if applicable)	#	☐
136. Water Quality Monitoring Plan and monitoring stations (if applicable).	#	☐
Signing and Pavement Marking Plan Sheets		
137. Signing and Pavement Marking Plan Sheet(s) meeting FDOT & Manatee County Standards and showing the following:	#	☐
a. Existing traffic signs on adjacent streets, annotate signs	#	☐
b. Existing pavement markings on adjacent streets	#	☐
c. Existing adjacent and opposing driveways along adjacent streets	#	☐
d. Distances between existing intersections and adjacent/opposing driveways	#	☐
e. Turn lanes per FDOT Index 706-001, min. 12 feet wide	#	☐
f. The signing and pavement marking plan sheet(s) must include the general notes to be provided by the Traffic Engineering Division to the applicant at the pre-application meeting."	#	☐
g. Show the driveway type, including width, entry and exit radii, etc. per Manatee County Public Works Standards Part 3, Highway and Traffic Standards Manual for all proposed access driveways	#	☐
h. Identify curb ramp option to be used as described by either Manatee County Standards or FDOT Standard Index 304	#	☐
i. Show stop signs and stop bars per MUTCD and FDOT Standards	#	☐
j. If sidewalk is present or required, provide a 6-foot wide crosswalk per MUTCD and FDOT Standards with a minimum 4-foot spacing between the crosswalk and stop bar	#	☐
k. If a median is proposed for the access driveway, the following must also be shown, at a minimum:	#	☐
i. Paint the median nose yellow	#	☐
ii. The median shall be extended to the proposed stop bar	#	☐
iii. MUTCD Signs R4-7 and OM 1-1 shall be provided on the median noses	#	☐

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FINAL SITE PLAN APPLICATION CHECKLIST:	Applicant	Staff
138. If there is a conflict between the County ATMS fiber optic cable (FOC) and the proposed construction, the applicant must provide a design plan accommodating ATMS Fiber.	#	☐
139. Provide a plan sheet showing proposed / new FOC location for approval by Manatee County Traffic Engineering. FOC shall be replaced from existing splice point to existing splice point (splice point locations may exceed the limits of the proposed construction).	#	☐
ADDITIONAL DOCUMENTATION REQUIRED FOR PERSONAL WIRELESS SERVICE FACILITIES (in addition to the above required documents and plans)	**(X)**	**(X)**
140. Copies of licensure from the Federal Communications Commission (FCC)	☐	☐
141. Evidence of compliance with the applicable Federal Aviation Administration requirements codified as 14 CFR part 77, including an Aeronautical Study Determination.	☐	☐
142. Letter from Carrier regarding FCC Compliance.	☐	☐
143. Tabular and map inventory of all the applicant's existing telecommunication facilities that are located within the applicant's search area, including the municipalities	☐	☐
144. Letter from existing tower owner on inability to co-locate (if applicable)	☐	☐
145. Land Lease Agreement	☐	☐
146. Irrevocable License to Enter and Remove Abandoned Tower (Form D7)	☐	☐
147. A certificate prepared by a Professional Engineer (structural) which provides the minimum fall down radius for the telecommunication tower.	☐	☐
148. 2C Survey	☐	☐
149. Limited Geotechnical Exploration Report Staff	☐	☐
150. Wetland Delineation Report	☐	☐
151. Biological Assessment	☐	☐
152. NEPA Report	☐	☐
153. Radio Frequency Affidavit	☐	☐

Any item believed to be "not applicable (NA)" must be explained in writing. Click or tap here to enter text.

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E. Large Projects General Development Plan (LDC Sections 321.1.C and 322.1.E)

Large Projects are defined in LDC Section 200 as developments that contain eight hundred (800) residential units or more, or meet or exceed eighty (80) percent of a numerical threshold for DRIs. Large projects processed through Planned Development follow the same approval process as other GDPs, but the submittal requirements vary. Large Projects in standard zoning districts do not require GDP approval.

1. Purpose.

This section addresses the GDP review process requirements for Large Project PDs.

2. Review Procedures.

Large Projects processed through the Planned Development process require GDP approval. General Development Plans are reviewed by the Development Review Committee, Planning Commission and the Board of County Commission, who approves, denies or approves the project subject to conditions, at a quasi-judicial public hearing.

3. Review Criteria.

See approval criteria for GDP in Section B. If the Large Project GDP is being considered in conjunction with a rezoning to PD, the criteria for Zoning Atlas Amendments listed in LDC Sections 342.3 and 342.4 will also be considered (see Section II.N of this manual).

4. Submitting a Large Project GDP Application Packet.

For a **Large Project GDP**, submit the following forms online at https://aca3.accela.com/manatee:

a. From the list of Planning Applications on Accela, select Form *A2 - Planned Development*, and under Application Type, select *General Development Plan*. The information must be entered directly into Accela.

b. Form *B2 - General Development Plan Application Worksheet*.

c. Form *B2.1 - Large Project GDP Application Worksheet*.

d. Form *C2 - General Development Plan Application Checklist*.

e. Form *C2.1 - Large Project GDP 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.

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Form B2.1 - Large Projects GDP Application Worksheet

General Development Plan applications submitted in conjunction with a Large Project shall complete this worksheet in addition to Form ***B2 - General Development Plan Worksheet***.

Answers to the questions contained in this from may be provided in a separate document to be attached to the submittal. Please restate the numbers of the questions on that document for ease of reference.

1. **Project Name:** Click or tap here to enter text.

REQUEST

2. Purpose for Large Project GDP approval request (check one):
   - ☐ Large Project *(defined in LDC Section 200)* PD
   - ☐ Change(s) to previously approved Large Project GDP

QUESTIONS FOR LARGE PROJECTS

GENERAL PROJECT INFORMATION.

3. For non-residential Large Projects, include target dates for facility operation or utilization. If the development will have a proposed build-out of ten (10) years or less, phasing should be shown on an annual or biannual basis. Click or tap here to enter text.
4. What is the estimated number of on-site permanent fulltime employees with low or moderate incomes that could afford to rent or purchase within the development? Specify if any affordable housing provisions will be available to these employees within the development. Click or tap here to enter text.
5. If the proposed project will include housing for low- and moderate-income households, indicate what available mechanisms or incentives the applicant is seeking to maintain those units affordable. Click or tap here to enter text.
6. If a market study has been prepared for the proposed commercial development within a Large Project, please include the study with the application. Otherwise, describe in general terms how the overall demand for this project has been determined. Click or tap here to enter text.
7. If the Large Project includes industrial uses. Indicate the type of anticipated operations that would occupy the proposed industrial portion of the project (e.g., manufacturing, distribution, research and development). Click or tap here to enter text.

ENVIRONMENTAL SYSTEMS.

The applicant shall use a methodology for determining on-site hydroperiods and flow conditions which has been approved by Manatee County prior to submittal of this application.

8. Describe the acreage, species composition and degrees of disturbance for each habitat existing within the development site, based on the Comprehensive Plan Conservation Element. Identify the occurrence of any on-site unique habitats such as those listed by the Florida Natural Areas Inventory, and describe the ecological values and functions of these unique habitats. Click or tap here to enter text.

9. Provide an analysis of historic flow conditions and hydroperiods, with seasonal water elevations, of on-site wetlands. Click or tap here to enter text.
10. Discuss how the project would not adversely affect the base flow or the periodicity of flow in water courses. Click or tap here to enter text.
11. Indicate all native habitats that will be preserved in their natural or existing state. Click or tap here to enter text.
12. Indicate all native habitats that will be conserved. Discuss how this proposal is consistent with the Comprehensive Plan Conservation Element. Click or tap here to enter text.
13. Indicate all wetlands, or portions thereof, that are proposed for alteration. Discuss the reason for alteration, and indicate whether alternatives were investigated to either limit or eliminate the need for wetland alteration. Discuss how this proposal is consistent with the Comprehensive Plan Conservation Element residential component of the project. Click or tap here to enter text.
14. Describe the general breakdown in types of proposed land uses by project phase (including acreage, number of residential units and size of non-residential components). Click or tap here to enter text.
15. Explain the Conceptual Mitigation Plan for all wetlands, meeting the criteria for alterations as specified in LDC Section 706.6. Click or tap here to enter text.
16. Provide a list of species likely to occur or present within the development area listed as threatened, endangered, rare, unique, or of special concern. Click or tap here to enter text.

DRAINAGE.

17. Provide a general overview of existing drainage conditions, including any potential flooding and/or erosion problems. Click or tap here to enter text.
18. Indicate that steps (i.e. a Sediment & Erosion Control Plan) will be implemented during development construction and maintenance to prevent or control soil erosion caused by wind and/or water action. Click or tap here to enter text.

SURFACE WATER.

19. Prior to the issuance of the first permit for horizontal or vertical construction the applicant shall establish, through a pre-development monitoring program, surface water quality conditions throughout the development. The monitoring program shall be subject to County approval. ☐ Acknowledged
20. The surface water quality monitoring data collected through the approved pre-development program shall be sufficient to determine the impairment status of the watershed, as set forth in Chapter 62-303 F.A.C. Once the data sufficiency requirements of Chapter 62-303 F.A.C. are met the applicant may request the Pre-Development Monitoring Program be concluded, subject to County approval. ☐ Acknowledged
21. Provide the existing annual surface water pollutant loading rates for the site based on site-specific land uses and average annual rainfall. Click or tap here to enter text.
22. Estimate post-development annual surface water pollutant loading rates for the site based on projected land uses, and compare with pre-development loading rates. Click or tap here to enter text.

GROUNDWATER.

23. Prior to the issuance of the first permit for horizontal or vertical construction, the applicant shall establish, through a pre-development monitoring program, groundwater quality conditions throughout the development. The monitoring program shall be subject to County approval. ☐ Acknowledged
24. The required groundwater monitoring program above shall continue through project build-out. ☐ Acknowledged

FLOODPLAINS.

25. If any structures and roadways are proposed within the 100-year flood prone area as identified by FEMA, indicate what measures will be taken to mitigate the potential flood hazard and to maintain the 100-year floodplain storage volume. Click or tap here to enter text.

HISTORICAL AND ARCHAEOLOGICAL SITES.

26. Describe any known historical or archaeological sites on the development site. Click or tap here to enter text.
27. If available, indicate the results of any archaeological or historical survey conducted for the development site. Click or tap here to enter text.

PUBLIC FACILITIES.

28. The applicant shall use a traffic impact assessment methodology that has been approved by Manatee County. Please note if the methodology has been approved. Click or tap here to enter text.
29. Provide a general description of the type of potable water system or combination of systems, available within the development area. Click or tap here to enter text.
30. Provide projections of water usage for the proposed development, in accordance with the Manatee County Comprehensive Plan standards. Click or tap here to enter text.
31. Provide a general description of the type of non-potable water system (e.g., private wells) existing within the development area. Click or tap here to enter text.
32. Provide projections of average daily non-potable water demands generated by the proposed development. Indicate any large consumers of water (e.g., domestic irrigation) and seasonal peaks. Specify what consumption rates have been assumed in this analysis. Click or tap here to enter text.
33. Identify the non-potable water sources to meet project demands (e.g., proposed wells). Provide pumping rates (average and maximum) for each existing and proposed well within the development area. Click or tap here to enter text.
34. Provide a general description of the wastewater treatment and disposal system, or combination of systems available within the development area (e.g., septic systems or central system(s)). Click or tap here to enter text.
35. Provide projections of wastewater generation for the proposed development by land use classification. These projections are to be based on County infrastructure standards. Click or tap here to enter text.
36. If applicable, generally describe the volumes, characteristics and pre-treatment techniques of any industrial or other effluents prior to discharge from proposed industrial-related use(s). Click or tap here to enter text.
37. Provide a general description of the solid waste management system, including methods of collection and disposal, existing within the development area. Click or tap here to enter text.
38. Identify any proposed uses that are potential generators of hazardous waste. Hazardous waste has been defined by EPA as any substance that exhibits ignitable, corrosive, reactive and/or toxic properties. Identify the proper on-site handling and temporary storage procedures for any hazardous waste that may be generated on site, in accordance with local, regional, state, and federal hazardous waste programs. Discuss provisions that will be made for disposal of these hazardous materials. Click or tap here to enter text.
39. If any school facilities and/or sites within the project boundaries are proposed to be dedicated to the Manatee County School Board, the applicant shall meet with representatives from the School Board prior to submittal of the application to discuss site suitability and any other relevant issues. Please indicate when the meeting was held and the outcome of that meeting. Click or tap here to enter text.
40. Please note if you have provided the School District with the maximum number of allowable residential dwelling units and number and type of proposed dwelling units. Click or tap here to enter text.
41. Indicate any school facilities and/or sites within the project boundaries which are proposed to be dedicated to the Manatee County School Board. Describe the suitability of each proposed site dedication to support a school based on size and configuration criteria and other aspects including environmental, drainage, transportation and

land use compatibility. Discuss what measures will be taken to reduce or eliminate any potential compatibility conflicts. Click or tap here to enter text.

42. Indicate any private and/or proprietary schools proposed within the project boundaries. Identify type of school, student capacity, schedule of facility utilization, and service area. In addition, for each proposed school facility, estimate the number and percentage of students drawn from individual counties. Click or tap here to enter text.
43. If any park facilities and/or sites within the project boundaries are proposed to be dedicated to Manatee County, please note if you have met with representatives from the County prior to submittal of the application to discuss site suitability and any other relevant issues. Click or tap here to enter text.
44. List any existing passive and active recreation facilities or open space areas within the development area. Indicate whether public access to these areas is currently provided. Click or tap here to enter text.
45. Indicate if any recreational areas within the development will NOT be dedicated to Manatee County. Provide information on each of these recreational areas as follows: Click or tap here to enter text.
    a. Type of recreational area (active vs. passive): Click or tap here to enter text.
    b. Acreage of the recreational area: Click or tap here to enter text.
    c. The development stage in which the recreational area would become operational: Click or tap here to enter text.
    d. The entity or entities responsible for the operation and maintenance of the recreational area: Click or tap here to enter text.
    e. The users (residents vs. open to the general public): Click or tap here to enter text.
46. Identify any proposed on-site facilities or services (e.g., land dedication for fire station, private fire protection service, built-in fire protection systems) that would be utilized to compliment public protection and safety services. Provide an estimated percentage of total service that would be provided by private fire protection services. Click or tap here to enter text.
47. Identify any proposed development that would create a demand beyond present fire flow capabilities (sustained and immediate). Indicate what steps (e.g., sprinkler system) would be taken to ensure adequate fire protection for this development. Click or tap here to enter text.
48. Identify any proposed on-site facilities or services (e.g., private security service, built-in alarm systems) that would be utilized to compliment public protection and safety services. Click or tap here to enter text.
49. Provide a breakdown of proposed land uses to be located within Category 1, 2 and/or 3 storm zones. Click or tap here to enter text.

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Form C2.1 - Large Project GDP Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

This checklist contains additional requirements for Large Project applications. Where in conflict with items listed in the GDP Checklist (Form C2), the items in this checklist shall apply.

LARGE PROJECT GDP APPLICATION CHECKLIST:	Applicant	Staff
FORMS AND CERTIFICATES:	**(X)**	**(X)**
1. Completed Form *A2 - Planned Development/GDP* Application Form (in Accela)	#	☐
2. Completed Form *B2 - General Development Plan* Application *Worksheet*	#	☐
3. Completed Form *C2 - General Development Plan* Application *Checklist*	#	☐
4. Completed Form *B2.1 - Large Project GDP Worksheet*	#	☐
5. Completed Form *D1 - Affidavit of Ownership / Agent Authorization*	#	☐
6. Completed Form *D3 - Concurrency Deferral & Acknowledgement*. Large Project Applications requesting Concurrency must submit Form *D4 – Level of Service Concurrency Reservation Application*	#	☐
7. Affordable housing certificate (if applicable)	#	☐
8. Rapid Response certificate (if applicable)	#	☐
MISCELLANEOUS DOCUMENTS:	**(X)**	**(X)**
9. Project name, including the words "GENERAL DEVELOPMENT PLAN/LARGE PROJECT" clearly stated on the cover sheet.	#	☐
10. Provide a letter from the Department of State, Division of Historical Resources (DHR) which includes:	#	☐
a. A list of archaeological and historic sites located within the development site;	#	☐
b. The results of any site surveys; and	#	☐
c. Whether a site survey is needed.	#	☐
11. Submit a Preliminary School Report from the School District identifying the following:	#	☐
a. The projected number of students to be generated from the development;	#	☐
b. School Attendance Zones;	#	☐
c. School Service Area (SSA);	#	☐
d. Planned School Capital Improvements that may serve the development area;	#	☐
e. A Preliminary School Concurrency Analysis; and	#	☐
f. Other school related impacts from the proposed development.	#	☐
12. Provide a letter of service availability and capacity from the appropriate ambulance service for the proposed project. This letter should contain a statement of the ambulance service's ability to provide service with adequate emergency response time as the project is currently phased.	#	☐
13. Provide correspondence from the appropriate fire protection agency indicating:	#	☐

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LARGE PROJECT GDP APPLICATION CHECKLIST:	Applicant	Staff
a. Whether or not the present facilities and manpower of the department are capable of serving the project with adequate emergency response times as the project is currently phased, and	#	☐
b. What additional manpower and equipment the project would require.	#	☐
GENERAL INFORMATION:	**(X)**	**(X)**
14. Map showing existing land uses within the development area and adjacent land within five hundred (500) feet of the project boundaries. (Note: All above information may be combined on a single map or aerial photo, if appropriate.)	#	☐
15. Topographic map at one (1) foot contours (for areas within five hundred (500) feet of project boundaries).	#	☐
16. Map showing existing land uses within the development area and adjacent land within five hundred (500) feet of the project boundaries. (Note: All above information may be combined on a single map or aerial photo, if appropriate.)	#	☐

Any item believed to be "not applicable (NA)" must be explained in writing. Click or tap here to enter text.

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F. Large Projects Preliminary Site Plan (LDC Sections 321.1.C and 322.1.E)

Large Projects (defined in LDC Section 200 as development contains eight hundred (800) residential units or more, or meets eighty (80) percent of a numerical threshold for DRI's or more) follow the same approval process as other PSPs, but the submittal requirements vary.

1. Purpose.

This section addresses the PSP review process requirements for Large Projects as defined in LDC Section 200.

2. Review Procedures.

Large Project PSPs that require Board approval shall be reviewed through the public hearing process. Otherwise, they may be approved administratively.

3. Review Criteria.

The Large Project PSP shall be evaluated based upon the criteria listed in LDC Section 322.2. If the Large Project PSP is being considered in conjunction with a rezoning to PD, the criteria for rezoning listed in LDC Sections 342.3 and 342.4 will also be considered.

4. Submitting a Large Project PSP Application Packet.

For a **Large Project PSP**, submit the following forms online at https://aca3.accela.com/manatee:

a. From the list of Planning Applications on Accela, select Form *A2 - Planned Development*, and under Application Type, select *Preliminary Site Plan*. The information must be entered directly into Accela.

b. Form B3 - *Preliminary Site Plan Application Worksheet*.

c. Form B3.1 - *Large Project PSP Application Worksheet*.

d. Form C3 - *Preliminary Site Plan Application Checklist*.

e. Form C3.1 - *Large Project PSP 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.

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Form B3.1 - Large Projects PSP Application Worksheet

Answers to the questions contained in this from may be provided in a separate document. Please restate the numbers of the questions for ease of reference.

1. **Project Name:** Click or tap here to enter text.

QUESTIONS FOR LARGE PROJECTS

Complete the following or submit the answers provided in conjunction with the GDP if the answers have not changed.

GENERAL PROJECT INFORMATION.

2. For non-residential Large Projects, include target dates for facility operation or utilization. If the development will have a proposed build-out of ten (10) years or less, phasing should be shown on an annual or biannual basis. Click or tap here to enter text.
3. What is the estimated number of on-site permanent fulltime employees with low or moderate incomes that could afford to rent or purchase within the development? Specify if any affordable housing provisions will be available to these employees within the development. Click or tap here to enter text.
4. If the proposed project will include housing for low- and moderate-income households, indicate what available mechanisms or incentives the applicant is seeking to maintain those units affordable. Click or tap here to enter text.
5. If a market study has been prepared for the proposed commercial development within a Large Project, please include the study with the application. Otherwise, describe in general terms how the overall demand for this project has been determined. Click or tap here to enter text.
6. If the Large Project includes industrial uses. Indicate the type of anticipated operations that would occupy the proposed industrial portion of the project (e.g., manufacturing, distribution, research and development). Click or tap here to enter text.

ENVIRONMENTAL SYSTEMS.

The applicant shall use a methodology for determining on-site hydroperiods and flow conditions which has been approved by Manatee County prior to submittal of this application.

7. Describe the acreage, species composition and degrees of disturbance for each habitat existing within the development site, based on the Comprehensive Plan Conservation Element. Identify the occurrence of any on-site unique habitats such as those listed by the Florida Natural Areas Inventory, and describe the ecological values and functions of these unique habitats. Click or tap here to enter text.
8. Provide an analysis of historic flow conditions and hydroperiods, with seasonal water elevations, of on-site wetlands. Click or tap here to enter text.
9. Discuss how the project would not adversely affect the base flow or the periodicity of flow in water courses. Click or tap here to enter text.
10. Indicate all native habitats that will be preserved in their natural or existing state. Click or tap here to enter text.

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11. Indicate all native habitats that will be conserved. Discuss how this proposal is consistent with the Comprehensive Plan Conservation Element. Click or tap here to enter text.
12. Indicate all wetlands, or portions thereof, that are proposed for alteration. Discuss the reason for alteration, and indicate whether alternatives were investigated to either limit or eliminate the need for wetland alteration. Discuss how this proposal is consistent with the Comprehensive Plan Conservation Element residential component of the project. Click or tap here to enter text.
13. Describe the general breakdown in types of proposed land uses by project phase (including acreage, number of residential units and size of non-residential components). Click or tap here to enter text.
14. Explain the Conceptual Mitigation Plan for all wetlands, meeting the criteria for alterations as specified in LDC Section 706.6. Click or tap here to enter text.
15. Provide a list of species likely to occur or present within the development area listed as threatened, endangered, rare, unique, or of special concern. Click or tap here to enter text.

DRAINAGE.

16. Provide a general overview of existing drainage conditions, including any potential flooding and/or erosion problems. Click or tap here to enter text.
17. Indicate that steps (i.e. a Sediment & Erosion Control Plan) will be implemented during development construction and maintenance to prevent or control soil erosion caused by wind and/or water action. Click or tap here to enter text.

SURFACE WATER.

18. Prior to the issuance of the first permit for horizontal or vertical construction the applicant shall establish, through a pre-development monitoring program, surface water quality conditions throughout the development. The monitoring program shall be subject to County approval. ☐ Acknowledged
19. The surface water quality monitoring data collected through the approved pre-development program shall be sufficient to determine the impairment status of the watershed, as set forth in Chapter 62-303 F.A.C. Once the data sufficiency requirements of Chapter 62-303 F.A.C. are met the applicant may request the Pre-Development Monitoring Program be concluded, subject to County approval. ☐ Acknowledged
20. Provide the existing annual surface water pollutant loading rates for the site based on site-specific land uses and average annual rainfall. Click or tap here to enter text.
21. Estimate post-development annual surface water pollutant loading rates for the site based on projected land uses, and compare with pre-development loading rates. Click or tap here to enter text.

GROUNDWATER.

22. Prior to the issuance of the first permit for horizontal or vertical construction, the applicant shall establish, through a pre-development monitoring program, groundwater quality conditions throughout the development. The monitoring program shall be subject to County approval. ☐ Acknowledged
23. The required groundwater monitoring program above shall continue through project build-out. ☐ Acknowledged

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FLOODPLAINS.

24. If any structures and roadways are proposed within the 100-year flood prone area as identified by FEMA, indicate what measures will be taken to mitigate the potential flood hazard and to maintain the 100-year floodplain storage volume. Click or tap here to enter text.

HISTORICAL AND ARCHAEOLOGICAL SITES.

25. Describe any known historical or archaeological sites on the development site. Click or tap here to enter text.
26. If available, indicate the results of any archaeological or historical survey conducted for the development site. Click or tap here to enter text.

PUBLIC FACILITIES.

27. The applicant shall use a traffic impact assessment methodology that has been approved by Manatee County. Please note if the methodology has been approved. Click or tap here to enter text.
28. Provide a general description of the type of potable water system or combination of systems, available within the development area. Click or tap here to enter text.
29. Provide projections of water usage for the proposed development, in accordance with the Manatee County Comprehensive Plan standards. Click or tap here to enter text.
30. Provide a general description of the type of non-potable water system (e.g., private wells) existing within the development area. Click or tap here to enter text.
31. Provide projections of average daily non-potable water demands generated by the proposed development. Indicate any large consumers of water (e.g., domestic irrigation) and seasonal peaks. Specify what consumption rates have been assumed in this analysis. Click or tap here to enter text.
32. Identify the non-potable water sources to meet project demands (e.g., proposed wells). Provide pumping rates (average and maximum) for each existing and proposed well within the development area. Click or tap here to enter text.
33. Provide a general description of the wastewater treatment and disposal system, or combination of systems available within the development area (e.g., septic systems or central system(s)). Click or tap here to enter text.
34. Provide projections of wastewater generation for the proposed development by land use classification. These projections are to be based on County infrastructure standards. Click or tap here to enter text.
35. If applicable, generally describe the volumes, characteristics and pre-treatment techniques of any industrial or other effluents prior to discharge from proposed industrial-related use(s). Click or tap here to enter text.
36. Provide a general description of the solid waste management system, including methods of collection and disposal, existing within the development area. Click or tap here to enter text.
37. Identify any proposed uses that are potential generators of hazardous waste. Hazardous waste has been defined by EPA as any substance that exhibits ignitable, corrosive, reactive and/or toxic properties. Identify the proper on-site handling and temporary storage procedures for any hazardous waste that may be generated on site, in accordance with local, regional, state, and federal hazardous waste programs. Discuss provisions that will be made for disposal of these hazardous materials. Click or tap here to enter text.
38. If any school facilities and/or sites within the project boundaries are proposed to be dedicated to the Manatee County School Board, the applicant shall meet with representatives from the School Board prior to submittal of

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the application to discuss site suitability and any other relevant issues. Please indicate when the meeting was held and the outcome of that meeting. Click or tap here to enter text.

39. Please note if you have provided the School District with the maximum number of allowable residential dwelling units and number and type of proposed dwelling units. Click or tap here to enter text.
40. Indicate any school facilities and/or sites within the project boundaries which are proposed to be dedicated to the Manatee County School Board. Describe the suitability of each proposed site dedication to support a school based on size and configuration criteria and other aspects including environmental, drainage, transportation and land use compatibility. Discuss what measures will be taken to reduce or eliminate any potential compatibility conflicts. Click or tap here to enter text.
41. Indicate any private and/or proprietary schools proposed within the project boundaries. Identify type of school, student capacity, schedule of facility utilization, and service area. In addition, for each proposed school facility, estimate the number and percentage of students drawn from individual counties. Click or tap here to enter text.
42. If any park facilities and/or sites within the project boundaries are proposed to be dedicated to Manatee County, please note if you have met with representatives from the County prior to submittal of the application to discuss site suitability and any other relevant issues. Click or tap here to enter text.
43. List any existing passive and active recreation facilities or open space areas within the development area. Indicate whether public access to these areas is currently provided. Click or tap here to enter text.
44. Indicate if any recreational areas within the development will NOT be dedicated to Manatee County. Provide information on each of these recreational areas as follows: Click or tap here to enter text.
    a. Type of recreational area (active vs. passive): Click or tap here to enter text.
    b. Acreage of the recreational area: Click or tap here to enter text.
    c. The development stage in which the recreational area would become operational: Click or tap here to enter text.
    d. The entity or entities responsible for the operation and maintenance of the recreational area: Click or tap here to enter text.
    e. The users (residents vs. open to the general public): Click or tap here to enter text.
45. Identify any proposed on-site facilities or services (e.g., land dedication for fire station, private fire protection service, built-in fire protection systems) that would be utilized to compliment public protection and safety services. Provide an estimated percentage of total service that would be provided by private fire protection services. Click or tap here to enter text.
46. Identify any proposed development that would create a demand beyond present fire flow capabilities (sustained and immediate). Indicate what steps (e.g., sprinkler system) would be taken to ensure adequate fire protection for this development. Click or tap here to enter text.
47. Identify any proposed on-site facilities or services (e.g., private security service, built-in alarm systems) that would be utilized to compliment public protection and safety services. Click or tap here to enter text.
48. Provide a breakdown of proposed land uses to be located within Category 1, 2 and/or 3 storm zones. Click or tap here to enter text.

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Form C3.1 - Large Project PSP Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

This checklist contains additional requirements for Large Project applications. Where in conflict with items listed in the PSP Checklist (Form C3), the items in this checklist shall apply.

LARGE PROJECT PSP APPLICATION CHECKLIST:	Applicant	Staff
FORMS AND CERTIFICATES:	**(X)**	**(X)**
1. Completed Form *A2 - Planned Development/PSP* Application Form	☐	☐
2. Completed Form *B3 - Preliminary Site Plan* Application *Worksheet*	☐	☐
3. Completed Form *C3 - Preliminary Site Plan* Application *Checklist*	☐	☐
4. Completed Form *B3.1 - Large Project PSP* Application *Worksheet*	☐	☐
5. Completed Form *D1 - Affidavit of Ownership / Agent Authorization*	☐	☐
6. Completed Form *D3 - Concurrency Deferral & Acknowledgement* or Form *D4 – Level of Service Concurrency Reservation Application*	☐	☐
7. Affordable housing certificate (if applicable)	☐	☐
8. Rapid Response certificate (if applicable)	☐	☐
9. If submitting Preliminary Plat along with Preliminary Site Plan, also include a completed Form *C5 - Preliminary Plat Checklist* and the Preliminary Plat	☐	☐
MISCELLANEOUS DOCUMENTS:	**(X)**	**(X)**
10. Project name, including the words "PRELIMINARY SITE PLAN/LARGE PROJECT" on the cover sheet.	☐	☐
11. Provide a letter from the Department of State, Division of Historical Resources (DHR) which includes:	☐	☐
a. A list of archaeological and historic sites located within the development site;	☐	☐
b. The results of any site surveys; and	☐	☐
c. Whether a site survey is needed.	☐	☐
12. Submit a Preliminary School Report from the School District identifying the following:	☐	☐
a. The projected number of students to be generated from the development;	☐	☐
b. School Attendance Zones;	☐	☐
c. School Service Area (SSA);	☐	☐
d. Planned School Capital Improvements that may serve the development area;	☐	☐
e. A Preliminary School Concurrency Analysis; and	☐	☐
f. Other school related impacts from the proposed development.	☐	☐
13. Provide a letter of service availability and capacity from the appropriate ambulance service for the proposed project. This letter should contain a statement of the ambulance service's ability to provide service with adequate emergency response time as the project is currently phased.	☐	☐
14. Provide correspondence from the appropriate fire protection agency indicating:	☐	☐

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LARGE PROJECT PSP APPLICATION CHECKLIST:	Applicant	Staff
a. Whether or not the present facilities and manpower of the department are capable of serving the project with adequate emergency response times as the project is currently phased, and	☐	☐
b. What additional manpower and equipment the project would require.	☐	☐
GENERAL INFORMATION:	☐	☐
15. Map showing existing land uses within the development area and adjacent land within five hundred (500) feet of the project boundaries. (Note: All above information may be combined on a single map or aerial photo, if appropriate.)	☐	☐
16. Topographic map at one (1) foot contours (for areas within five hundred (500) feet of project boundaries).	☐	☐
17. Map showing existing land uses within the development area and adjacent land within five hundred (500) feet of the project boundaries. (Note: All above information may be combined on a single map or aerial photo, if appropriate.)	☐	☐

Any item believed to be "not applicable (NA)" must be explained in writing. Click or tap here to enter text.

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G. Large Projects Final Site Plan (LDC Sections 321.1.C and 322.1.E)

Large Projects (defined in LDC Section 200 as development contains eight hundred (800) residential units or more, or meets eighty (80) percent of a numerical threshold for DRI's or more) follow the same approval process as other FSPs, but the submittal requirements vary.

1. Purpose.

This section addresses the FSP review process requirements for Large Projects as defined in LDC Section 200.

2. Review Procedures.

Large Project 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.

3. Review Criteria.

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

a. Whether the plan meets the requirements of the land development code;

b. Whether the proposed development is consistent with the comprehensive plan;

c. Whether the proposed development is consistent with prior applicable approvals; and

d. 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.

4. Submitting a Large Project FSP Application Packet.

For a **Large Project FSP**, submit the following forms online at https://aca3.accela.com/manatee:

a. From the list of Planning Applications on Accela, select Form *A4 - Site Plan*, and under Application Type, select *Final Site Plan*. The information must be entered directly into Accela.

b. Form *B4 - Final Site Plan Application Worksheet*.

c. Form *B4.1 - Large Project FSP Application Worksheet*.

d. Form *C4 - Final Site Plan Application Checklist*.

e. Form *C4.1 - Large Project FSP 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.

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Form C4.1 - Large Projects FSP Application Worksheet

Answers to the questions contained in this from may be provided in a separate document. Please restate the numbers of the questions for ease of reference.

1. **Project Name:** Click or tap here to enter text.

IMPACT ON UTILITIES AND INFRASTRUCTURE (complete the following questionnaire, unless already provided as part of a GDP or PSP application)

2. Describe the location and nature of all existing public facilities, such as schools, parks and fire stations that will service the development. Click or tap here to enter text.
3. Discuss the proposed plan for the provision of all needed utilities to serve the development; including (as appropriate) water supply, sanitary sewer collection and treatment system, stormwater collection and management system, pursuant to related county regulations and ordinances. Click or tap here to enter text.
4. Proposed Potable Water Source: Click or tap here to enter text. Current Capacity Available (MGD): Click or tap here to enter text.
5. If proposing to use private wells, provide project average daily demands, any large consumers of water (e.g., domestic irrigation), consumption rates assumed in this analysis, and pumping rates for each well. The applicant shall submit evidence that the water supply system can meet the requirements of the Manatee County Health Department, Environmental Health and the Florida Administrative Code Chapters 64E-8 and 62-550 and 555. Click or tap here to enter text.
6. Sanitary Sewer Treatment Plant: Click or tap here to enter text. Current Capacity Available (MGD): Click or tap here to enter text.
7. If proposing septic tanks, please provide a description of the proposed system, generation rates per use, demand projections and, if applicable, describe the volumes, characteristics and pre-treatment techniques of any industrial or other effluents prior to discharge from proposed industrial-related use(s). Click or tap here to enter text.
8. Transit Routes Serving Site: Click or tap here to enter text. Proximity to Closest Bus Stop (feet): Click or tap here to enter text.
9. Public schools (elementary, middle and high) serving the site: Click or tap here to enter text. If any school facilities and/or sites within the project boundaries are proposed to be dedicated to the Manatee County School Board, the applicant shall meet with representatives from the School Board prior to submittal of the application to discuss site suitability and any other relevant issues.
10. Provide a general description of the solid waste management system, including methods of collection and disposal, existing within the development area. Identify any proposed uses that are potential generators of hazardous waste and discuss provisions that will be made for disposal of these hazardous materials. Click or tap here to enter text.

Large Project in zoning districts other than PD are also required to complete the Large Project PSP worksheet.

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Form C4.1 - Large Project FSP Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

This checklist contains additional requirements for Large Project applications. Where in conflict with items listed in the FSP Checklist (Form C4), the items in this checklist shall apply.

LARGE PROJECT FSP APPLICATION CHECKLIST:	Applicant	Staff
FORMS AND CERTIFICATES:	**(X)**	**(X)**
1. Completed Form *A4 - Site Plan/FSP* Application Form	☐	☐
2. Completed Form *B4 - Final Site Plan Application Worksheet*	☐	☐
3. Completed Form *C4 - Final Site Plan Application Checklist*	☐	☐
4. Completed Form *B4.1 - Large Project FSP Application Worksheet*	☐	☐
5. Completed Form *B3.1 - Large Project PSP Application Worksheet* if a GDP or PSP has not been approved for the site.		
6. Completed *Form D1 - Affidavit of Ownership / Agent Authorization*	☐	☐
7. Completed *Form D4 - Level of Service Concurrency Reservation Application* or existing, valid CLOS	☐	☐
8. Affordable housing certificate (if applicable)	☐	☐
9. Rapid Response certificate (if applicable)	☐	☐
10. If submitting Preliminary Plat along with Preliminary Site Plan, also include a completed Form *C5 - Preliminary Plat Application Checklist* and Preliminary Plat	☐	☐
MISCELLANEOUS DOCUMENTS:	**(X)**	**(X)**
11. Project name, including the words "FINAL SITE PLAN/LARGE PROJECT" on the cover sheet.	☐	☐
12. Plan and profile sheets (with plan & profile view on the same sheet) showing all above and below grade infrastructure (i.e. irrigation mains, stormwater structures, etc. (scale no smaller than 1"=40'). A plan and profile key map depicting the plan sheet of each plan and profile sheet is also required.	☐	☐
13. Lift station site detail shall be provided (scale no smaller than 1" = 20'). The plan must also show a fully paved access road to the lift station site.	☒	☐
14. Reclaimed water system calculations demonstrating adequate pressure for the proposed services.	☐	☐
15. Concept plan showing the layout of utilities to be constructed in future development phases	☐	☐
16. Hydraulic analysis demonstrating that sufficient fire flow is available at all hydrants and the model simulates system response via a single pump whose curve is based on fire hydrant flow test data that less than 12-months old. The analysis shall contain the following information:	☐	☐
a. A model schematic clearly labeled with all pipes, junctions, pumps, reservoirs, etc. used in the model.	☐	☐

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LARGE PROJECT FSP APPLICATION CHECKLIST:	Applicant	Staff
b. Junctions reports complete with junctions, elevations, pressure information, demand data, etc.	☐	☐
c. Pipe reports complete with lengths, diameters, Hazen-Williams roughness coefficients, flow (gpm), velocity (ft/s), etc.	☐	☐
d. Reservoir reports complete with elevations, flow information, etc.	☐	☐
e. Pump reports for all pumps used in the model.	☐	☐
f. Pump definitions and curves for all pumps used in the model.	☐	☐
g. Fire Hydrant flow test documentation from the agency that conducted the test.	☐	☐
17. Hydraulic analysis of proposed pump selection, containing the following information:	☐	☐
a. Scenarios for all pumps on, all pumps off, and 70% of pumps running demonstrating that the proposed pump station(s) will operate at approximately 70% capacity with all pumps on. 100% capacity with 70% of pumps running, will not experience cavitation with all pumps off, and will not detrimentally affect existing pump stations.	☐	☐
b. A model schematic clearly labeled with all pipes, junctions, pumps, reservoirs, outfalls, etc. used in the model.	☐	☐
c. Junction reports complete with junction elevations, pressure information, demand/inflow data, etc.	☐	☐
d. Pipe reports complete with lengths, diameters, Hazen-Williams roughness coefficients, flow (gpm), velocity (ft/s), etc.	☐	☐
e. Reservoir reports complete with elevations, flow information, etc.	☐	☐
f. Pump reports for all pumps used in the model.	☐	☐
g. Pump definitions and curves for all pumps used in the model	**(X)**	**(X)**
18. If using an existing lift station provide documentation demonstrating that there is sufficient capacity remaining in the lift station as designed.	☐	☐

Any item believed to be “not applicable (NA)” must be explained in writing. Click or tap here to enter text.

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H. Preliminary Plat (LDC Section 333)

Approval of a subdivision plat is required prior to the subdivision of any land. Similarly, County approval is required for the vacation of any previously platted subdivisions and streets. There are three levels of subdivision review based on the nature of the subdivision:

- Major Subdivision shall mean any subdivision of 11 or more residential lots or parcels of land; or any non-residential subdivision; or any time the division of land results in the establishment of a new street; or the creation of 6 or more lots on an existing unpaved, county street.
- Minor Subdivision shall mean a residential subdivision of three (3) to ten (10) residential lots or parcels of land; and does not involve the establishment of a new street or the extension of utilities within the right-of-way.
- Lot Split (Certified Lot(s)) shall mean dividing or splitting unplatted land into no more than two (2) lots, both of which are buildable per the current zoning, does not involve the establishment of a new street or the extension of utilities within the right-of-way.

The following table outlines the general steps required for each.

	Preliminary Plat (LDC Section 333)	Construction Plans (LDC Section 334)	Final Plat (LDC Section 335)
Major Subdivision	Required	Required	Required
Minor Subdivision	Not required	Not required	Required
Lot Split	Not required	Not required	Not required

This section addresses ***Preliminary Plats***. For vacating plats or streets, contact the Property Management Department at (941) 748-4501.

1. Purpose.

To provide the County with sufficient information at an early stage of a *major subdivision* prior to preparing construction drawings and final plat.

2. Review Procedures.

The applicant shall attend a pre-application conference prior to submitting the application for preliminary plat.

Applications for preliminary plat, unless submitted in conjunction with a GDP, are reviewed by the Development Review Committee and approved by the Director. Approval of a preliminary plat by the Department Director shall not constitute approval of the final plat, nor authorize recording of the plat, nor effect the acceptance of any land or improvements proposed to be dedicated to the County. Upon approval or approval with conditions, the applicant may proceed to the construction drawings approval stage.

Preliminary Plat applications submitted in conjunction with a General Development Plan, a Preliminary Site Plan or a Final Site Plan must follow the review steps outlined for those applications.

3. Review Criteria.

No Preliminary Plat shall be approved unless the applicant demonstrates:

a. That the plat complies with the requirements of the State Statutes, the Comprehensive Plan, this Code and any previously approved Development Orders; and

b. Appropriate provisions are made for, but not limited to, open spaces and drainage ways; roads, streets, alleys and transit stops; potable water supply, sanitary sewer, electricity and franchise utilities; parks

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and recreation; sidewalks and other pedestrian corridors; and facilities that preserve the quality of the subdivision.

4. Submitting a Preliminary Plat Application Packet.

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

a. From the list of Planning Applications on Accela, select Form *A5 - Preliminary Plat*. The information must be entered directly into Accela.

b. Form *B5 - Preliminary Plat Application Worksheet*.

c. Form *C5 - Preliminary Plat 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.

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Form B5 - Preliminary Plat Application Worksheet

Answers to the questions contained in this from may be provided in a separate document. Please restate the numbers of the questions for ease of reference.

1. **Project Name:** Click or tap here to enter text.

REQUEST

2. Describe the proposed subdivision, including the proposed development program and relationship of the proposed land uses to each other within the development and to land uses abutting/surrounding the project. Click or tap here to enter text.
3. Describe the site and ownership of the site if owned by multiple entities or individuals. Click or tap here to enter text.
4. Note if an application for any of the following is being submitted in conjunction with the Preliminary Plat application:
   - ☐ Modification of Standards (per LDC Section 365)
   - ☐ Variance (per LDC Section 367)

CRITERIA FOR PRELIMINARY PLAT APPROVAL

LDC Section 333 contains the criteria for approving Preliminary Plats. In deciding whether to recommend approval, approval with modifications or denial of a proposed Preliminary Plat, the approving authority will consider the following factors. Please provide an explanation of how the proposed Preliminary Plat meets the criteria.

5. The plat complies with the requirements of:
   a. The State Statutes: Click or tap here to enter text.
   b. The Comprehensive Plan (available in Municode): Click or tap here to enter text.
   c. The Land Development Code (available in Municode): Click or tap here to enter text.
   d. Previously approved Development Orders; Click or tap here to enter text.
6. Appropriate provisions are made for, but not limited to, open spaces and drainage ways; roads, streets, alleys and transit stops; potable water supply, sanitary sewer, electricity and franchise utilities; parks and recreation; sidewalks and other pedestrian corridors; and facilities that preserve the quality of the neighborhood. Click or tap here to enter text.

CRITERIA FOR MODIFICATION OF STANDARDS APPROVAL

If a Modification of Standards is being requested in conjunction with the Preliminary Plat, refer to the Modification of Standards application packet for required submittals and review process.

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Form C5 - Preliminary Plat Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

PRELIMINARY PLAT APPLICATION CHECKLIST:	Applicant	Staff
FORMS AND CERTIFICATES:	**(X)**	**(X)**
1. Completed Form *A5 - Subdivision/ Preliminary Plat* application (in Accela)	☐	☐
2. A completed Form *B5 - Preliminary Plat Application Worksheet*	☐	☐
3. Form *C3 - Preliminary Site Plan Application Checklist* if applying for a combined Preliminary Site Plan/Preliminary Plat, OR Form *C4 - Final Site Plan Application Checklist* if applying for a combined Final Site Plan/Preliminary Plat	☐	☐
4. Completed Form *D1 - Affidavit of Ownership/Agent Authorization*	☐	☐
5. Completed Form *D3 - Concurrency Deferral & Acknowledgement* or Form *D4 – Level of Service Concurrency Reservation Application*	☐	☐
6. Affordable housing certificate (if applicable)	☐	☐
7. Rapid Response certificate (if applicable)	☐	☐
MISCELLANEOUS DOCUMENTS:	**(X)**	**(X)**
8. Pre-application comments	☐	☐
9. Project Narrative (separate Word document describing the proposed development in detail, including the proposed development program, ownership of the land, and the relationship of the proposed land uses to each other within the development and to land uses abutting/surrounding the project)	☐	☐
10. Application fee payment	☐	☐
11. Copy of previously approved development orders (ordinances, plans and stipulations, if applicable) (e.g. Special Permit, Variance, Certificate of Appropriateness, etc.)	☐	☐
12. Corporate Ownership Articles of Incorporation	☐	☐
13. Legal Description of the site in Word	☐	☐
14. Address Plan (scaled plat map 1”=100', 1”=200' and 1”=400') showing roadways, buildings (stories, units per floor, and location of each building entry), miscellaneous items that will require addresses such as entry features, amenity areas, lift stations, perimeter walls/fences, etc.	☐	☐
15. GIS shape file of Boundary and Center Line Drawing (must be in the correct state plane coordinate system – NAD83, 1990 Adjustment or later, Florida West Zone).	☐	☐
16. The location, description, and terms of any proposed easements, reservations, or dedications, together with any necessary legal instruments.	☐	☐
17. A description of intended actions necessary to satisfy the requirements of Section 337, Installation of Required Improvements. Such description shall be provided in graphic or narrative form, as necessary.	☐	☐
18. Statement of School needs (eleven residential units or more).	☐	☐
19. Draft Conservation Easement documents (only needed if providing mitigation for impacted wetlands)	☐	☐
REPORTS AND STUDIES:	**(X)**	**(X)**

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PRELIMINARY PLAT APPLICATION CHECKLIST:	Applicant	Staff
20. Traffic Impact Analysis or Traffic Impact Statement or correspondence from Public Works Transportation Planning indicating no study required or in-house study. Contact Public Works Transportation Planning for methodology and to determine the study type (941) 708-7450	☐	☐
21. Site Access Operational Analysis or correspondence from Public Works Traffic Engineering indicating no analysis required. Contact Public Works Traffic Engineering for methodology (941) 749-3500	☐	☐
22. Wetland Impact Study including an avoidance and minimization analysis that demonstrates the necessity of the proposed impacts to wetlands and buffers. At minimum, the analysis shall include the following:	☐	☐
a. Onsite wetlands evaluated based on size and wetland function and scored in accordance with UMAM score sheets;	☐	☐
b. A statement describing the necessity of the proposed impact(s);	☐	☐
c. Examples of designs considered that would not require the impact(s) or demonstrate how the impacts have been minimized;	☐	☐
d. A statement of how any proposed impacts satisfy the requirements of LDC Section 706.6 (Criteria for Approval of Wetlands Impacts), including:	☐	☐
i. A statement of how the impacted wetland meets the definition of Non-Viable Wetland (Section 706.6.A);	☐	☐
ii. A statement of how avoiding the impact would prevent reasonable development of the land, including consideration of whether the wetland to be impacted is within the boundaries of a Development of Regional Impact (DRI) and a consideration of the uses permitted within the boundaries of the DRI as a whole, pursuant to Section 706.6.B; or	☐	☐
iii. A statement of how the impact is a result of an overriding public benefit. The applicant shall submit documentation to support the conclusion that the overriding public benefit would provide a direct public benefit in excess of the detriments suffered by the public resulting from the loss of the wetland functions and values, pursuant to Section 706.6.C;	☐	☐
iv. Proximity of the land to adjacent urban land uses; and	☐	☐
v. Degree of disturbance or invasion by exotic plant species within the wetland.	☐	☐
23. Threatened, endangered and species of special concern study, which shall include:	☐	☐
a. Dates of field review;	☐	☐
b. Name of individual and organization conducting the field review;	☐	☐
c. Qualification of individual or individuals conducting the field review;	☐	☐
d. A brief statement of the methodology used to conduct the investigation of the site;	☐	☐
e. A map of land use and land cover classifications on the site using a classification system described in one of the following publications:	☐	☐
i. Land Use, Cover and Forms Classification System: A Technical Manual. State of Florida, Department of Transportation, May 1981 (Preferred); or	☐	☐
ii. The Florida Land Use and Cover Classification System; A Technical Report. State of Florida, Department of Administration, April 1976;	☐	☐

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PRELIMINARY PLAT APPLICATION CHECKLIST:	Applicant	Staff
f. A list of species observed on the site;	☐	☐
g. A map showing the exact location and an assessment of any habitat of threatened or endangered species, or species of special concern encountered on the site, and any evidence of habitation of areas on the site by such species discovered during the field review; and	☐	☐
h. A habitat management plan describing any measures which are proposed by the applicant for non-disturbance, or species relocation or other mitigation measures regarding the protection of any threatened or endangered species found on the site.	☐	☐
24. SWFWMD Environmental Resource Permit Application Copy	☐	☐
25. Stormwater Drainage Calculations (compliant with the Final Site Plan requirements)	☐	☐
26. If the site is located within the 100-year, the existing information required for a Floodplain Management Permit per Manatee County Floodplain Ordinance Section 2-10-21(c). Provide Flood Insurance Rate Map (FIRM) Panel(s) and delineate the floodplain.	☐	☐
27. If proposal is located in a floodway, all calculations and descriptions prepared by a certified Florida Registered Professional Engineer demonstrating compliance with LDC Section 718, Floodplain Management (compliant with the Final Site Plan requirements).	☐	☐
28. If flood zone "A" cut and fill - calculations by a Professional Engineer (compliant with the Final Site Plan requirements).	☐	☐
29. If a water well is present on the site, well management plan including:	☐	☐
a. Digital photographs of the well along with nearby reference structures (if existing);	☐	☐
b. GPS coordinates (latitude/longitude) of the well;	☐	☐
c. Methodology used to secure the well during construction (e.g. fence, tape); and	☐	☐
d. Final disposition of the well - used, capped or plugged.	☐	☐
30. If bald eagle nest within close proximity to the site boundaries, demonstrate compliance with the FFWCC and USFWS guidelines.	☐	☐
31. Species Management Plan. Whenever a significant number of species of special concern, listed by the FFWCC, are found through an evaluation of a proposed development site, and the species habitat on the project site is determined to be viable, a species management plan approved by the FFWCC may be developed and utilized as the basis for development approval conditions or changes to site design to achieve compliance with policies contained in the Manatee County Comprehensive Plan.	☐	☐
PLANS:		
Basic standards for all sheets	**Sheet #**	**(X)**
32. Sheet sizes shall at minimum 24" x 36".	#	☐
33. When more than one sheet must be used to accurately portray the lands subdivided, an index or key map must be included and each sheet must show the particular number of that sheet and the total number of sheets included, as well as clearly labeled match lines to show where other sheets match or adjoin.	#	☐
34. Title block with:	#	☐
a. Project name with the words "PRELIMINARY PLAT" clearly stated;	#	☐
b. Plan preparer name;	#	☐
c. Preparation/revision dates.	#	☐

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PRELIMINARY PLAT APPLICATION CHECKLIST:	Applicant	Staff
35. The section, township, and range shall appear immediately under the name of the plat on each sheet included, along with the name of the county and state.	#	☐
36. Prominent north arrow, legend, and scale (1" = 50' or larger). The scale, which shall be stated and illustrated by a graphic scale, shall be of sufficient size to show all detail.	#	☐
37. Neat and legible lettering (minimum of 0.125 inches (9 points) in height when the sheet size is reduced to 11x17)	#	☐
38. All dimensions shall be in feet and decimals of a foot.	#	☐
39. Standard signature sign-off block (see Form D5).	#	☐
40. If submitting a change to a previously approved Preliminary Plat, show revisions in clouds	#	☐
Cover Sheet	**Sheet #**	**(X)**
41. The name of the plat shall be shown in bold legible letters of uniform size and type, including the words "section," "unit," "replat," "amended," etc., although the latter need not be in bold letters of the same size as the basic name (see Section 177.51, F.S.).	#	☐
42. Vicinity map (scale of not less than 1" = 1 mile) which clearly shows the site in relationship to its surrounding.	#	☐
43. General Notes including:	#	☐
a. Total project acreage;	#	☐
b. Zoning designation;	#	☐
c. Total number of lots;	#	☐
d. Type of intended use (e.g. types of units, recreation, open space);	#	☐
e. Gross residential and non-residential acreage.	#	☐
44. Name, address, phone number and email address of the applicant, owner, subdivision engineer and land surveyor.	#	☐
45. Citation and general description of any existing covenants, private restrictions, easements and rights-of-way affecting the use and development of the property, and if in a land grant, the plat will so state.	#	☐
46. Legal description of the site	#	☐
47. Building & Development Services Department Signature Block (see Form D5)	#	☐
Existing Site Conditions	**Sheet #**	**(X)**
48. Boundary Survey (signed and sealed)	#	☐
49. Approximate location and dimensions of all property boundary lines (certified, signed, and sealed survey not required).	#	☐
50. Total project acreage.	#	☐
51. All contiguous properties shall be identified by subdivision title, plat book, and page, or, if unplatted, land shall be so designated.	#	☐
52. Location of waterways and water bodies within and adjacent to the subdivision.	#	☐
53. Existing use and current zoning and future land use designations of the site and of properties within 200' of site boundaries.	#	☐
54. The approximate location and size of the following features on the site and contiguous properties:	#	☐

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PRELIMINARY PLAT APPLICATION CHECKLIST:	Applicant	Staff
a. Existing easements	#	☐
b. Existing platted streets	#	☐
c. Historic and archaeological resources	#	☐
d. Drainage ways	#	☐
e. Utilities, including water & sewer map	#	☐
f. Buildings	#	☐
g. Active and inactive water wells. If no wells exist, add a note to the cover sheet indicating that there are no wells on-site.	#	☐
55. General topographic contours (5' maximum interval) on site based upon North American Vertical Datum (NAVD). The conversion factor between NAVD and National Geodetic Vertical Datum (NGVD) vertical datum shall be identified on the plan.	#	☐
56. The 100-year Floodplain and floodway within the subject project with references noted with respect to the panel number from the Flood Insurance Study.	#	☐
57. Delineation of the flood zones and the Flood Protection Elevation data onsite, if applicable.	#	☐
58. Delineation of the FEMA latest effective Flood Insurance Rate Map (FIRM) 100-Year Floodplain Line, flood zones and the Flood Protection Elevation data onsite. Where available, 100-year floodplain delineation and associated stages pursuant to Watershed Management Plan shall be utilized as best available information. The source (FEMA FIRM and/or Watershed Management Plan) of 100-year floodplain delineation and stages shall be identified on the plan.	#	☐
59. The twenty-five (25) year floodplain within the subject property (per Section 801.3 P.).	#	☐
60. Where the project exceeds 100 acres in area, the latest available aerial photograph made at a scale of at least 1"=400' showing all property within 1,000' of the project boundaries.	#	☐
61. Generalized tree inventory showing the location of existing tree groupings	#	☐
Proposed Development	**Sheet #**	**(X)**
62. Table identifying the following:	#	☐
a. Gross project area	#	☐
b. Number and gross density of all dwelling units by type	#	☐
c. Approximate gross floor area and floor ratio of all proposed non-residential buildings	#	☐
d. Acreage and percentage of open space.	#	☐
63. Subdivision 200 Scale Map showing:	#	☐
a. Block orientation, width, depth, shape	#	☐
b. Lot orientation, area, width, depth	#	☐
c. Building envelope/minimum setback lines	#	☐
d. Block numbers	#	☐
e. Lot numbers	#	☐
f. Streets identified as public or private (properly integrated and aligned with the existing and proposed system of thoroughfares and local streets).	#	☐

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PRELIMINARY PLAT APPLICATION CHECKLIST:	Applicant	Staff
g. Utility easement, a minimum of 5' in width, along all front and side lot lines, and 10' along all rear lot lines (graphic on all sheets).	#	☐
h. Open space (see Sections 401.4, Area Height and Bulk Regulations, and 402, Planned Developments).	#	☐
64. Proposed development construction schedule indicating the approximate start and completion dates for the entire project and any phases thereof, together with appropriate identification and description of such phases (see Section 333.3).	#	☐
65. Drainage Systems (i.e., stormwater facilities and conveyance easements). Width of proposed easement shall comply with Stormwater Management Design Manual, Land Development Code, and applicable Zoning Ordinance.	#	☐
66. Conservation easements (if wetland mitigation proposed). Show with a single line representing the most landward extent of the easement.	#	☐

Any item believed to be "not applicable (NA)" must be explained in writing. Click or tap here to enter text.

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I. Final Plat (LDC Section 335)

Approval of a subdivision plat is required prior to the subdivision of any land. Similarly, County approval is required for the vacation of any previously platted subdivisions and streets.

There are three levels of subdivision review based on the nature of the subdivision:

- Major Subdivision shall mean any subdivision of 11 or more residential lots or parcels of land; or any non-residential subdivision; or any time the division of land results in the establishment of a new street; or the creation of 6 or more lots on an existing unpaved, county street.
- Minor Subdivision shall mean a residential subdivision of three (3) to ten (10) residential lots or parcels of land; and does not involve the establishment of a new street or the extension of utilities within the right-of-way.
- Lot Split (Certified Lot(s)) shall mean dividing or splitting unplatted land into no more than two (2) lots, both of which are buildable per the current zoning, does not involve the establishment of a new street or the extension of utilities within the right-of-way.

The following table outlines the general steps required for each.

	Preliminary Plat (LDC Section 333)	Construction Plans (LDC Section 334)	Final Plat (LDC Section 335)
Major Subdivision	Required	Required	Required
Minor Subdivision	Not required	Not required	Required
Lot Split	Not required	Not required	Not required

This section addresses ***Final Plats***.

1. Purpose.

To determine whether the final plat is in compliance with the approved preliminary plat; or, in the case of *minor subdivisions,* to ensure that the plat complies with the standards of the Comprehensive Plan and Land Development Code.

2. Review Procedures.

Applications for final plat are reviewed by the Department Director. Final approval rests on the Board of County Commission.

3. Review Criteria.

Per LDC Section 335.4, no Final Plat shall be approved unless the applicant demonstrates:

a. That the plat complies with the requirements of the State Statutes, the Comprehensive Plan, this Code and any previously approved Development Orders;

b. That all required improvements have been completed and installed and a certificate of completion issued therefor, or where the Board may permit, the developer has posted adequate performance security in accordance with Section 337, Installation of Improvements, and has received approval of all construction drawings, in accordance with Section 334; and

c. That all required fees or charges have been paid, dedications accepted, and any required escrow arrangements have been established.

4. Submitting a Final Plat Application Packet.

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

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a. From the list of Planning Applications on Accela, select Form *A6 - Subdivision Final Plat*. The information must be entered directly into Accela.
b. Form *B6 - Final Plat Application Worksheet*.
c. Form *C6.1 - Final Plat (Major) Application Checklist* for Major Subdivisions or Form *C6.2 - Final Plat (Minor) Application Checklist* for Minor.

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.

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Form B6 - Subdivision Final Plat (Minor and Major) Application Worksheet

Answers to the questions contained in this from may be provided in a separate document. Please restate the numbers of the questions for ease of reference.

1. **Project Name:** Click or tap here to enter text.

REQUEST

If a Preliminary Plat was already approved for this project, skip this section and go to question #5.

2. Describe the proposed subdivision, including the proposed development program and relationship of the proposed land uses to each other within the development and to land uses abutting/surrounding the project. Click or tap here to enter text.
3. Describe the site and ownership of the site if owned by multiple entities or individuals. Click or tap here to enter text.
4. Note if an application for any of the following is being submitted in conjunction with the Final Plat application:
   - ☐ Modification of Standards (per LDC Section 365)
   - ☐ Variance (per LDC Section 367)

CRITERIA FOR FINAL PLAT APPROVAL

LDC Section 335.4 contains the criteria for approving Final Plats. In deciding whether to recommend approval, approval with modifications or denial of a proposed Final Plat, the approving authority will consider the following factors. Please provide an explanation of how the proposed Final Plat meets the criteria.

5. The plat complies with the requirements of:
   a. The State Statutes: Click or tap here to enter text.
   b. The Comprehensive Plan (available in Municode): Click or tap here to enter text.
   c. The Land Development Code (available in Municode): Click or tap here to enter text.
   d. Previously approved Development Orders: Click or tap here to enter text.
6. All required improvements have been completed and installed and a certificate of completion issued therefor, or where the Board may permit, the developer has posted adequate performance security in accordance with LDC Section 337, Installation of Improvements, and has received approval of all construction drawings, in accordance with LDC Section 334. Click or tap here to enter text.
7. All required fees or charges have been paid, dedications accepted, and any required escrow arrangements have been established: Click or tap here to enter text.

CRITERIA FOR MODIFICATION OF STANDARDS APPROVAL

If a Modification of Standards is being requested in conjunction with the Final Plat, refer to the Modification of Standards application packet for required submittals and review process

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Form C6.1 - Final Plat (Major) Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

FINAL PLAT (MAJOR) APPLICATION CHECKLIST:	Applicant	Staff
FORMS AND CERTIFICATES:	**(X)**	**(X)**
1. Completed Form *A6 - Subdivision Final Plat* application (in Accela)	☐	☐
2. Completed Form *B6 - Final Plat Application Worksheet*	☐	☐
3. Original Form *D1 - Affidavit of Ownership/Agent Authorization*	☐	☐
4. Existing Certificate of Level of Service (CLOS) or Form *D4 - Level of Service Concurrency Reservation Application*	☐	☐
5. Affordable housing certificate (if applicable)	☐	☐
6. Rapid Response certificate (if applicable)	☐	☐
7. Certificate of completion (installed improvements if not bonded)	☐	☐
MISCELLANEOUS DOCUMENTS:	**(X)**	**(X)**
8. Pre-application comments (if applicable)	☐	☐
9. Project Narrative (separate Word document describing the proposed development in detail, including the proposed development program, ownership of the land, and the relationship of the proposed land uses to each other within the development and to land uses abutting/surrounding the project)	☐	☐
10. Application fee payment	☐	☐
11. Copy of approved Final Site Plan and approval letter, in addition to other previously approved development orders (ordinances, plans and stipulations, if applicable) (e.g. Special Permit, Variance, Certificate of Appropriateness, etc.)	☐	☐
12. Corporate Ownership Articles of Incorporation	☐	☐
13. Legal Description of the site in Word	☐	☐
14. Address Plan (scaled plat map 1”=100', 1”=200' and 1”=400') showing roadways, buildings (stories, units per floor, and location of each building entry), miscellaneous items that will require addresses such as entry features, amenity areas, lift stations, perimeter walls/fences, etc.	☐	☐
15. GIS shape file of Boundary and Center Line Drawing (must be in the correct state plane coordinate system – NAD83, 1990 Adjustment or later, Florida West Zone).	☐	☐
16. The location, description, and terms of any proposed easements, reservations, or dedications, together with any necessary legal instruments.	☐	☐
17. A description of intended actions necessary to satisfy the requirements of Section 337, Installation of Required Improvements. Such description shall be provided in graphic or narrative form, as necessary.	☐	☐
18. Conservation Easement documents (only needed if providing mitigation for impacted wetlands)	☐	☐
19. Original Title Certification (see Form D6)	☐	☐

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FINAL PLAT (MAJOR) APPLICATION CHECKLIST:	Applicant	Staff
20. HOA Fiscal Budget. Include a separate line item for the HOA to cover annual nuisance, exotic plant species removal. Identify all the pages of the document where this line item is included.	☐	☐
21. Draft of Declaration of Covenants & Restrictions or Supplement of Declaration. Include language addressing annual monitoring and maintenance for exotic nuisance plant species by the Homeowner's Association. Identify all the pages of the document where this language is specified.	☐	☐
22. Draft Notice to Buyers	☐	☐
23. Draft Right of Entry by County	☐	☐
24. Draft Listing of Holdings	☐	☐
25. Draft Maintenance Program	☐	☐
26. Copy of signed Bylaws of the non-profit organization (HOA)	☐	☐
27. Surveyor's Closure Sheets for all lots/parcels	☐	☐
28. HOA/Non-Profit Articles of Incorporation	☐	☐
29. Original Mortgagee's Joinder(s) (see Form 8413)* (individual or corporate)	☐	☐
30. Original Cost Estimates from Engineer of Record for the following:*	☐	☐
a. Incomplete infrastructure (public or private- Performance)	☐	☐
b. Complete infrastructure (public-defect Security), Note: This bond requires all items on the Certificate of Completion checklist	☐	☐
c. Final Lift of Asphalt (public or private)	☐	☐
d. Private Improvement	☐	☐
e. Landscaping	☐	☐
f. Environmental (may include conservation signs, nuisance exotic removal, wetland buffer enhancement)	☐	☐
31. Copy of Approval letters from Public Works for Engineer of Record for the above cost estimates*	☐	☐
32. Original Performance and/or Defect Security Bonds*	☐	☐
33. Original Maintenance Agreement for Right-of-Way Improvements *	☐	☐
34. Original Off-Site Easement (with legal description & sketch) documents for the following:*	☐	☐
a. Drainage	☐	☐
b. Utility	☐	☐
c. Turn-Around	☐	☐
d. Access	☐	☐
35. The following documents are required for all Off-Site Easements:*	☐	☐
a. Original Affidavit of Ownership and Encumbrances	☐	☐
b. Original Joinder(s) (if applicable)	☐	☐
c. Original Opinion of Title from an Attorney or Title Company	☐	☐
36. Original Engineer of Record's Certification (see Form 8409)**	☐	☐
37. Original Affidavit by Developer Certifying Payment of Labor & Materials (see Form 8410)**	☐	☐

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FINAL PLAT (MAJOR) APPLICATION CHECKLIST:	Applicant	Staff
38. Approval of reproducible Mylar As-Built for drainage from Public Works Department**	☐	☐
39. Approval of reproducible Mylar As-Built for utilities from Public Works Department**	☐	☐
40. Certificate of Completion from Public Works Department. Please note ALL required improvements including landscaping and environmental requirements must be inspected before approval by the County.**	☐	☐
41. Bill of Sale reviewed and approved by Public Works Utility Engineering as required**	☐	☐
42. Bonds for one or more of the Engineer of Record cost estimate(s) (Forms are provided by the Public Works Department)	☐	☐
43. Agreement(s) to accompany all bond(s) (Forms are provided by the Public Works Department)	☐	☐
44. Maintenance Agreement for Right-of-Way Island (not required for subdivisions with privately-owned infrastructure)	☐	☐
45. Maintenance Agreement for Paver Brick (not required for a private subdivision)	☐	☐
46. Agreement for the Installation and Maintenance of Publicly Owned Facilities Underlying Privately Owned Lands (PMOD) (required for a private subdivision)	☐	☐
REPORTS AND STUDIES:	**(X)**	**(X)**
47. Traffic Impact Analysis or Traffic Impact Statement or correspondence from Public Works Transportation Planning indicating no study required or in-house study. Contact Public Works Transportation Planning for methodology and to determine the study type (941) 708-7450	☐	☐
48. Site Access Operational Analysis or correspondence from Public Works Traffic Engineering indicating no analysis required. Contact Public Works Traffic Engineering for methodology (941) 749-3500	☐	☐
49. SWFWMD Environmental Resource Permit (for Engineering and Environmental)	☐	☐
PLANS:		
Existing Site Conditions	**Sheet #**	**(X)**
50. Boundary Survey (signed and sealed)	#	☐
51. Wetlands delineation report, as required in Section 706.2 (Wetland Identification and Verification).	#	☐
Proposed Development	**Sheet #**	**(X)**
52. Typical lot line easement(s) denoted on each sheet	#	☐
53. Sketch and legal description for temporary utility easements for phased construction projects (where the temporary utility easements are not included in current phase of platting).	#	☐
54. Utilities Plan showing all proposed utilities for first phase of development.	#	☐
55. If access is provided to any additional lot(s) or any new access introduced or relocated then refer to Final Site Plan Checklist.	#	☐
Survey Data Required for Final Subdivision Plats (per LDC Section 335.12)		
56. Two benchmarks shall be identified or set within or immediately adjacent to each new subdivision plat plus one additional mark for every 50 lots over 99 lots. The North American Vertical Datum of 1988 shall be used with the relationship to the National Geodetic Vertical Datum of 1929 being provided in the plat notes, along with how that	#	☐

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FINAL PLAT (MAJOR) APPLICATION CHECKLIST:	Applicant	Staff
relationship was determined. The originating benchmark shall be identified in the plat notes and must be published by the County, the State - available from Land Boundary Information System (LABINS), or the National Geodetic Survey (NGS). Generally, the plat benchmarks shall be a metal disk stamped "BM" and the "LB" number of the legal entity or the "LS" number of the platting surveyor and affixed to concrete with a masonry type nail. The mark shall be a readily accessible concrete structure or feature that is reasonably safe from damage. Alternately for a subdivision where construction has not commenced or sufficiently completed at the time of recording, a Benchmark Affidavit may be recorded when concrete structures or features are available but will be required to be bonded with the PCPs and acknowledged in the surveyor's Certification. The use of PRMs as benchmarks are strongly discouraged and permitted only as a last resort. Marks that lack some form of identification are not acceptable.		
57. State Plane Coordinates shall be provided on the point of beginning and one other monumented plat boundary corner generally opposite the point of beginning. The datum shall be in the North American Datum of 1983 (1990 adjustment or later). The originating monuments used to establish the coordinates shall be identified along with their published Point Identification number from NGS or Online Positioning User Service (OPUS). Alternately, OPUS observation on plat boundary monuments are acceptable provided the results are provided to the reviewing surveyor. Use of coordinates from Certified Corner Records prepared by Manatee County that are recorded with the Florida Department of Natural Resources are also acceptable provided the monument and accessories are substantially the same.	#	☐
58. The basis of bearing and metes and bounds description for new subdivisions not already part of a phased development as of December 2015 shall be grid.	#	☐
59. Plat shall include the area of each lot and tract in square feet. A closure report shall be provided for each lot and tract and shall include the error of closure.	#	☐
60. The plat shall include the approximate location of the design edge of water or the seasonal high water for natural bodies of water immediately adjacent to each lot.	#	☐
61. The plat shall have a minimum text height of 3/32" for all plat data and text. Generally the text for the index or key map may be exempt provided the graphics are clear. If multiple sheets are used for the plat, a larger Index Map of the overall plat is required giving a basic representation of the Lots, Tracts, and Roads. Match lines are to be included in the Index Map with the layout of all the sheets. The Key Map is a smaller/simpler version of the index map that must be included on each subsequent sheet. Subtle hatching or shading must be used for the area the particular sheet covers.	#	☐
62. The vicinity map on the coversheet shall provide a clear representation of the location of the subdivision in relationship with at least two significant intersecting roads.	#	☐
63. The scale for the body of the plat is to be 1"=50' unless previously approved by the County Surveyor or reviewing surveyor. The sheet size required by the Clerk of the Circuit Court is 18" × 24".	#	☐
64. Duplicate line or curve designations are not allowed.	#	☐
65. Generally, a lot is to be depicted in its entirety on a single sheet. Portions of tracts may be depicted on multiple sheets.	#	☐

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66. The plat geometry shall be a single geometric figure described by metes and bounds. Area(s) not part of the plat shall also be described by metes and bounds.	#	☐
67. Lot and other plat data distance precision - 1/100 of a foot (a note explaining precision is acceptable for example: "Except in the case of an irregular boundary or water course, numerical expressions shown hereon to the nearest foot or tenth of a foot, are to be interpreted as having a precision to the nearest one hundredth of a foot."). When cardinal directions are utilized, a similar note is needed explaining that the angular precision is to the second.	#	☐
Final Plat (per Section 177.091, Florida Statutes)	**(X)**	**(X)**
68. Plat in paper copy & electronic copy in combined Word	☐	☐
69. Original drawing made with black permanent drawing ink or nonadhered scaled print on a stable base film made by photographic processes from a film scribing tested for residual hypo testing solution to assure permanency.	☐	☐
70. Marginal lines, standard certificates and approval forms shall be printed on the plat with a permanent black drawing ink. A print or photographic copy of the original drawing must be submitted with the original drawing.	☐	☐
71. The size of each sheet shall be 18"x24" and shall be drawn with a marginal line or printed completely around each sheet and placed so as to leave at least a 1/2-inch margin on each of three sides and a 3-inch margin on the left side of the plat for binding purposes.	☐	☐
72. When more than one sheet must be used to accurately portray the lands subdivided, an index or key map must be included and each sheet must show the particular number of that sheet and the total number of sheets included, as well as clearly labeled match lines to show where other sheets match or adjoin.	☐	☐
73. The letter size and scale used shall be of sufficient size to show all detail. The scale shall be both stated and graphically illustrated by a graphic scale drawn on every sheet showing any portion of the lands subdivided.	☐	☐
74. The name of the plat shall be shown in bold legible letters, as stated in s. 177.051. The name of the subdivision shall be shown on each sheet included. The name of the professional surveyor and mapper or legal entity, along with the street and mailing address, must be shown on each sheet included.	☐	☐
75. A prominent “north arrow” shall be drawn on every sheet included showing any portion of the lands subdivided. The bearing or azimuth reference shall be clearly stated on the face of the plat in the notes or legend, and, in all cases, the bearings used shall be referenced to some well established and monumented line.	☐	☐
76. Permanent reference monuments must be placed at each corner or change in direction on the boundary of the lands being platted and may not be more than 1,400 feet apart. Where such corners are in an inaccessible place, “P.R.M.s” shall be set on a nearby offset within the boundary of the plat and such offset shall be so noted on the plat. Where corners are found to coincide with a previously set “P.R.M.,” the Florida registration number of the professional surveyor and mapper in responsible charge or the certificate of authorization number of the legal entity on the previously set “P.R.M.” shall be shown on the new plat or, if unnumbered, shall so state. Permanent reference	☐	☐

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monuments shall be set before the recording of the plat. The "P.R.M.s" shall be shown on the plat by an appropriate symbol or designation.		
77. Permanent control points shall be set on the centerline of the right-of-way at the intersection and terminus of all streets, at each change of direction, and no more than 1,000 feet apart. Such "P.C.P.s" shall be shown on the plat by an appropriate symbol or designation.	☐	☐
78. Monuments shall be set at all lot corners, points of intersection, and changes of direction of lines within the subdivision which do not require a "P.R.M." or a "P.C.P."; however, a monument need not be set if a monument already exists at such corner, point, or change of direction or when a monument cannot be set due to a physical obstruction.	☐	☐
79. The section, township, and range shall appear immediately under the name of the plat on each sheet included, along with the name of the city, town, village, county, and state in which the land being platted is situated.	☐	☐
80. Each plat shall show a description of the lands subdivided, and the description shall be the same in the title certification. The description must be so complete that from it, without reference to the plat, the starting point and boundary can be determined.	☐	☐
81. The dedications and approvals required by ss. 177.071 and 177.081, F.S. must be shown.	☐	☐
82. The following note must be included in the plat: "Pursuant to Florida Statute 177.081, the undersigned, (NAME), as (TITLE) of (Company Name), a (Type of Company) licensed to do business in the State of Florida, certifies ownership of the property described hereon and has caused this plat entitled (Name of Subdivision) to be made and does hereby dedicate . . . e.g. To Manatee County for use by the general public forever, the following: e.g. A public utility easement across Tract A; e.g. A public utility easement adjacent and parallel/perpendicular to (Road Name) e.g. An exclusive Manatee County Lift Station Easement as shown on Tract e.g. A non-exclusive ingress and egress easement across Tract Q, etc."	☐	☐
83. The circuit court clerk's certificate and the professional surveyor and mapper's seal and statement required by s. 177.061, F.S. shall be shown.	☐	☐
84. All section lines and quarter section lines occurring within the subdivision shall be indicated by lines drawn upon the map or plat, with appropriate words and figures. If the description is by metes and bounds, all information called for, such as the point of commencement, course bearings and distances, and the point of beginning, shall be indicated. If the platted lands are in a land grant or are not included in the subdivision of government surveys, then the boundaries are to be defined by metes and bounds and courses.	☐	☐
85. Location, width, and names of all streets, waterways, or other rights-of-way shall be shown, as applicable.	☐	☐
86. Location and width of proposed easements and existing easements identified in the title opinion or property information report required by s. 177.041(2) must be shown on the plat or in the notes or legend, and their intended use shall be clearly stated. Where easements are not coincident with property lines, they must be labeled with bearings	☐	☐

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and distances and tied to the principal lot, tract, or right-of-way. All existing utility easements are depicted on the plat and are referenced by O.R. Book and Page		
87. All contiguous properties shall be identified by subdivision title, plat book, and page, or, if unplatted, land shall be so designated. If the subdivision platted is a part or the whole of a previously recorded subdivision, sufficient ties shall be shown to controlling lines appearing on the earlier plat to permit an overlay to be made; the fact of its being a replat shall be stated as a subtitle under the name of the plat on each sheet included. The subtitle must state the name of the subdivision being replatted and the appropriate recording reference.	☐	☐
88. All lots shall be numbered either by progressive numbers or, if in blocks, progressively numbered in each block, and the blocks progressively numbered or lettered, except that blocks in numbered additions bearing the same name may be numbered consecutively throughout the several additions.	☐	☐
89. Sufficient survey data shall be shown to positively describe the bounds of every lot, block, street easement, and all other areas shown on the plat. When any lot or portion of the subdivision is bounded by an irregular line, the major portion of that lot or subdivision shall be enclosed by a witness line showing complete data, with distances along all lines extended beyond the enclosure to the irregular boundary shown with as much certainty as can be determined or as "more or less," if variable. Lot, block, street, and all other dimensions except to irregular boundaries, shall be shown to a minimum of hundredths of feet. All measurements shall refer to horizontal plane and in accordance with the definition of the U.S. Survey foot or meter adopted by the National Institute of Standards and Technology. All measurements shall use the 39.37 ÷ 12 = 3.28083333333 equation for conversion from a U.S. foot to meters.	☐	☐
90. Curvilinear lot lines shall show the radii, arc distances, and central angles. Radial lines will be so designated. Direction of nonradial lines shall be indicated.	☐	☐
91. Sufficient angles, bearings, or azimuth to show direction of all lines shall be shown, and all bearings, angles, or azimuth shall be shown to the nearest second of arc.	☐	☐
92. The centerlines of all streets shall be shown as follows: noncurved lines: distances together with either angles, bearings, or azimuths; curved lines: arc distances, central angles, and radii, together with chord and chord bearing or azimuths.	☐	☐
93. Park and recreation parcels as applicable shall be so designated.	☐	☐
94. All interior excepted parcels as described in the description of the lands being subdivided shall be clearly indicated and labeled "Not a part of this plat."	☐	☐
95. The purpose of all areas dedicated must be clearly indicated or stated on the plat.	☐	☐
96. When it is not possible to show line or curve data information on the map, a tabular form may be used. The tabular data must appear on the sheet to which it applies.	☐	☐
97. The plat shall include in a prominent place the following statements: "NOTICE: This plat, as recorded in its graphic form, is the official depiction of the subdivided lands described herein and will in no circumstances be supplanted in authority by any other graphic or digital form of the plat. There may be additional restrictions that are not recorded on this plat that may be found in the public records of this county."	☐	☐

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98. All platted utility easements shall provide that such easements shall also be easements for the construction, installation, maintenance, and operation of cable television services; provided, however, no such construction, installation, maintenance, and operation of cable television services shall interfere with the facilities and services of an electric, telephone, gas, or other public utility. This section shall not apply to those private easements granted to or obtained by a particular electric, telephone, gas, or other public utility. Such construction, installation, maintenance, and operation shall comply with the National Electrical Safety Code as adopted by the Florida Public Service Commission.	☐	☐
99. A legend of all symbols and abbreviations shall be shown.	☐	☐
100. If replatting lands previously platted or parts thereof, the face of the proposed plat shall expressly state that the new plat vacates the same identical lands previously platted.	☐	☐

Any item believed to be “not applicable (NA)” must be explained in writing.

(*) Provide these items or a letter from the Surveyor certifying "No Requirement"

(**) If required public/private improvements will be completed prior to final plat approval, please provide these documents

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Form C6.2 - Final Plat (Minor) Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

FINAL PLAT (MINOR) APPLICATION CHECKLIST:	Applicant	Staff
FORMS AND CERTIFICATES:	**(X)**	**(X)**
1. Completed Form *A6 – Subdivision Final Plat* application (in Accela)	☐	☐
2. Completed Form *B6 - Final Plat Application Worksheet*	☐	☐
3. Original Form *D1 - Affidavit of Ownership/Agent Authorization*	☐	☐
4. Existing Certificate of Level of Service (CLOS) or Form *D4 - Level of Service Concurrency Reservation Application*	☐	☐
5. Affordable housing certificate (if applicable)	☐	☐
6. Rapid Response certificate (if applicable)	☐	☐
7. Certificate of completion (installed improvements if not bonded)	☐	☐
MISCELLANEOUS DOCUMENTS:	**(X)**	**(X)**
8. Pre-application comments (if applicable)	☐	☐
9. Application fee payment	☐	☐
10. Copy of previously approved Final Site Plan and approval letter, as well as any other approved development orders (ordinances, plans and stipulations, if applicable) (e.g. Special Permit, Variance, Certificate of Appropriateness, etc.)	☐	☐
11. Corporate Ownership Articles of Incorporation	☐	☐
12. Legal Description of the site in Word	☐	☐
13. Address Plan (scaled plat map 1”=100', 1”=200' and 1”=400') showing roadways, buildings (stories, units per floor, and location of each building entry), miscellaneous items that will require addresses such as entry features, amenity areas, lift stations, perimeter walls/fences, etc.	☐	☐
14. GIS shape file of Boundary and Center Line Drawing (must be in the correct state plane coordinate system – NAD83, 1990 Adjustment or later, Florida West Zone).	☐	☐
15. The location, description, and terms of any proposed easements, reservations, or dedications, together with any necessary legal instruments.	☐	☐
16. Conservation Easement documents (only needed if providing mitigation for impacted wetlands)	☐	☐
17. Original Title Certification (see Form D6)	☐	☐
18. HOA Fiscal Budget. Include a separate line item for the HOA to cover annual nuisance, exotic plant species removal. Identify all the pages of the document where this line item is included.	☐	☐
19. Draft of Declaration of Covenants & Restrictions or Supplement of Declaration. Include language addressing annual monitoring and maintenance for exotic nuisance plant species by the Homeowner’s Association. Identify all the pages of the document where this language is specified.	☐	☐
20. Draft Notice to Buyers	☐	☐

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21. Draft Right of Entry by County	☐	☐
22. Draft Listing of Holdings	☐	☐
23. Draft Maintenance Program	☐	☐
24. Copy of signed Bylaws of the non-profit organization (HOA), if applicable	☐	☐
25. Surveyor's Closure Sheets for all lots/parcels	☐	☐
26. HOA/Non-Profit Articles of Incorporation	☐	☐
27. Original Mortgagee's Joinder(s) (Form 8413)* [individual and corporate?]	☐	☐
28. Original Cost Estimates from Engineer of Record for the following:*	☐	☐
a. Private Improvement	☐	☐
b. Landscaping	☐	☐
c. Environmental (may include conservation signs, nuisance exotic removal, wetland buffer enhancement)	☐	☐
29. Copy of Approval letters from Public Works for Engineer of Record for the above cost estimates*	☐	☐
30. Original Performance and/or Defect Security Bonds*	☐	☐
31. Original Maintenance Agreement for Right-of-Way Improvements *	☐	☐
32. Original Off-Site Easement (with legal description & sketch) documents for the following:*	☐	☐
a. Drainage	☐	☐
b. Utility	☐	☐
c. Turn-Around	☐	☐
d. Access	☐	☐
REPORTS AND STUDIES:	**(X)**	**(X)**
33. Traffic Impact Analysis or Traffic Impact Statement or correspondence from Public Works Transportation Planning indicating no study required or in-house study. Contact Public Works Transportation Planning for methodology and to determine the study type (941) 708-7450	☐	☐
34. Site Access Operational Analysis or correspondence from Public Works Traffic Engineering indicating no analysis required. Contact Public Works Traffic Engineering for methodology (941) 749-3500	☐	☐
PLANS:		
Existing Site Conditions	**Sheet #**	**(X)**
35. Boundary Survey (signed and sealed)	#	☐
36. Wetlands delineation report, as required in Section 706.2 (Wetland Identification and Verification).	#	☐
Proposed Development	**Sheet #**	**(X)**
37. Typical lot line easement(s) denoted on each sheet	#	☐
38. Sketch and legal description for temporary utility easements for phased construction projects (where the temporary utility easements are not included in current phase of platting).	#	☐
39. Utilities Plan showing all proposed utilities for first phase of development.	#	☐

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40. If access is provided to any additional lot(s) or any new access introduced or relocated then refer to Final Site Plan Checklist.	#	☐
Final Plat (per Section 177.091, Florida Statutes)	**(X)**	**(X)**
41. Plat in paper copy & electronic copy in combined PDF	☐	☐
42. Original drawing made with black permanent drawing ink or nonadhered scaled print on a stable base film made by photographic processes from a film scribing tested for residual hypo testing solution to assure permanency.	☐	☐
43. Marginal lines, standard certificates and approval forms shall be printed on the plat with a permanent black drawing ink. A print or photographic copy of the original drawing must be submitted with the original drawing.	☐	☐
44. The size of each sheet shall be 18"x24" and shall be drawn with a marginal line or printed completely around each sheet and placed so as to leave at least a 1/2-inch margin on each of three sides and a 3-inch margin on the left side of the plat for binding purposes.	☐	☐
45. When more than one sheet must be used to accurately portray the lands subdivided, an index or key map must be included and each sheet must show the particular number of that sheet and the total number of sheets included, as well as clearly labeled match lines to show where other sheets match or adjoin.	☐	☐
46. The letter size and scale used shall be of sufficient size to show all detail. The scale shall be both stated and graphically illustrated by a graphic scale drawn on every sheet showing any portion of the lands subdivided.	☐	☐
47. The name of the plat shall be shown in bold legible letters, as stated in s. 177.051. The name of the subdivision shall be shown on each sheet included. The name of the professional surveyor and mapper or legal entity, along with the street and mailing address, must be shown on each sheet included.	☐	☐
48. A prominent “north arrow” shall be drawn on every sheet included showing any portion of the lands subdivided. The bearing or azimuth reference shall be clearly stated on the face of the plat in the notes or legend, and, in all cases, the bearings used shall be referenced to some well-established and monumented line.	☐	☐
49. Permanent reference monuments must be placed at each corner or change in direction on the boundary of the lands being platted and may not be more than 1,400 feet apart. Where such corners are in an inaccessible place, “P.R.M.s” shall be set on a nearby offset within the boundary of the plat and such offset shall be so noted on the plat. Where corners are found to coincide with a previously set “P.R.M.,” the Florida registration number of the professional surveyor and mapper in responsible charge or the certificate of authorization number of the legal entity on the previously set “P.R.M.” shall be shown on the new plat or, if unnumbered, shall so state. Permanent reference monuments shall be set before the recording of the plat. The “P.R.M.s” shall be shown on the plat by an appropriate symbol or designation.	☐	☐
50. Permanent control points shall be set on the centerline of the right-of-way at the intersection and terminus of all streets, at each change of direction, and no more than 1,000 feet apart. Such “P.C.P.s” shall be shown on the plat by an appropriate symbol or designation.	☐	☐

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51. Monuments shall be set at all lot corners, points of intersection, and changes of direction of lines within the subdivision which do not require a "P.R.M." or a "P.C.P."; however, a monument need not be set if a monument already exists at such corner, point, or change of direction or when a monument cannot be set due to a physical obstruction.	☐	☐
52. The section, township, and range shall appear immediately under the name of the plat on each sheet included, along with the name of the city, town, village, county, and state in which the land being platted is situated.	☐	☐
53. Each plat shall show a description of the lands subdivided, and the description shall be the same in the title certification. The description must be so complete that from it, without reference to the plat, the starting point and boundary can be determined.	☐	☐
54. The dedications and approvals required by ss. 177.071 and 177.081, F.S. must be shown.	☐	☐
55. The following note must be included in the plat: "Pursuant to Florida Statute 177.081, the undersigned, (NAME), as (TITLE) of (Company Name), a (Type of Company) licensed to do business in the State of Florida, certifies ownership of the property described hereon and has caused this plat entitled (Name of Subdivision) to be made and does hereby dedicate . . . e.g. To Manatee County for use by the general public forever, the following: e.g. A public utility easement across Tract A; e.g. A public utility easement adjacent and parallel/perpendicular to (Road Name) e.g. An exclusive Manatee County Lift Station Easement as shown on Tract e.g. A non-exclusive ingress and egress easement across Tract Q, etc."	☐	☐
56. The circuit court clerk's certificate and the professional surveyor and mapper's seal and statement required by s. 177.061, F.S. shall be shown.	☐	☐
57. All section lines and quarter section lines occurring within the subdivision shall be indicated by lines drawn upon the map or plat, with appropriate words and figures. If the description is by metes and bounds, all information called for, such as the point of commencement, course bearings and distances, and the point of beginning, shall be indicated. If the platted lands are in a land grant or are not included in the subdivision of government surveys, then the boundaries are to be defined by metes and bounds and courses.	☐	☐
58. Location, width, and names of all streets, waterways, or other rights-of-way shall be shown, as applicable.	☐	☐
59. Location and width of proposed easements and existing easements identified in the title opinion or property information report required by s. 177.041(2) must be shown on the plat or in the notes or legend, and their intended use shall be clearly stated. Where easements are not coincident with property lines, they must be labeled with bearings and distances and tied to the principal lot, tract, or right-of-way.	☐	☐
60. All contiguous properties shall be identified by subdivision title, plat book, and page, or, if unplatted, land shall be so designated. If the subdivision platted is a part or the whole of a previously recorded subdivision, sufficient ties shall be shown to controlling lines appearing on the earlier plat to permit an overlay to be made; the fact of its being a replat shall be stated as a subtitle under the name of the plat on each sheet included.	☐	☐

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The subtitle must state the name of the subdivision being replatted and the appropriate recording reference.		
61. All lots shall be numbered either by progressive numbers or, if in blocks, progressively numbered in each block, and the blocks progressively numbered or lettered, except that blocks in numbered additions bearing the same name may be numbered consecutively throughout the several additions.	☐	☐
62. Sufficient survey data shall be shown to positively describe the bounds of every lot, block, street easement, and all other areas shown on the plat. When any lot or portion of the subdivision is bounded by an irregular line, the major portion of that lot or subdivision shall be enclosed by a witness line showing complete data, with distances along all lines extended beyond the enclosure to the irregular boundary shown with as much certainty as can be determined or as "more or less," if variable. Lot, block, street, and all other dimensions except to irregular boundaries, shall be shown to a minimum of hundredths of feet. All measurements shall refer to horizontal plane and in accordance with the definition of the U.S. Survey foot or meter adopted by the National Institute of Standards and Technology. All measurements shall use the 39.37 ÷ 12 = 3.28083333333 equation for conversion from a U.S. foot to meters.	☐	☐
63. Curvilinear lot lines shall show the radii, arc distances, and central angles. Radial lines will be so designated. Direction of nonradial lines shall be indicated.	☐	☐
64. Sufficient angles, bearings, or azimuth to show direction of all lines shall be shown, and all bearings, angles, or azimuth shall be shown to the nearest second of arc.	☐	☐
65. The centerlines of all streets shall be shown as follows: noncurved lines: distances together with either angles, bearings, or azimuths; curved lines: arc distances, central angles, and radii, together with chord and chord bearing or azimuths.	☐	☐
66. Park and recreation parcels as applicable shall be so designated.	☐	☐
67. All interior excepted parcels as described in the description of the lands being subdivided shall be clearly indicated and labeled "Not a part of this plat."	☐	☐
68. The purpose of all areas dedicated must be clearly indicated or stated on the plat.	☐	☐
69. When it is not possible to show line or curve data information on the map, a tabular form may be used. The tabular data must appear on the sheet to which it applies.	☐	☐
70. The plat shall include in a prominent place the following statements: "NOTICE: This plat, as recorded in its graphic form, is the official depiction of the subdivided lands described herein and will in no circumstances be supplanted in authority by any other graphic or digital form of the plat. There may be additional restrictions that are not recorded on this plat that may be found in the public records of this county."	☐	☐
71. All platted utility easements shall provide that such easements shall also be easements for the construction, installation, maintenance, and operation of cable television services; provided, however, no such construction, installation, maintenance, and operation of cable television services shall interfere with the facilities and services of an electric, telephone, gas, or other public utility. This section shall not apply to those private easements granted to or obtained by a particular electric, telephone, gas, or other public utility. Such construction, installation, maintenance, and operation shall	☐	☐

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FINAL PLAT (MINOR) APPLICATION CHECKLIST:	Applicant	Staff
comply with the National Electrical Safety Code as adopted by the Florida Public Service Commission.		
72. A legend of all symbols and abbreviations shall be shown.	☐	☐
73. If replatting lands previously platted or parts thereof, the face of the proposed plat shall expressly state that the new plat vacates the same identical lands previously platted.	☐	☐

Any item believed to be "not applicable (NA)" must be explained in writing. Click or tap here to enter text.

(*) Provide these items or a letter from the Surveyor certifying "No Requirement"

(**) If required public/private improvements will be completed prior to final plat approval, please provide these documents

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J. CERTIFIED LOT SPLITS (LDC SECTION 330.2.C)

1. Purpose.

To determine the appropriateness of a proposed division of unplatted land into no more than two (2) buildable lots meeting the standards of the Land Development Code and Comprehensive Plan.

2. Review Procedures.

The Department Director has the authority to approve an application for Certified Lots (lot split) and may impose reasonable conditions upon the approval to ensure compliance with the review criteria.

3. Review Criteria.

Certified lots (lot splits) must meet the following:

a. Each new lot shall be a legal conforming lot of sufficient size to meet minimum zoning requirements, uplands, and setbacks as required by the Land Development Code.

b. The parent parcel shall front on an existing public or private street built to the current Manatee County Development Standards. Creation of a new public or private street shall require a Major Subdivision. Access by easement is permitted pursuant to LDC Section 1001.1.B.3.

4. Submitting a Certified Lot Split Application Packet.

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

a. From the list of Planning Applications on Accela, select Form *A7 – Subdivision Certified Lot Split*. The information must be entered directly into Accela.

b. Form *B7 - Certified Lot Split Application Worksheet*.

c. Form *C7 - Certified Lot Split 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.

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Form B7 - Certified Lot Split Application Worksheet

Answers to the questions contained in this from may be provided in a separate document. Please restate the numbers of the questions for ease of reference.

1. **Project Name:** Click or tap here to enter text.

CRITERIA FOR CERTIFIED LOTS (LOT SPLIT) APPROVAL

LDC Section 330.2.C contains the criteria for approving Certified Lots (Lot Split). In deciding whether to recommend approval, approval with modifications or denial of the application, the Director will consider the following factors. Please provide an explanation of how the proposed Certified Lots meet the criteria.

2. Each new lot shall be a legal conforming lot of sufficient size to meet minimum zoning requirements, uplands, and setbacks as required by the Land Development Code. Click or tap here to enter text.
3. The parent parcel shall front on an existing public or private street built to the current Manatee County Development Standards. Creation of a new public or private street shall require a Major Subdivision. Access by easement is permitted pursuant to LDC Section 1001.1.B.3. Click or tap here to enter text.

CRITERIA FOR MODIFICATION OF STANDARDS APPROVAL

If a Modification of Standards is being requested in conjunction with the Certified Lot application, refer to the Modification of Standards application packet for required submittals and review process.

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Form C7 - Certified Lots (Split Lot) Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

CERTIFIED LOTS (SPLIT LOT) APPLICATION CHECKLIST:	Applicant	Staff
FORMS AND CERTIFICATES:	**(X)**	**(X)**
1. Completed Form *A7 - Subdivision Certified Lot Split* application (in Accela)	☐	☐
2. Completed Form *B7 - Certified Lot Split Application Worksheet*	☐	☐
3. Completed Form *D1 - Affidavit of Ownership/Agent Authorization*	☐	☐
4. Affordable housing certificate (if applicable)	☐	☐
5. Rapid Response certificate (if applicable)	☐	☐
MISCELLANEOUS DOCUMENTS:	**(X)**	**(X)**
6. Pre-application comments	☐	☐
7. Project Narrative (separate Word document describing the proposed development in detail, including the proposed development program, ownership of the land, and the relationship of the proposed land uses to each other within the development and to land uses abutting/surrounding the project)	☐	☐
8. Application fee payment	☐	☐
9. Copy of previously approved development orders (ordinances, plans and stipulations, if applicable) (e.g. Special Permit, Variance, Certificate of Appropriateness, etc.)	☐	☐
10. Corporate Ownership Articles of Incorporation	☐	☐
11. Legal description of the original lot and the legal description(s) of each lot to be established. The new legal descriptions of the lot(s) created must include description of access, utilities easements (if applicable) shall be provided by the applicant as a separate Exhibit.	☐	☐
12. Address Plan (scaled plat map 1”=100')	☐	☐
13. The location, description, and terms of any proposed easements, reservations, or dedications, together with any necessary legal instruments.	☐	☐
14. Location of any proposed changes in zoning on the site and proposed designation.	☐	☐
REPORTS AND STUDIES:	**(X)**	**(X)**
15. None	☐	☐
PLANS:		
Basic standards for all sheets	**Sheet #**	**(X)**
16. Sheet sizes shall at minimum 24" x 36".	#	☐
17. When more than one sheet must be used to accurately portray the lands subdivided, an index or key map must be included and each sheet must show the particular number of that sheet and the total number of sheets included, as well as clearly labeled match lines to show where other sheets match or adjoin.	#	☐
18. Title block with:	#	☐
a. Project name with the words “Certified Lots” clearly stated;	#	☐
b. Plan preparer name;	#	☐

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CERTIFIED LOTS (SPLIT LOT) APPLICATION CHECKLIST:	Applicant	Staff
c. Preparation/revision dates.	#	☐
19. The section, township, and range shall appear immediately under the name of the plat on each sheet included, along with the name of the county and state.	#	☐
20. Prominent north arrow, legend, and scale (1" = 50' or larger). The scale, which shall be stated and illustrated by a graphic scale, shall be of sufficient size to show all detail.	#	☐
21. Neat and legible lettering (minimum of 0.125 inches (9 points) in height when the sheet size is reduced to 11x17)	#	☐
22. All dimensions shall be in feet and decimals of a foot.	#	☐
23. Standard signature sign-off block (see Form D5).	#	☐
24. If submitting a change to a previously approved Certified Lots application, show revisions in clouds	#	☐
Cover Sheet	**Sheet #**	**(X)**
25. Vicinity map (scale of not less than 1" = 1 mile) which clearly shows the site in relationship to its surrounding.	#	☐
26. General Notes including:	#	☐
a. Total project acreage;	#	☐
b. Zoning designation;	#	☐
c. Total number of lots;	#	☐
d. Type of intended use (e.g. types of units, recreation, open space);	#	☐
e. Maximum allowable gross residential and non-residential acreage.	#	☐
27. Name, address, phone number and email address of the applicant, owner, subdivision engineer and land surveyor.	#	☐
28. Citation and general description of any existing covenants, private restrictions, easements and rights-of-way affecting the use and development of the property, and if in a land grant, the plat will so state.	#	☐
29. Legal description of the site	#	☐
30. Building & Development Services Department Signature Block (see Form D5)	#	☐
Existing Site Conditions & Proposed Lots	**Sheet #**	**(X)**
31. Survey (or copy) of the original parcel	#	☐
32. Boundary Survey (signed and sealed) showing the location of the new parcel(s) to be certified.	#	☐
33. The surveys of the new lots must show wetland delineation, if applicable (see LDC Section 706.02, Wetland Identification and Verification).	#	☐
34. Total project acreage.	#	☐
35. All contiguous properties shall be identified by subdivision title, plat book, and page, or, if unplatted, land shall be so designated.	#	☐
36. Location of waterways and water bodies within and adjacent to the subdivision.	#	☐
37. Existing use and current zoning and future land use designations of the site and of properties within 200' of site boundaries.	#	☐
38. The approximate location and size of the following features on the site and contiguous properties:	#	☐

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CERTIFIED LOTS (SPLIT LOT) APPLICATION CHECKLIST:	Applicant	Staff
a. Existing easements	#	☐
b. Existing platted streets	#	☐
c. Historic and archaeological resources	#	☐
d. Drainage ways	#	☐
e. Utilities	#	☐
f. Buildings	#	☐
g. Active and inactive water wells. If no wells exist, add a note to the cover sheet indicating that there are no wells on-site.	#	☐
39. Water/Sewer Map	#	☐
40. General topographic contours (5' maximum interval) on site.	#	☐
41. The 100-year Floodplain and floodway within the subject project with references noted with respect to the panel number from the Flood Insurance Study.	#	☐
42. Delineation of the flood zones and the Flood Protection Elevation data onsite, if applicable.	#	☐
43. Delineation of the FEMA latest effective Flood Insurance Rate Map (FIRM) 100-Year Floodplain Line, flood zones and the Flood Protection Elevation data onsite. Where available, 100-year floodplain delineation and associated stages pursuant to Watershed Management Plan shall be utilized as best available information. The source (FEMA FIRM and/or Watershed Management Plan) of 100-year floodplain delineation and stages shall be identified on the plan.	#	☐
44. The twenty-five (25) year floodplain within the subject property (per Section 801.3 P).	#	☐
45. Where the project exceeds 100 acres in area, the latest available aerial photograph made at a scale of at least 1"=400' showing all property within 1,000' of the project boundaries.	#	☐
46. Generalized tree inventory showing the location of existing tree groupings	#	☐

Any item believed to be “not applicable (NA)” must be explained in writing. Click or tap here to enter text.

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K. Comprehensive Plan Text Amendments (LDC Section 340)

1. Purpose.

The Comprehensive Plan (Goals, Objectives and Policies, and Map Series) may be amended from time to time in accordance with the procedures and standards set forth in the Florida Statutes and the Land Development Code. The purpose of this section is to outline the general application and review requirements for plan amendments to the goals, objectives and/or policies.

2. Review Procedures.

Comprehensive plan text amendments may be initiated by a property owner or the County and require approval by the Board of County Commission at a public hearing.

Comprehensive Plan Amendments are regulated by the State Land Planning Agency, which is the Department of Economic Opportunity (DEO). Text amendments follow the Expedited State Review (ESR) process, a 30-day review period that allows reviewing agencies to submit their comments directly to the County after the review period. During this review process, the State and agencies can only comment on issues that impact important state resources (i.e. state roads, state parks, etc.).

3. Review Criteria.

When considering an application for Comprehensive Plan amendment, the reviewing and approving authorities must consider and evaluate the changes in relation to all pertinent factors listed in Section 340.3 of the LDC:

a. The goals, objectives and policies of the comprehensive plan.

b. The location of the site (if the amendment refers to a specific site) in relation to adjacent uses and other similar uses.

c. The potential impact of the proposed use on adopted level of service standards.

4. Submitting a Comprehensive Plan Amendment Application Packet.

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

a. From the list of Planning Applications on Accela, select Form *A8 - Comprehensive Plan Amendment*, and under Application Type, select Text Amendment. The information must be entered directly into Accela.

b. Form *B8.1 - Comprehensive Plan Text Amendment Application Worksheet*.

c. Form *C8.1 - Comprehensive Plan Text Amendment 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.

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Form B8.1 - Comprehensive Plan Text Amendment Application Worksheet

1. **Project Name:** Click or tap here to enter text.

JUSTIFICATION

For the following questions, the answers may be typed online or attached as separate documents labeled "Justification." Please use the same question numbers as shown below.

2. State the reasons why the text amendment has been requested. Include not only what benefit the amendment would have to the applicant but also identify possible county and regional benefits. Also indicate whether the proposed amendment is intended to address a change in circumstances, an error, an inconsistency, or an oversight and describe how it fits that category. Click or tap here to enter text.
3. List goal, objective, and policy numbers from the Manatee County Comprehensive Plan which are either in support or in conflict with the proposed amendment and explain: Click or tap here to enter text.

IMPACT ON PUBLIC UTILITIES AND SERVICES (IF APPLICABLE)

4. Describe the potential impact of the text amendment on public facilities and services. Click or tap here to enter text.
5. Describe the potential impact of the text amendment on the environment. Click or tap here to enter text.
6. Describe the potential impact of the text amendment on the provision of affordable housing. Click or tap here to enter text.
7. Describe the potential impact of the text amendment on established neighborhoods in the County. Click or tap here to enter text.
8. Describe the potential impact of the text amendment on the public school system. Click or tap here to enter text.

URBAN SPRAWL (IF APPLICABLE)

"Urban sprawl" means a development pattern characterized by low density, automobile-dependent development with either a single use or multiple uses that are not functionally related, requiring the extension of public facilities and services in an inefficient manner, and failing to provide a clear separation between urban and rural uses. Please address each of the following indicators of sprawl to explain how the proposed amendment will not encourage the proliferation of urban sprawl:

a. Promotes, allows, or designates for development substantial areas of the jurisdiction to develop as low-intensity, low-density, or single-use development or uses. Click or tap here to enter text.
b. Promotes, allows, or designates significant amounts of urban development to occur in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development. Click or tap here to enter text.
c. Promotes, allows, or designates urban development in radial, strip, isolated, or ribbon patterns generally emanating from existing urban developments. Click or tap here to enter text.

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d. Fails to adequately protect and conserve natural resources, such as wetlands, floodplains, native vegetation, environmentally sensitive areas, natural groundwater aquifer recharge areas, lakes, rivers, shorelines, beaches, bays, estuarine systems, and other significant natural systems. Click or tap here to enter text.

e. Fails to adequately protect adjacent agricultural areas and activities, including silviculture, active agricultural and silvicultural activities, passive agricultural activities, and dormant, unique, and prime farmlands and soils. Click or tap here to enter text.

f. Fails to maximize use of existing public facilities and services. Click or tap here to enter text.

g. Fails to maximize use of future public facilities and services. Click or tap here to enter text.

h. Allows for land use patterns or timing which disproportionately increase the cost in time, money, and energy of providing and maintaining facilities and services, including roads, potable water, sanitary sewer, stormwater management, law enforcement, education, health care, fire and emergency response, and general government. Click or tap here to enter text.

i. Fails to provide a clear separation between rural and urban uses. Click or tap here to enter text.

j. Discourages or inhibits infill development or the redevelopment of existing neighborhoods and communities. Click or tap here to enter text.

k. Fails to encourage a functional mix of uses. Click or tap here to enter text.

l. Results in poor accessibility among linked or related land uses. Click or tap here to enter text.

m. Results in the loss of significant amounts of functional open space. Click or tap here to enter text.

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Form C8.1 - Comprehensive Plan Text Amendment Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

COMPREHENSIVE PLAN TEXT AMENDMENT APPLICATION CHECKLIST:	Applicant	Staff
FORMS/CERTIFICATES:	**(X)**	**(X)**
1. Pre-Application comments	☐	☐
2. Completed Form *A8 - Comprehensive Plan Amendment/Text* Amendment application (in Accela)	☐	☐
3. Completed Form *B8.1 - Comprehensive Plan Text Amendment Application Worksheet*	☐	☐
MISCELLANEOUS DOCUMENTS	**(X)**	**(X)**
4. Application fee payment receipt	☐	☐
5. Project Narrative (separate Word document describing the request in detail)	☐	☐
6. Word document showing the proposed text amendment in strike-through (for deleted text) and underline (new text).	☐	☐
7. Legal description in Word format if the text amendment concerns a particular site	☐	☐

Any item believed to be "not applicable (NA)" must be explained in writing. Click or tap here to enter text.

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L. Comprehensive Plan Future Land Use Map Amendments (LDC Section 340)

1. Purpose.

The Comprehensive Plan (Goals, Objectives and Policies, and Map Series) may be amended from time to time in accordance with the procedures and standards set forth in the Florida Statutes and the Land Development Code. The purpose of this section is to outline the general application and review requirements for amendments to the Future Land Use Map of the Comprehensive Plan.

2. Review Procedures.

Comprehensive plan amendments may be initiated by a property owner or the County and require approval by the Board of County Commission at a public hearing.

Comprehensive Plan Amendments are regulated by the State Land Planning Agency, which is the Department of Economic Opportunity (DEO). There are two types of Future Land Use Map amendments – small scale and large scale. The type of amendment dictates the type of review by the state and reviewing agencies (see list below). Small scale map amendments (10 acres or fewer) do not require a review by the state. They are required to be sent to the state, only after they have been adopted by the County. Large scale map amendments (greater than 10 acres) most commonly follow the Expedited State Review (ESR) process, which differs from the State Coordinated Review (SCR) process. The ESR process is a 30-day review period that allows reviewing agencies to submit their comments directly to the County after the review period. During this review process, the State and agencies can only comment on issues that impact important state resources (i.e. state roads, state parks, etc.).

Amendments that do not meet the qualifications for a small scale or ESR are reviewed through the SCR process. For example, amendments related to the evaluation and appraisal report, amendments impacting an area of critical state concern, sector plans, rural land stewardship, newly incorporated municipality or a development that qualifies as a DRI. The SCR process includes a 60-day review period. During this process, reviewing agencies send their comments to the Department of Economic Opportunity, Bureau of Comprehensive Planning who compiles all comments into a single report. The compiled report is known as an Objections, Recommendations, and Comments, Report (ORC). ORC reports include issues that must be addressed before a plan amendment can be deemed in compliance.

List of Agencies:

- Department of Agriculture and Consumer Services
- Department of Economic Opportunity, Bureau of Comprehensive Planning
- Department of Education
- Department of Environmental Protection
- Department of State
- Florida Fish and Wildlife Conservation Commission
- Department of Transportation District Offices (District One)
- Tampa Bay Regional Planning Council
- Southwest Florida Water Management District

3. Review Criteria.

When considering an application for Comprehensive Plan amendment, the reviewing and approving authorities must consider and evaluate the changes in relation to all pertinent factors listed in Section 340.3 of the LDC:

d. The goals, objectives and policies of the comprehensive plan.

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e. An analysis, conducted by the Department Director, of the need for the additional land based on the projected population of the County and the availability of property designated for the land use being requested by the petitioner.

f. The location of the site in relation to adjacent uses and other similar uses.

g. The potential impact of the proposed use on adopted level of service standards.

4. Submitting a Comprehensive Plan Map Amendment Application Packet.

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

a. From the list of Planning Applications on Accela, select Form *A8 - Comprehensive Plan Amendment*, and under Amendment Type, select *Future Land Use Map Amendment*. The information must be entered directly into Accela.

b. Form *B8.2 - Comprehensive Plan Map Amendment Application Worksheet*.

c. Form *C8.2 - Comprehensive Plan Map Amendment 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.

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Form B8.2 - Comprehensive Plan Map Amendment Application Worksheet

1. **Project Name:** Click or tap here to enter text.

JUSTIFICATION

For the following questions, the answers may be typed online or attached as separate documents labeled "Justification." Please use the same question numbers as shown below.

2. State the reasons why the map amendment has been requested. Include not only what benefit the amendment would have to the applicant but also identify possible county and regional benefits. Also indicate whether the proposed amendment is intended to address a change in circumstances, an error, an inconsistency, or an oversight and describe how it fits that category. Additionally, please state why the property's current Future Land Use map designation is no longer in the best interest of the public (see Manatee County Comprehensive Plan General Introduction C.2.3, C.2.3.2, and C.2.3.3): Click or tap here to enter text.
3. List goal, objective, and policy numbers from the Manatee County Comprehensive Plan which are either in support or in conflict with the proposed amendment and explain: Click or tap here to enter text.
4. Describe how the proposed map amendment is compatible with the development trends in the area of consideration and with the surrounding uses and densities/intensities of development: Click or tap here to enter text.

IMPACT ON PUBLIC UTILITIES AND SERVICES

5. Describe the location and nature of all existing public facilities, such as schools, parks and fire stations that will service the development. Click or tap here to enter text.
6. Discuss the proposed plan for the provision of all needed utilities to serve the development; including (as appropriate) water supply, sanitary sewer collection and treatment system, stormwater collection and management system, pursuant to related county regulations and ordinances. Click or tap here to enter text.
7. Potable Water Source: Click or tap here to enter text. Current Capacity Available (MGD): Click or tap here to enter text.
8. Sanitary Sewer Treatment Plant: Click or tap here to enter text. Current Capacity Available (MGD): Click or tap here to enter text.
9. Transit Routes Serving Site: Click or tap here to enter text. Proximity to Closest Bus Stop (feet): Click or tap here to enter text.
10. Public schools (elementary, middle and high) serving the site: Click or tap here to enter text.
11. Complete the following tables indicating the demand for public utilities and services based on the site's current zoning designation and the demand based on the **maximum development scenario** permitted under the proposed zoning designation (not the proposed development program). Attach narrative explaining how the County will be able to serve the demand generated by the Future Land Use Map Amendment. Current utility/service levels of service and capacities may be obtained from the Concurrency and Compliance Section of Public Works by calling (941)708-7450.

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WATER SERVICE	Acres	Non-Res Sq. Ft.	Dwelling Units	Persons per Household	Gallons per Day per Person	Gallons per Day Per Sq. Ft.	Demand (GPD)
Current Zoning	Click here	Click here	Click here	Click here	Click here	Click here	Click here
Proposed Zoning	Click here	Click here	Click here	Click here	Click here	Click here	Click here

SEWER SERVICE	Acres	Non-Res Sq. Ft.	Dwelling Units	Persons per Household	Gallons per Day per Person	Gallons per Day Per Sq. Ft.	Demand (GPD)
Current Zoning	Click here	Click here	Click here	Click here	Click here	Click here	Click here
Proposed Zoning	Click here	Click here	Click here	Click here	Click here	Click here	Click here

SOLID WASTE	Acres	Non-Res Sq. Ft.	Dwelling Units	Persons per Household	Cubic Yards per Day Per Unit	Cubic Yards per Day Per Sq. Ft.	Demand (CY/Day)
Current Zoning	Click here	Click here	Click here	Click here	Click here	Click here	Click here
Proposed Zoning	Click here	Click here	Click here	Click here	Click here	Click here	Click here

MASS TRANSIT	Dwelling Units	Persons per Household	Transit Miles Needed per Person*	Demand (Miles)
Current Zoning	Click here	Click here	Click here	Click here
Proposed Zoning	Click here	Click here	Click here	Click here

12. Please note if the adopted Capital Improvements Element's capital project listing identifies improvements that are sufficient to address the current deficiency and address any increased demand for public facilities associated with the proposed amendment (explain): Click or tap here to enter text.
13. Are you proposing to enter into a local government development agreement with the County to ensure the resolution of a current public facility deficiency? (please explain) (see Comprehensive Plan Section C.2.3.3, *Requirements for Amending the Comprehensive Plan)*: Click or tap here to enter text.

NATURAL FEATURES

14. List the major soil types found on the site (see 1983 Soil Survey of Manatee County), and include an explanation of where they are found, their drainage characteristics, depth of water table (to add more rows, click on the plus (+) sign).

Soil Number/Name	Location on the site	Characteristics
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

15. Describe the topography of the site (gently rolling, sloping, flat, or other). Note the elevation and location of the highest and lowest points on the site. Click or tap here to enter text.

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16. Provide flood level information for the site and surrounding area. Note the FEMA panel number, and note which portions of the site are within each floodway zone. Click or tap here to enter text.
17. Note if the site is within a hurricane storm surge area based on the Sea, Lake and Overland Surges from Hurricanes S.L.O.S.H. map. Click or tap here to enter text.
18. Indicate if there are any native habitats, including Special and Critical Habitats, within 50 feet of the development boundary, through the review of FLUCCS Maps, FNAI List, and Threatened and Endangered Species information including FFWCC data sets and USFWS IPaC Maps. Click or tap here to enter text.

URBAN SPRAWL

"Urban sprawl" means a development pattern characterized by low density, automobile-dependent development with either a single use or multiple uses that are not functionally related, requiring the extension of public facilities and services in an inefficient manner, and failing to provide a clear separation between urban and rural uses. Please address each of the following indicators of sprawl to explain how the proposed Future Land Use Map amendment will not encourage the proliferation of urban sprawl:

n. Promotes, allows, or designates for development substantial areas of the jurisdiction to develop as low-intensity, low-density, or single-use development or uses. Click or tap here to enter text.

o. Promotes, allows, or designates significant amounts of urban development to occur in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development. Click or tap here to enter text.

p. Promotes, allows, or designates urban development in radial, strip, isolated, or ribbon patterns generally emanating from existing urban developments. Click or tap here to enter text.

q. Fails to adequately protect and conserve natural resources, such as wetlands, floodplains, native vegetation, environmentally sensitive areas, natural groundwater aquifer recharge areas, lakes, rivers, shorelines, beaches, bays, estuarine systems, and other significant natural systems. Click or tap here to enter text.

r. Fails to adequately protect adjacent agricultural areas and activities, including silviculture, active agricultural and silvicultural activities, passive agricultural activities, and dormant, unique, and prime farmlands and soils. Click or tap here to enter text.

s. Fails to maximize use of existing public facilities and services. Click or tap here to enter text.

t. Fails to maximize use of future public facilities and services. Click or tap here to enter text.

u. Allows for land use patterns or timing which disproportionately increase the cost in time, money, and energy of providing and maintaining facilities and services, including roads, potable water, sanitary sewer, stormwater management, law enforcement, education, health care, fire and emergency response, and general government. Click or tap here to enter text.

v. Fails to provide a clear separation between rural and urban uses. Click or tap here to enter text.

w. Discourages or inhibits infill development or the redevelopment of existing neighborhoods and communities. Click or tap here to enter text.

x. Fails to encourage a functional mix of uses. Click or tap here to enter text.

y. Results in poor accessibility among linked or related land uses. Click or tap here to enter text.

z. Results in the loss of significant amounts of functional open space. Click or tap here to enter text.

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Form C8.2 - Comprehensive Plan Map Amendment Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

COMPREHENSIVE PLAN MAP AMENDMENT APPLICATION CHECKLIST:	Applicant	Staff
FORMS/CERTIFICATES:	**(X)**	**(X)**
1. Pre-Application comments	☐	☐
2. Completed Form *A8 - Comprehensive Plan Amendment/Future Land Use Map amendment* application (in Accela)	☐	☐
3. Completed Form *B8.2 - Comprehensive Plan Map Amendment Application Worksheet*	☐	☐
4. Completed Form *D1 - Affidavit of Ownership/Agent Authorization*	☐	☐
5. Corporate Articles of Incorporation, if applicable	☐	☐
MISCELLANEOUS DOCUMENTS	**(X)**	**(X)**
6. Application fee payment receipt	☐	☐
7. Project Narrative (separate Word document describing the proposed request in detail, including ownership of the land, and the relationship of the proposed Future Land Use category to land uses abutting/surrounding the site)	☐	☐
8. Legal description in Word format	☐	☐
REPORTS/STUDIES	**(X)**	**(X)**
9. Traffic impact statement (for Future Land Use Map amendments only). Contact Public Works Transportation Planning at (941) 708-7450 for methodology and to determine type of analysis required.	☐	☐
10. Wetland delineation report (see LDC Section 706.02)	☐	☐
11. Environmental Narrative (addressing project description, wetland, native habitat, and listed species)	☐	☐
PLANS/MAPS (FOR MAP AMENDMENTS ONLY)**:**	**Sheet #**	**(X)**
12. Vicinity map (scale of not less than 1" = 1 mile) which clearly shows the site in relationship to its surroundings.	#	☐
13. Subject property boundary sketch	#	☐
14. Surrounding street network	#	☐
15. Existing land use, and current zoning and future land use designations of the-site and of properties within 200' of the property boundaries.	#	☐
16. Archaeological and/or historical resources	#	☐
17. Floodplains, floodways, flood zones	#	☐
18. Hurricane storm surge categories (SLOSH map), if applicable	#	☐
19. Soils map showing the soil types as depicted in the United States Department of Agriculture Soil Conservation Service Soil Survey of Manatee County (Issued in 1983).	#	☐
20. Topography map	#	☐
21. Habitats present on site for species listed by Federal, State or Local governments as endangered, threatened or species of special concern.	#	☐

Any item believed to be "not applicable (NA)" must be explained in writing. Click or tap here to enter text.

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M. Land Development Code (LDC) Amendments (LDC Section 341)

1. Purpose.

The LDC may be amended from time to time in accordance with the procedures and standards set forth in the LDC and this section. The purpose of LDC amendments shall not be to relieve particular hardships, or to confer special privileges or rights on any person, but only to make adjustments that are necessary in light of changed conditions or changes in public policy or that are necessary to implement the Comprehensive Plan or to advance the general welfare of the County. LDC amendments may be initiated by a property owner or the County.

2. Review Procedures.

Land Development Code amendments may be initiated by a property owner or the County and require approval by the Board of County Commission at a public hearing(s). A pre-application meeting is required.

3. Review Criteria.

In reviewing proposed changes to the Land Development Code, the reviewing authorities shall consider and evaluate the changes in relation to all pertinent factors, including the following:

- The goals, objectives and policies of the comprehensive plan.
- Consistency with the public health, safety, and welfare.
- Consistency with the general intent of the LDC.
- Consistency with the intent of the various zoning and overlay districts.
- The effect of the proposed amendment on the quality of development in the county.
- The effect of the amendment on the provision of public utilities and services.
- The potential impact of the proposed change on property rights.

4. Submitting an LDC Amendment Application Packet.

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

a. From the list of Planning Applications on Accela, select Form *A9 - Land Development Code Text Amendment*. The information must be entered directly into Accela.

b. Form *B9 - LDC Amendment Application Worksheet*.

c. Form *C9 - LDC Amendment 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.

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Form B9 - Land Development Code (LDC) Amendment Application Worksheet

Answers to the questions contained in this from may be provided in a separate document. Please restate the numbers of the questions for ease of reference.

1. **Project Name:** Click or tap here to enter text.

REQUEST AND JUSTIFICATION:

2. List the Land Development Code Section(s) proposed to be amended and provide the proposed changes in strike-through (deleted text) and underline (new text): Click or tap here to enter text.
3. Justification: Please state the reasons why the text amendment has been requested. Include not only what benefit the Code amendment would have to the applicant but also identify possible county and regional benefits. Also indicate whether the proposed amendment is being requested to address a change in circumstances, an error, an inconsistency, or an oversight and describe how it fits that category:Click or tap here to enter text.
4. Consistency:
   a. Please list the goal, objective and policy numbers from the Comprehensive Plan which either support or are inconsistent with the proposed LDC amendment: Click or tap here to enter text.
   b. Please list section numbers from the Land Development Code which are either compatible or incompatible with the proposed amendment: Click or tap here to enter text.

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Form C9 - Land Development Code (LDC) Amendment Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

LDC TEXT AMENDMENT SUBMITTAL CHECKLIST:	Applicant	Staff
FORMS/CERTIFICATES:	**(X)**	**(X)**
1. Pre-Application Comments	☐	☐
2. Completed Form A9 - Land Development Code Amendment application (in Accela)	☐	☐
3. Completed Form B9 - Land Development Code Amendment Application Worksheet-	☐	☐
MISCELLANEOUS DOCUMENTS:	**(X)**	**(X)**
4. Application fee payment receipt	☐	☐
PROPOSED AMENDMENT(S):	**(X)**	**(X)**
5. Proposed Land Development Code text revision (in Word Format) with strike-through (where text is proposed to be deleted) and underline (where new text is proposed to be added).	☐	☐

Any item believed to be "not applicable (NA)" must be explained in writing. Click or tap here to enter text.

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N. Zoning Atlas Amendments (LDC Section 342)

1. Purpose.

The purpose of an Official Zoning Atlas amendments shall not be to relieve particular hardships or to confer special privileges or rights on any person, but to allow adjustments to the Atlas that are necessary to:

a. Accommodate changed conditions or changes in public policy;

b. Implement the Comprehensive Plan;

c. Create a new Planned Development District;

d. Create a new Master Planned Institutional District; or

e. Advance the general welfare of the County.

2. Review Procedures.

An amendment to the Official Zoning Atlas may be initiated by the Board, a property owner, or owners of fifty (50) percent or more of a parcel of land that is subject to the proposed amendment.

Amendments to the zoning atlas require approval by the Board of County Commission at a public hearing. A pre-application meeting is required.

3. Review Criteria.

In reviewing a proposed amendment, the reviewing authority shall consider the following factors (LDC Section 342.3):

a. Compatibility with the existing development pattern and the zoning of nearby properties.

b. Changes in land use or conditions upon which the original zoning designation was based.

c. Consistency with the current comprehensive plan.

d. Conflicts with existing or planned public improvements.

e. Availability of public facilities, based upon a consideration of the following factors:

   i. Impact on the traffic characteristics related to the site, specifically trip generation potential.

   ii. Impact on population density or development intensity such that the demand for schools, sewers, streets, recreational areas and facilities, and other public facilities and services are adversely affected.

   iii. Impact on public facilities planned and funded to support any change in density or intensity pursuant to the requirements of the comprehensive plan and applicable law.

f. Health, safety or welfare of the neighborhood and County.

g. Conformance with all applicable requirements of this Code.

h. Consistency with the development patterns in the area and appropriateness for orderly development of the community. The cost of land or other economic considerations pertaining to the applicant shall not be a consideration in reviewing the request.

i. Logical expansion of adjacent zoning districts.

j. Impact on historic resources.

k. Environmental impacts.

l. Types of allowable uses and impact of those on surrounding residential areas.

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m. Relocation of mobile home owners, if applicable, within the meaning of, and pursuant to, Section 723.083, Florida Statutes.

n. In the case of rezones to Planned Development, consistency with the Planned Development District standards contained in Chapter 4.

o. Any other matters which may be appropriate for consideration pursuant to this Code, the comprehensive plan or applicable law.

4. Submitting a Zoning Atlas Amendment Application Packet.

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

a. From the list of Planning Applications on Accela, select Form *A10 - Zoning Atlas Amendment*. The information must be entered directly into Accela.

b. Form *B10 - Zoning Atlas Amendment Application Worksheet*.

c. Form *C10 - Zoning Atlas Amendment 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.

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Form B10 - Zoning Atlas Amendment Application Worksheet

1. **Project Name:** Click or tap here to enter text.

IMPACT ON PUBLIC UTILITIES AND SERVICES

2. Describe the location and nature of all existing public facilities, such as schools, parks and fire stations that will service the development. Click or tap here to enter text.
3. Discuss the proposed plan for the provision of all needed utilities to serve the development; including (as appropriate) water supply, sanitary sewer collection and treatment system, stormwater collection and management system, pursuant to related county regulations and ordinances. Click or tap here to enter text.
4. Potable Water Source: Click or tap here to enter text. Current Capacity Available (MGD): Click or tap here to enter text.
5. Sanitary Sewer Treatment Plant: Click or tap here to enter text. Current Capacity Available (MGD): Click or tap here to enter text.
6. Transit Routes Serving Site: Click or tap here to enter text. Proximity to Closest Bus Stop (feet): Click or tap here to enter text.
7. Public schools (elementary, middle and high) serving the site: Click or tap here to enter text.

NATURAL FEATURES

8. List the major soil types found on the site (see 1983 Soil Survey of Manatee County), and include an explanation of where they are found, their drainage characteristics, depth of water table (to add more rows, click on the plus (+) sign).

Soil Number/Name	Location on the site	Characteristics
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

9. Describe the topography of the site (gently rolling, sloping, flat, or other). Note the elevation and location of the highest and lowest points on the site. Click or tap here to enter text.
10. Provide flood level information for the site and surrounding area. Note the FEMA panel number, and note which portions of the site are within each floodway zone. Click or tap here to enter text.
11. Note if the site is within a hurricane storm surge area based on the Sea, Lake and Overland Surges from Hurricanes S.L.O.S.H. map. Click or tap here to enter text.
12. Indicate if there are any native habitats, including Special and Critical Habitats, within 50 feet of the development boundary, through the review of FLUCCS Maps, FNAI List, and Threatened and Endangered Species information including FFWCC data sets and USFWS IPaC Maps. Click or tap here to enter text.

JUSTIFICATION:

For the following questions, if additional room is needed, please attach additional sheets and supporting documents, if necessary, labeled - "Justification"

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13. Please state the reasons why the Zoning Atlas Amendment has been requested. Include not only what benefit the amendment would have to the applicant but also identify possible county and regional benefits. Also indicate whether the proposed amendment is considered a change in circumstances, an error, an inconsistency, or an oversight and describe how it fits that category: Click or tap here to enter text.
14. How is the requested change compatible or complementary with the existing development pattern and the zoning of nearby properties? Click or tap here to enter text.
15. Has there been a change in the conditions upon which the original zoning designation was based? Have major land uses or conditions changed since the zoning was established?Click or tap here to enter text.
16. Does the current zoning or the proposed zoning better conform to the Comprehensive Plan? Click or tap here to enter text.
17. Will the proposed change conflict with existing or planned public improvements (explain)? Click or tap here to enter text.
18. Will the proposed change adversely affect traffic patterns or congestion (explain)? Click or tap here to enter text.
19. Will the proposed change adversely impact population density or development intensity such that the demand for schools, sewers, streets, recreational areas and facilities, and other public facilities and services are adversely affected? Click or tap here to enter text.
20. Are sufficient public facilities planned and funded to support any change in density or intensity pursuant to the requirements of the Comprehensive Plan and applicable law?Click or tap here to enter text.
21. Will the proposed change adversely affect the health, safety, or welfare of the neighborhood? Click or tap here to enter text.
22. Is the proposed amendment in conformance with all applicable requirements of the Land Development Code? Click or tap here to enter text.
23. Is the proposed amendment consistent with the development patterns in the area and appropriate for orderly development of the community (explain)? The cost of land or other economic considerations pertaining to the applicant shall not be a consideration in reviewing the request. Click or tap here to enter text.
24. Is the proposed amendment the logical expansion of adjacent zoning districts? Click or tap here to enter text.
25. Is the timing of the request appropriate given the development trends in the area? Click or tap here to enter text.
26. Will the proposed change adversely impact historic resources? Click or tap here to enter text.
27. Will the proposed change have an adverse environmental impact on the vicinity? Click or tap here to enter text.
28. Will the proposed change allow uses that require so much outdoor lighting that even the light from shielded fixtures may reflect off-site with potentially adverse effects on residential areas? Click or tap here to enter text.
29. Will the proposed amendment adversely affect the health, safety, and welfare of the County as a whole? Click or tap here to enter text.
30. For any rezoning that would result in the removal or relocation of mobile home owners residing in a mobile home park, has the applicant demonstrated that adequate mobile home parks or other suitable facilities exist for the relocation of the mobile home owners, within the meaning of, and pursuant to, Section 723.083, Florida Statutes? Click or tap here to enter text.

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31. Any other matters which may be appropriate for consideration pursuant to the Land Development Code, the Comprehensive Plan, or applicable law. Click or tap here to enter text.

CRITERIA FOR ZONING ATLAS AMENDMENT TO PD

LDC Section 342.3 contains the criteria for reviewing zoning atlas amendments. Answer the following questions if the GDP or PSP is being submitted in conjunction with an application to rezone a site to PD.

32. Is the proposed planned development compatible with the current zoning designation of nearby properties? Click or tap here to enter text.
33. Is the proposed planned development consistent with the development patterns in the area and appropriate for orderly development of the community. The cost of land or other economic considerations pertaining to the applicant shall not be a consideration in reviewing the request. Click or tap here to enter text.
34. Will the types of uses proposed within the development have an impact of those on surrounding residential areas? Click or tap here to enter text.
35. Is the proposed rezone to PD a logical expansion of adjacent zoning districts? Click or tap here to enter text.
36. Have there been any changes in land use or conditions upon which the original zoning designation was based? Click or tap here to enter text.
37. Will the proposed development create any conflicts with existing or planned public improvements in the area? Click or tap here to enter text.
38. Based on the traffic study prepared for the site, explain the impact of the proposed planned development on the traffic characteristics of the area (particularly trip generation potential). Click or tap here to enter text.
39. What will be the impact of the proposed planned development on the level of service of current and planned schools, water, sewer, recreation areas and facilities, and other public facilities and services? Click or tap here to enter text.
40. How will the proposed planned development impact the health, safety or welfare of the surrounding neighborhood and County as a whole? Click or tap here to enter text.
41. Will the proposed Planned Development have an impact on historic resources? Click or tap here to enter text.
42. Will the proposed Planned Development have any environmental impacts? Click or tap here to enter text.
43. Will relocation of mobile homeowners, if applicable, within the meaning of, and pursuant to, Section 723.083, Florida Statutes, be necessary? Click or tap here to enter text.
44. Are there any other matters which may be appropriate for consideration in the review of the rezoning to PD? Click or tap here to enter text.

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Form C10 - Zoning Atlas Amendment Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

ZONING ATLAS AMENDMENT APPLICATION SUBMITTAL CHECKLIST: (FOR REQUESTS TO REZONE TO PD, ALSO COMPLETE THE GDP OR PSP CHECKLIST)	Applicant	Staff
FORMS AND CERTIFICATES:	**(X)**	**(X)**
1. Completed Form *A10 - Zoning Atlas Amendment* application (in Accela)	☐	☐
2. Completed Form *B10 - Zoning Atlas Amendment Application Worksheet*	☐	☐
3. Completed Form *D1 - Affidavit of Ownership/Agent Authorization*	☐	☐
4. Completed Form *D2 - Zoning Disclosure Affidavit*	☐	☐
5. Completed Form *D3 - Concurrency Deferral & Acknowledgement*	☐	☐
6. Affordable Housing Certificate (if applicable)	☐	☐
7. Rapid response Certificate (if applicable)	☐	☐
MISCELLANEOUS DOCUMENTS:	**(X)**	**(X)**
8. Pre-application comments	☐	☐
9. Project Narrative (separate Word document describing the proposed request in detail, including the ownership of the land, and the relationship of the proposed zoning district to land uses abutting/surrounding the site)	☐	☐
10. Application fee payment	☐	☐
11. Copy of previously approved development orders (ordinances, plans and stipulations, if applicable) (e.g. Special Permit, Variance, Certificate of Appropriateness, etc.)	☐	☐
12. Corporate Articles of Incorporation (if applicable)	☐	☐
13. Legal description of site in Word	☐	☐
REPORTS AND STUDIES:	**(X)**	**(X)**
14. Traffic Impact Statement or correspondence from Public Works Transportation Planning indicating no study is required or in-house study	☐	☐
PLANS:	**Sheet #**	**(X)**
15. Vicinity map (scale of not less than 1”=1 mile), which clearly shows the site in relationship to its surroundings.	#	☐
16. Latest available aerial photograph at a scale of at least 1”=400’ showing all property within 500 ft. of the site boundaries.	#	☐
17. Subject property boundary sketch	#	☐
18. Existing use, and current zoning and future land use designations of the site and of properties within 500 ft. of the property boundaries.	#	☐
19. The approximate location and size of the following features (if applicable) on the site and contiguous properties:	#	☐
a. Existing easements	#	☐
b. Existing platted streets	#	☐
c. Historic and archaeological resources	#	☐
d. Drainage ways	#	☐

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ZONING ATLAS AMENDMENT APPLICATION SUBMITTAL CHECKLIST: (FOR REQUESTS TO REZONE TO PD, ALSO COMPLETE THE GDP OR PSP CHECKLIST)	Applicant	Staff
e. Utilities	#	☐
f. Buildings	#	☐
g. Wetlands	#	☐
h. Floodplains, floodways, flood zones and hurricane evacuation zones	#	☐
i. Soil types as depicted in the United States Department of Agriculture Soil Conservation Service Soil Survey of Manatee County	#	☐
j. General topographic contours (5' maximum interval) on site.	#	☐
k. Habitats present on site for species listed by Federal, State or Local governments as endangered, threatened or species of special concern, if applicable	#	☐
REZONING TO MP-I (THE FOLLOWING SHALL BE SUBMITTED IN ADDITION TO THE DOCUMENTS LISTED ABOVE)		
20. Institution Master Plan Showing:	#	☐
a. The property boundary;	#	☐
b. General range of uses, including principal and accessory uses;	#	☐
c. Range of density and/or intensity, as appropriate;	#	☐
d. Building height;	#	☐
e. External access points;	#	☐
f. Minimum access points;	#	☐
g. Upland preservation areas;	#	☐
h. Wetlands, wetland buffers and proposed wetland impacts; and	#	☐
i. Perimeter buffers	#	☐

Any item believed to be "not applicable (NA)" must be explained in writing. Click or tap here to enter text.

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O. Code Interpretations (LDC Section 311)

1. Purpose:

The Department Director may, subject to the procedures and limitations of this section, issue written letters of interpretation of the provisions of one or more standards or requirements of this Code or the Comprehensive Plan as it relates to a particular type of development on a particular property. Code interpretations may include, but shall not be limited to:

a. A determination of whether a particular use, which does not clearly fall under the definition of one of the uses specified in this Code and is not specifically allowed in the zoning district, is substantially similar to one of the permitted or Special Permit uses allowed in the district and therefore should be allowed as such;

b. An interpretation of the definition of any term used in this Code or the Comprehensive Plan as it affects any development being proposed on a particular property;

c. An interpretation of the boundaries of a zoning district on the Official Zoning Atlas; and

d. A government-initiated interpretation, for the following circumstances:

   i. Interpretation or clarification of a standard, requirement, zoning district boundary or term set forth in this Code, as applied to a particular property or development proposal, which will or could lead to a development approval; and

   ii. Where in the view of the Department Director or the requesting body or official, the formal establishment of such an interpretation or clarification is appropriate.

2. Review Procedures:

Within a reasonable time after receipt of an application, the Department Director shall issue a letter of interpretation specifying the facts, reasons, analysis and standards upon which the interpretation is based.

3. Submitting an LDC Interpretation Application Packet:

Complete and submit the application form online at https://aca3.accela.com/manatee. From the list of Planning Applications, select Form *A11 - Code Interpretation*. The information must be entered directly into Accela.

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.

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P. Special Permits (LDC Section 316)

1. Purpose.

Special Permit uses are deemed to be *generally* compatible with the other land uses permitted in a zoning district. However, because of their unique characteristics or potential impacts on the surrounding neighborhood and the County as a whole, such uses are subject to individual review of location, design, configuration, operation and the public need for the particular use at the particular location. Each Special Permit may require the imposition of individualized conditions to achieve such consistency and to ensure that the proposed use is appropriate at its particular location.

2. Review Procedures.

Special Permit applications are reviewed by the DRC, the Department Director, and the Hearing Officer, who approves, denies or approves the project subject to conditions, at a quasi-judicial public hearing.

3. Review Criteria.

Per LDC Section 316.6, in deciding whether to recommend approval, approval with modifications or denial of a proposed Special Permit, the approving authority shall consider whether the proposal meets the following criteria:

a. The proposed use shall be consistent with the Comprehensive Plan and the requirements of this Code;

b. The establishment, maintenance or operation of the proposed use shall not be detrimental to or endanger the public health, safety or general welfare;

c. The establishment of the use shall not impede the normal and orderly development and improvement of surrounding properties for uses permitted in the zoning district;

d. Adequate measures shall already exist, or shall be taken, to provide ingress and egress to the proposed use in a manner that minimizes traffic congestion in the public streets;

e. The use, as proposed, is compatible with the surrounding uses and the general desired character of the area (height, bulk, scale, intensity, traffic, noise, drainage, lighting, and appearance);

f. Development of the proposed use shall not have a substantial adverse effect on a known archaeological, historical or cultural resource located on or off the parcel proposed for development;

g. Screening and buffers are proposed of such type, dimension and character to improve compatibility and harmony of the proposed use and structure with the uses and structures of adjacent and nearby properties;

h. Development of the proposed use shall not have a significant adverse effect on the natural environment, including land, air, water, wetlands, minerals, flora, fauna, and ambient noise.

4. Submitting a Special Permit Application Packet.

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

a. From the list of Planning Applications on Accela, select Form *A12 - Special Permit*. The information must be entered directly into Accela.

b. Form *B12 - Special Permit Application Worksheet*.

c. Form *C12 - Special Permit 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.

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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.

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Form B12 - Special Permit Application Worksheet

Answers to the questions contained in this from may be provided in a separate document to be attached to the submittal. Please restate the numbers of the questions on that document for ease of reference.

1. **Project Name:** Click or tap here to enter text.

CRITERIA FOR SPECIAL PERMIT APPROVAL

2. LDC Section 316.6 contains the criteria for approving Special Permit Applications. In deciding whether to recommend approval, approval with modifications or denial of a proposed Special Permit Application, the approving authority will consider the following factors. Please provide an explanation of how the proposed development meets the following criteria:
   a. The proposed use shall be consistent with the Comprehensive Plan and the requirements of this Code; Click or tap here to enter text.
   b. The establishment, maintenance or operation of the proposed use shall not be detrimental to or endanger the public health, safety or general welfare; Click or tap here to enter text.
   c. The establishment of the use shall not impede the normal and orderly development and improvement of surrounding properties for uses permitted in the zoning district; Click or tap here to enter text.
   d. Adequate measures shall already exist, or shall be taken, to provide ingress and egress to the proposed use in a manner that minimizes traffic congestion in the public streets; Click or tap here to enter text.
   e. The use, as proposed, is compatible with the surrounding uses and the general desired character of the area (height, bulk, scale, intensity, traffic, noise, drainage, lighting, and appearance); Click or tap here to enter text.
   f. Development of the proposed use shall not have a substantial adverse effect on a known archaeological, historical or cultural resource located on or off the parcel proposed for development; Click or tap here to enter text.
   g. Screening and buffers are proposed of such type, dimension and character to improve compatibility and harmony of the proposed use and structure with the uses and structures of adjacent and nearby properties; Click or tap here to enter text.
   h. Development of the proposed use shall not have a significant adverse effect on the natural environment, including land, air, water, wetlands, minerals, flora, fauna, and ambient noise. Click or tap here to enter text.

BUILDING HEIGHT COMPATIBILITY

Requests for approval of additional building height in conjunction with Special Permit approval shall meet the step back provisions of LDC Section 401.5.A, if applicable, and the following provisions. If applicable, explain how these provisions will be met. (Note that Section 401.5.A applies to all projects of 3 stories or more abutting a single family residential zoning district)

3. The height of the proposed development shall not adversely affect surrounding development or waterfront vistas; Click or tap here to enter text.

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4. The proposed building(s) shall have varied setbacks of at least three (3) feet in depth every seventy-five (75) horizontal feet to give the appearance of less bulk to the street frontage and adjacent buildings; Click or tap here to enter text.
5. The proposed building(s) shall have an articulated roofline, whether it consists of a series of flat or sloped roofs; Click or tap here to enter text.
6. The main entrance to the building shall face the street and the site shall be designed to provide clear and safe pedestrian access from the public sidewalk to that entrance; Click or tap here to enter text.
7. The building materials shall be complementary with the adjacent existing construction. Click or tap here to enter text.

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Form C12 - Special Permit Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

SPECIAL PERMIT APPLICATION CHECKLIST:	Applicant	Staff
FORMS AND CERTIFICATES:	**(X)**	**(X)**
1. Completed Form *A12 - Special Permit* application (in Accela)	☐	☐
2. Complete Form *B12 - Special Permit Application Worksheet*	☐	☐
3. Completed Form *D1 - Affidavit of Ownership/Agent Authorization*	☐	☐
4. Completed Form *D3 - Concurrency Deferral & acknowledgement* or Form *D4 - Level of Service Concurrency Reservation Application*	☐	☐
MISCELLANEOUS DOCUMENTS:	**(X)**	**(X)**
5. Pre-application comments	☐	☐
6. Project Narrative (separate Word document describing the request in detail, including the proposed development program, ownership of the land, and the relationship of the proposed land uses to land uses abutting/surrounding the site)	☐	☐
7. Application fee payment	☐	☐
8. Copy of previously approved development orders (ordinances, plans and stipulations, if applicable) (e.g. Special Permit, Variance, Certificate of Appropriateness, etc.)	☐	☐
9. Corporate Articles of Incorporation (if applicable)	☐	☐
10. Legal description of site in Word	☐	☐
11. Stormwater Drainage Calculations	☐	☐
12. Copy of SWFWMD Application	☐	☐
REPORTS AND STUDIES:	**(X)**	**(X)**
13. Traffic Impact Analysis or Traffic Impact Statement or correspondence from Public Works Transportation Planning indicating no study required or in-house study. Contact Public Works Transportation Planning for methodology and to determine the study type (941) 708-7450	☐	☐
14. Environmental Narrative (addressing project description, wetland, native habitat, and listed species)	☐	☐
PLANS:	**(X)**	**(X)**
15. See Form C3 (Preliminary Site Plan Checklist), PLANS section for plan submittal requirements.	☐	☐
ADDITIONAL DOCUMENTATION REQUIRED FOR PERSONAL WIRELESS SERVICE FACILITIES (IN ADDITION TO THE ABOVE REQUIRED DOCUMENTS AND PLANS)	**(X)**	**(X)**
16. Copies of licensure from the Federal Communications Commission (FCC)	☐	☐
17. Evidence of compliance with the applicable Federal Aviation Administration requirements codified as 14 CFR part 77, including an Aeronautical Study Determination.	☐	☐
18. Letter from Carrier regarding FCC Compliance.	☐	☐
19. Tabular and map inventory of all the applicant's existing telecommunication facilities that are located within the applicant's search area, including the municipalities	☐	☐

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SPECIAL PERMIT APPLICATION CHECKLIST:	Applicant	Staff
20. Letter from existing tower owner on inability to co-locate (if applicable)	☐	☐
21. Land Lease Agreement	☐	☐
22. Irrevocable License to Enter and Remove Abandoned Tower (Form D7)	☐	☐
23. A certificate prepared by a Professional Engineer (structural) which provides the minimum fall down radius for the telecommunication tower.	☐	☐
24. 2C Survey	☐	☐
25. Limited Geotechnical Exploration Report Staff	☐	☐
26. Wetland Delineation Report	☐	☐
27. Biological Assessment	☐	☐
28. NEPA Report	☐	☐
29. Radio Frequency Affidavit	☐	☐

Any item believed to be "not applicable (NA)" must be explained in writing. Click or tap here to enter text.

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Q. Earthmoving Site Plans (LDC Section 702.3)

1. Purpose:

Earthmoving site plans (minor and major) shall be required for all earthmoving operations as described in the Land Development Code.

2. Review Procedures:

Minor Earthmoving Site Plans are reviewed and approved administratively; Major Earthmoving activities requiring Special Permit approval are approved by the Hearing Officer in conjunction with the Special Permit.

3. Submitting an Earthmoving Site Plan Application Packet

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

a. For Major Earthmoving, complete and submit *Form A12 - Special Permit/Major Earthmoving* on Accela. For Minor Earthmoving, complete and submit Form *A4 - Site Plan/Earthmoving* on Accela.

b. Form *B12.1 - Earthmoving Site Plan Application Worksheet*.

c. Form *C12.1 - Earthmoving 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.

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Form B12.1 - Earthmoving Site Plan Application Worksheet

Answers to the questions contained in this from may be provided in a separate document. Please restate the numbers of the questions for ease of reference.

1. **Project Name:** Click or tap here to enter text.

REQUEST

2. Describe the proposed earthmoving activity. Click or tap here to enter text.
3. Specify if the proposed activity qualifies for administrative approval or if it requires Special Permit approval.
   - ☐ Administrative
   - ☐ Special Permit
4. Describe the impact of the proposed earthmoving activity on land uses abutting/surrounding the project. Click or tap here to enter text.
5. Describe the site and ownership of the site if owned by multiple entities or individuals. Click or tap here to enter text.

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Form C12.1 - Earthmoving Site Plan Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

EARTHMOVING SITE PLAN APPLICATION CHECKLIST:	Applicant	Staff
FORMS AND CERTIFICATES:	**(X)**	**(X)**
1. Completed Form *A12 - Special Permit* or Form *A4 - Site Plan* for Major and Minor Earthmoving, respectively	☐	☐
2. Completed Form *B12.1 - Earthmoving Site Plan Application Worksheet*	☐	☐
3. Completed Form *D1 - Affidavit of Ownership/Agent Authorization*	☐	☐
4. Completed Form *D4 - Level of Service Concurrency Reservation Application*	☐	☐
PLANS:	**(X)**	**(X)**
5. See Form C3 (Preliminary Site Plan), PLANS section for plan submittal requirements (applicable to Earthmoving applications that require Special Permit approval).	☐	☐
6. See Form C4 (Final Site Plan), PLANS section for plan submittal requirements (applicable to Earthmoving administrative approvals).	☐	☐
OTHER DOCUMENTS:	**Sheet #**	**(X)**
7. Project Narrative (describe the request in detail)	☐	☐
8. The location of the one hundred (100) year floodplain and the twenty-five (25) year floodplain shall be shown on the site plan.	☐	☐
9. The locations and dimensions of proposed pit dewatering retention/detention ponds, together with a description of all proposed temporary and permanent silt, erosion, and turbidity controls.	☐	☐
10. The location, use, and description of any pipelines, building, or any other non-mobile structures or devices to be constructed for the extraction, pit dewatering, weight scales or other material handling facilities.	☐	☐
11. Maps or aerial photographs, on a scale of 1 inch equals 200 feet, with overlaps of 200 feet, depicting the name, location and limits of all wetlands, lakes, rivers, reservoirs, streams, creeks, and other water bodies within the earthmoving site plan area, including all waters of the State as defined by Chapter 403, Florida Statutes, and all navigable waters as defined by Chapter 253, Florida Statutes.	☐	☐
12. Engineering estimates of rated flow capacity for all equipment proposed for pit dewatering purposes and discharges to ground and surface waters, showing location of points of discharge from the applicant's property and estimates of discharge rates to any receiving streams.	☐	☐
13. The drainage features to be provided during and following all earthmoving activities, including topographic maps sufficient to show all drainage characteristics of the earthmoving site and immediate vicinity thereto; criteria used for design and an assessment of the effect that the proposed earthmoving, pit dewatering and discharge will have on the drainage regime of surface waters and the surficial aquifer system.	☐	☐

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EARTHMOVING SITE PLAN APPLICATION CHECKLIST:	Applicant	Staff
14. A program for controlling non-point sources of water pollution originating from any areas disturbed by earthmoving activities, the runoff from which is not redirected back into the pit.	☐	☐
15. A program for controlling fugitive dust originating from any areas disturbed by earthmoving activities or used as a principal haul route by the applicant, as deemed necessary by the Department Director.	☐	☐
16. A description of the maintenance program for the water retention/detention ponds and other pollution control facilities, addressing such issues as inspection, maintenance, repair or replacement and restoration as part of the total site reclamation effort.	☐	☐
17. An inventory of all existing wells on the property, to include locations, diameters and estimated depths.	☐	☐
18. Descriptions and locations for monitoring systems or devices to measure the effects of the proposed earthmoving activities on air and water quality, to include for each station: (1) the type of device or procedure to be installed or followed; (2) the schedule to be followed; (3) provisions for the county to witness the monitoring activities; (4) a proposal for the compilation of data; and (5) the scheduling for the submission of reports.	☐	☐
19. A soil testing report by a Soil Testing Laboratory of the results of exploratory drilling showing the elevation of the top and base of the borrow zone, the soil composition of both underlying and overlying materials, and the pre-operational water levels encountered in the drilling of auger holes.	☐	☐
20. A transportation analysis, prepared by an engineer, to identify the haul routes for trucks or any other modes of transportation used for removing borrow materials off of the applicant's property, with emphasis given to any disruption of normal vehicular traffic movements caused by the proposed activities; and in so far as possible, the estimated maximum number of haul trips for any twenty-four (24) hour period.	☐	☐
21. Name, ownership (public/private) and center line for existing and proposed roads on-site or contiguous to the site, along with any necessary future right of way setbacks for consistency with the Comprehensive Plan's Future Traffic Circulation Plan.	☐	☐
22. A map indicating the proposed haul route and including turning radii, width of pavement, method of periodic maintenance and dust control.	☐	☐
23. A reclamation plan for all disturbed areas in accordance with the requirements of the LDC, and a time schedule that meets all provisions of this Code.	☐	☐
24. For all projects located in a floodplain, in addition to obtaining a floodplain management permit under LDC Section 802, a hydrologic study detailing the effects of the earthmoving operation on the characteristics of the 100-year regulatory floodway and 100-year floodplain shall be submitted. The technical information shall include, but not be limited to, the following:	☐	☐
a. Existing and final topography, surveyed and mapped by a professional land surveyor to one (1) foot contour intervals with elevations referenced to mean sea level datum, shown on a fifty (50) foot grid meeting the minimum requirements as set forth in Chapter 21-HH-6, of the Florida Administrative Code.	☐	☐

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EARTHMOVING SITE PLAN APPLICATION CHECKLIST:	Applicant	Staff
b. Hydrologic data addressing anticipated effects on any water bodies and hydrologic conditions.	☐	☐
c. A complete plan of the project with cross sections and dimensions, together with a detailed map of the affected area which indicates changes in the 100-year floodplain caused by the activity.	☐	☐
d. Certification by an engineer that the Standards of Section 717, Stormwater Management, have been met.	☐	☐
e. The signature and seal of an engineer responsible for the preparation of the Earthmoving Site Plan and an express certification by said engineer that he/she is personally familiar with the proposed earthmoving activities, that he/she has personally reviewed all elements of the Earthmoving Site Plan and that all engineering estimates or computations comply with generally accepted engineering practices.	☐	☐

Any item believed to be "not applicable (NA)" must be explained in writing. Click or tap here to enter text.

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R. Certificate of Appropriateness (LDC Section 346)

1. Purpose.

A Certificate of Appropriateness (COA) is required prior to making any alterations, restorations, renovations, excavations, movement, demolition or erection of a building (historic or otherwise) within a historic overlay district. The Historic Preservation Board reviews all certificate of appropriateness applications for improvements valued at $5,000 or more (Major COA). Improvements valued at less than $5,000, in addition to the following activities, may be approved administratively (Minor COA).

a. All "emergency" related exterior and interior repairs (i.e. when a finding is made by the Department Director or his/her designee that health, safety and welfare issues are involved);

b. All mobile home and RV park set ups and additions, including roofovers, screen rooms, carports, and canopies;

c. All roof repairs and replacements, including vinyl or aluminum soffit and fascia.

d. All vinyl or steel horizontal siding over existing façade;

e. All stucco over concrete block construction for structures;

f. All interior completions for commercial, industrial, and residential structures;

g. All interior renovations for structures;

h. All seawall cap replacements (seawall cap only);

i. All pool/spa, pool cage and pool deck installations / repairs/ replacements / demolitions;

j. The construction or alteration of fences in rear and side yards;

k. The construction or alteration of accessory storage structures and sheds in required rear and side yards;

l. The construction or alteration of child's playhouses and child's play equipment, pet shelters, unlighted tennis, basketball or volleyball courts and other similar private outdoor recreation uses if deemed accessory to the principal use;

m. The construction or alteration of accessory structures and uses allowed in required front yards.

n. The construction or alteration of waterfront structures (docks, davits).

o. The construction/replacement of boat lifts/davits of docks.

2. Review Procedures.

a. The Department Director reviews and acts on Minor Certificates of Appropriateness.

b. Applications that do not qualify for administrative approval are forwarded to the Historic Preservation Board for review and approval.

3. Review Criteria.

In approving or denying applications for certificates of appropriateness for alterations, new construction, demolition or relocation, the Historic Preservation Board shall consider:

a. The relationship between such work and other structures in the landmark Historical and Archaeological Overlay District, property listed with the National Register of Historic Places (listed after 01-01-17), in a historic vista protection area or on the historic landmark;

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b. The effect of the proposed work on the Historical and Archaeological Overlay District, property listed on the National Register of Historic Places (listed after 01-01-17), in a historic vista protection area or historic landmark upon which such work is to be done;

c. The extent to which the historic, architectural, or archaeological significance, architectural style, design, arrangement, texture, materials and color of the historic or archaeological landmark will be affected;

d. Whether the denial of a certificate of appropriateness would deprive the property owner of reasonable beneficial use of his property; and

e. Whether the plans may be reasonably carried out by the applicant.

4. Submitting a Certificate of Appropriateness Application Packet.

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

a. From the list of Planning Applications on Accela, select Form *A13 - Certificate of Appropriateness (Major) or* Form *A14 - Certificate of Appropriateness (Minor)* based on the type of application. The information must be entered directly into Accela.

b. Complete Form *B13 - Certificate of Appropriateness Application Worksheet* for both Minor and Major COA applications.

c. Complete the Form *C13 - Certificate of Appropriateness Application Checklist* for both Minor and Major COA applications.

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.

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Form B13 - Certificate of Appropriateness Application Worksheet (Major and Minor)

Answers to the questions contained in this from may be provided in a separate document to be attached to the submittal. Please restate the numbers of the questions on that document for ease of reference.

1. **Project Name:** Click or tap here to enter text.

SITE AND SURROUNDING AREA

2. Describe the current use of the site: Click or tap here to enter text.
3. Date of Construction: Click or tap here to enter text.
4. Is the site located within a Historic Vista Protection Area (LDC Section 403.6)? Choose an item.
   - ☐ Desoto National Memorial Park
   - ☐ Gamble Plantation State Historical Site
5. Is the site located within a Historical or Archaeological Overlay District (LDC Section 403.5., Comprehensive Plan Policy 2.2.2.6 Historic Resources Overlay Districts, and Comprehensive Plan Historic Element 7.1)? Choose an item.
   - ☐ Cortez Fishing Village
   - ☐ Whitfield Estates
   - ☐ Terra Ceia
   - ☐ Other (specify) Click or tap here to enter text.
6. Is the structure, property, or part thereof listed on the National Register of Historic Places? Choose an item.
7. Are any of the buildings on the property/site designated as a Local Historic Landmark? Choose an item. (Note: The answer may be yes whether or not it is located within a Historic Vista Protection Area or a Historic and Archaeological Overlay District; and whether or not it is on the Florida Master Site File or the National Register).
8. Is the structure, property, or part thereof recorded in the Florida Master File? Choose an item. (If "yes", please attach a copy of the Florida Master Site File form as recorded at the Florida Department of State, Division of Historical Resources.)
9. If the property has been recorded in the Florida Master Site File, does it say that the structure, property, or part thereof is eligible for listing on the National Register of Historic Places? Choose an item.
10. If you have applied for a building permit, please provide the 8-digit permit number and attach the construction drawings: Click or tap here to enter text.
11. Describe the character/state of the building or site in its present condition as may be applicable to the proposed change/modification, and note whether significant alterations have occurred since the original construction (include photo of existing exterior elevations). If parts of the structure were constructed at different times, please indicate when each part was built. Click or tap here to enter text.
12. If the site is an archaeological resource, include a list of cultures associated with the site and describe the current conditions of the site including any disturbances: Click or tap here to enter text.

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13. Please describe the historical or archaeological resources located within a 1000 ft. radius of the subject property: Click or tap here to enter text.
14. Note how the proposed project addresses the following criteria for granting Certificates of Appropriateness:
    a. The effect of the proposed work on the Historical and Archaeological Overlay District or historic landmark upon which such work is to be done: Click or tap here to enter text.
    b. The relationship between such work and other structures in the Historical and Archaeological Overlay District: Click or tap here to enter text.
15. The extent to which the historic, architectural, or archaeological significance, architectural style, design, arrangement, texture, materials and color of the historic landmark or Historical and Archaeological Overlay District will be affected: Click or tap here to enter text.
16. Would the denial of a Certificate of Appropriateness would deprive the property owner of reasonable beneficial use of his property (please explain): Click or tap here to enter text.

STANDARDS FOR REHABILITATION

17. Note how the proposed alterations comply with the following criteria (United States Secretary of the Interior's Standards for Rehabilitation):
    a. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
    STANDARD APPLIES: Choose an item.

    COMMENTS: Click or tap here to enter text.
    b. The historic characters of a property shall be retained and preserved. The removal of historic materials of alteration of features and spaces that characterize a property shall be avoided.
    STANDARD APPLIES: Choose an item.

    COMMENTS: Click or tap here to enter text.
    c. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historic development, such as adding conjectural features of architectural elements from other buildings, shall not be undertaken.
    STANDARD APPLIES: Choose an item.

    COMMENTS: Click or tap here to enter text.
    d. Most properties change over time; those changes have acquired historic significance in their own right shall be retained and preserved.
    STANDARD APPLIES: Choose an item.

    COMMENTS: Click or tap here to enter text.
    e. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
    STANDARD APPLIES: Choose an item.

    COMMENTS: Click or tap here to enter text.
    f. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture,

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and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
STANDARD APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

g. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
STANDARD APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

h. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
STANDARD APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

i. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
STANDARD APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

j. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
STANDARD APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

CRITERIA FOR NEW CONSTRUCTION AND ADDITIONS

18. Note how the proposed construction complies with the following criteria:

a. The height of the proposed building or structure shall be visually compatible with adjacent buildings and structures.
CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

b. The relationship of the width of the building to the height of the front elevation shall be visually compatible to buildings and places to which it is visually related.
CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

c. The relationship of the width of the windows to the height of the windows in a building shall be visually compatible with buildings and places to which the building is visually related.
CRITERIA APPLIES: Choose an item.

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COMMENTS: Click or tap here to enter text.

d. The relationship of solids and voids in the front facade of a building shall be visually compatible with buildings and places to which it is visually related.
CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

e. The relationship of the building or structure to open space between it and adjoining buildings shall be visually compatible to the buildings and places to which it is visually related.
CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

f. The relationship of entrance and porch projections to sidewalks of a building shall be visually compatible to the buildings and places to which it is visually related.
CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

g. The relationship of the materials, texture and color of the facade of a building shall be visually compatible with the predominant materials used in the buildings to which it is visually related.
CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

h. The roof shape of a building shall be visually compatible with the buildings to which it is visually related.
CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

i. Appurtenances of a building such as walls, wrought iron, fences, evergreen, landscape masses, building facades, shall, if necessary, form cohesive walls of enclosures along a street, to ensure visual compatibility of the building to the buildings and places to which it is visually related.
CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

j. The size of a building, the mass of a building in relation to open spaces, the windows, door openings, porches and balconies shall be visually compatible with the buildings and places to which it is visually related.
CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

k. A building shall be visually compatible with the buildings and places to which it is visually related in the directional character, whether this be vertical character, horizontal character or nondirectional character.
CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

CRITERIA FOR DEMOLITION

19. Note how the proposed demolition complies with the following criteria. No Certificate of Appropriateness for demolitions shall be issued by the Historic Preservation Board until one or more of the following criteria have been met:

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a. The applicant has demonstrated that no other feasible alternative to demolition can be found.
CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

b. That the portion of the structure being demolished has no historic value.
CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

c. The applicant has demonstrated a substantial economic hardship in that the property in the historic district cannot be put to reasonable beneficial use without the approval of the demolition application.
CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

d. In the case of an income-producing building, the applicant must demonstrate that he cannot obtain a reasonable return of economic investment from his existing structure.
CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

e. The property no longer contributes to the historic district or no longer has significance as a historical and archaeological landmark. The applicant did not cause or allow a change in the historic character of the structure by alterations, improvements or neglect.
CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

f. The demolition of the property is required by a Community Redevelopment Plan or the Comprehensive Plan.
CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

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Form C13 - Certificate of Appropriateness Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

CERTIFICATE OF APPROPRIATENESS SUBMITTAL CHECKLIST:	Applicant	Staff
FORMS AND CERTIFICATES:	**(X)**	**(X)**
1. Completed Form *A13 - Certificate of Appropriateness (Major)* or Form *A14 - Certificate of Appropriateness (Minor)* application (in Accela)	☐	☐
2. Completed Form *B13 - Certificate of Appropriateness Application Worksheet (Major and Minor)*	☐	☐
3. Completed Form *D1 - Affidavit of Ownership/Agent Authorization*	☐	☐
FORMS AND CERTIFICATES:	**(X)**	**(X)**
4. Pre-Application comments	☐	☐
5. Project Narrative (separate Word document describing the request in detail, including ownership and a description of the proposed addition, demolition, modification; change in materials, shape, form; replacement of elements (windows, doors); etc.)	☐	☐
6. Application fee payment	☐	☐
7. Corporate Ownership Articles of Incorporation, if applicable	☐	☐
PLANS:	**Sheet #**	**(X)**
8. Construction Plans, if applicable, which must include a minimum of 2 sets no larger than 11" x 17", sealed by licensed engineer.	#	☐
9. Plans of the proposed project including all affected building elevations	#	☐
10. Licensed Architect rendition of front, sides, and rear profile of the existing structure or proposed addition.	#	☐
11. Elevation Certification obtained from a licensed engineer.	#	☐
12. Photographs of the property on each of side of the structure, ensuring to include all elevations	#	☐
13. Materials samples	#	☐

Any item believed to be "not applicable (NA)" must be explained in writing. Click or tap here to enter text.

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S. HISTORIC LANDMARK DESIGNATION (LDC SECTION 710)

1. Purpose.

The purpose of historic landmark designation is to maintain a list of sites, structures, and objects that are significant to the history of the County. Landmark designation also provides recognition to property owners for their efforts in preserving the heritage of the County.

2. Review Procedures.

Applications for local historic landmark designation are reviewed by the Director, the Historic Preservation Board and the Board of County Commission, who holds a public hearing to approve or deny the recommendation of the Historic Preservation Board or continue the public hearing and defer a decision if adequate information is not available. In the event of continuation and deferral, the Board shall reopen the public hearing and consider the recommendation of the Historic Preservation Board at the earliest opportunity after adequate information is made available. The process of local historic landmark designation is not subject to the review timeframes established in Section 125.022, Florida Statutes.

3. Review Criteria for Individual Landmarks.

A site, structure, or object may be considered for historic landmark designation if it is significantly associated with the history, architecture, archaeology, engineering or cultural heritage of the County. A site, structure, or object must also have integrity in at least two (2) of the following attributes: location, design, setting, materials, workmanship, feeling and association. In addition to attributes of integrity, a site, structure, or object must meet one (1) or more of the criteria listed in LDC Section 710.3 to be considered for historic landmark designation.

4. Submitting a Historic Landmark Designation Application Packet.

This Historic Landmark Application form is not available on Accela at this time. Please complete the following forms and submit them through the *Certificate of Appropriateness (Major)* application (A13) in Accela.

a. Form *A15 – Historic Landmark Designation Application Form*.

b. Form *B15 - Historic Landmark Designation Application Worksheet*.

c. Form *C15 - Historic Landmark Designation Application Checklist*.

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

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Form A15 - Historic Landmark Designation Application

(*Application Form Not available on Accela at this time*)

Detailed Information

Please provide the Project Name and a detailed description of the proposed project below.

Project Name:

Click or tap here to enter text.

Project Description:

Click here to enter text.

Project Information

PROJECT INFORMATION

Type of landmark:

- ☐ Site
- ☐ Structure
- ☐ Object

Is Owner a Corporation or Trust? Yes ☐ No ☐

Was there a Pre-Application Meeting? Yes ☐ No ☐
If yes, pre-application meeting number: Click or tap here to enter text.

EXISTING LAND USE (THIS PARCEL)

Please select at least one checkbox in this group.

Residential	☐
Commercial	☐
Industrial	☐
Other	☐

ZONING (THIS PARCEL)

Please select at least one checkbox in this group.

CON	☐	RSMH-4.5	☐	VIL	☐	LM	☐
A	☐	RSMH-6	☐	PR-S	☐	HM	☐
A-1	☐	RDD-3	☐	PR-M	☐	EX	☐
RSF-1	☐	RDD-4.5	☐	NC-S	☐	MP-I	☐
RSF-2	☐	RDD-6	☐	NC-M	☐	PDA	☐
RSF-3	☐	RMF-6	☐	MX	☐	PDR	☐
RSF-4.5	☐	RMF-9	☐	GC	☐	PDRV	☐
RSF-6	☐	RMF-12	☐	HC	☐	PDC	☐
RSF-9	☐	RMF-16	☐	RVP	☐	PDRP	☐

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PDW	☐	PDGC	☐	PDO	☐	PDEZ	☐
PDMU	☐	PDI	☐	PDPI	☐		
PDUI	☐	PDMH	☐	PDPM	☐		

FUTURE LAND USE (THIS PARCEL)
Please select at least one checkbox in this group.

CON	☐	RES-12	☐	MU	☐
AG/R	☐	RES-16	☐	MU-C	☐
ER	☐	OL	☐	P/SP(1)	☐
RES-1	☐	OM	☐	P/SP(2)	☐
RES-3	☐	ROR	☐	AT	☐
UF-3	☐	IL	☐	R-OS	☐
RES-6	☐	IH	☐		
RES-9	☐	IU	☐		

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Form B15 - Historic Landmark Designation Application Worksheet

Answers to the questions contained in this from may be provided in a separate document to be attached to the submittal. Please restate the numbers of the questions on that document for ease of reference.

1. **Project Name:** Click or tap here to enter text.

REQUEST

2. Describe in detail the purpose of the request. Click here to enter text.
3. Describe the site and ownership of the site if owned by multiple entities or individuals. Click here to enter text.

SITE AND SURROUNDING AREA

4. Describe the current use and the buildings/structures/objects on the site: Click or tap here to enter text.
5. Date of construction (if individual landmark designation): Click or tap here to enter text.
6. Is the site/structure/object located within a Historic Vista Protection Area (LDC Section 403.6)? Choose an item.
   - ☐ Desoto National Memorial Park
   - ☐ Gamble Plantation State Historical Site
7. Is the site/structure/object located within a Historical or Archaeological Overlay District (LDC Section 403.5., Comprehensive Plan Policy 2.2.2.6 Historic Resources Overlay Districts, and Comprehensive Plan Historic Element 7.1): Choose an item.
   - ☐ Cortez Fishing Village
   - ☐ Whitfield Estates
   - ☐ Terra Ceia
   - ☐ Other (specify) Click or tap here to enter text.
8. Is the structure, property, or part thereof listed on the National Register of Historic Places? Choose an item.
9. Are any of the other buildings on the site designated as a Local Historic Landmark? Choose an item. (Note: The answer may be yes whether or not it is located within a Historic Vista Protection Area or a Historic and Archaeological Overlay District; and whether or not it is on the Florida Master Site File or the National Register).
10. Is the structure, property, or part thereof recorded in the Florida Master File? Choose an item. (If “yes”, please attach a copy of the Florida Master Site File form as recorded at the Florida Department of State, Division of Historical Resources.)
11. If the property has been recorded in the Florida Master Site File, does it say that the structure, property, or part thereof is eligible for listing on the National Register of Historic Places? Choose an item.
12. If you have applied for a building permit recently to do any work on the site, please provide the 8-digit permit number and attach the construction drawings: Click or tap here to enter text.
13. Describe the character/state of the building or site in its present condition and any known modifications since the original construction (include photo of existing exterior elevations). If parts of the structure were constructed at different times, please indicate when each part was built. Click or tap here to enter text.

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14. If the site is an archaeological resource, include a list of cultures associated with the site and describe the current conditions of the site including any disturbances: Click or tap here to enter text.
15. Please describe the historical or archaeological resources located within a 1000 ft. radius of the subject property: Click or tap here to enter text.

SIGNIFICANCE

16. Explain how the site, structure or object is significantly associated with the history, architecture, archaeology, engineering or cultural heritage of the County. Click or tap here to enter text.
17. Identify how the proposed site, structure, object, or district possesses integrity in at least two (2) of the following attributes:
    - ☐ Location Click or tap here to enter text.
    - ☐ Design Click or tap here to enter text.
    - ☐ Setting Click or tap here to enter text.
    - ☐ Materials Click or tap here to enter text.
    - ☐ Workmanship Click or tap here to enter text.
    - ☐ Feeling Click or tap here to enter text.
    - ☐ Association. Click or tap here to enter text.
18. In addition to attributes of integrity, please identify how the proposed , a site, structure, object or district meets one (1) or more of the following criteria: Click or tap here to enter text.
    a. The site, structure, object or district is listed in the National Register of Historic Places.
    b. The site, structure, object or district is associated with events that have made a significant contribution to broad patterns of local, regional, state or national history.
    c. The site, structure, object or district is associated with the lives of persons significant in local, regional, state, or national history.
    d. The site, structure, object or district embodies the distinctive architectural characteristics of a type, period or method of construction, or represents the work of a master builder, architect or designer, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
    e. The site, structure, object or district has yielded or is likely to yield important archeological information related to history or prehistory.
    f. The site, structure, object or building has been removed from its original location but is significant primarily for its architectural value or is the only surviving site, structure, object or building significantly associated with a historic person or event.
    g. The site is a cemetery which derives its primary significance from age, distinctive design features, or association with historic events or cultural patterns.

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Form C15 - Historic Landmark Designation Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

HISTORIC LANDMARK DESIGNATION SUBMITTAL CHECKLIST:	Applicant	Staff
FORMS AND CERTIFICATES:	**(X)**	**(X)**
1. Form *A13—Certificate of Appropriateness (Major) Application (completed in Accela)*	☐	☐
2. Form *A15 - Historic Landmark Designation Application*	☐	☐
3. Form *B15 - Historic Landmark Designation Application Worksheet*	☐	☐
4. Form *D1 - Completed Affidavit of Ownership/Agent Authorization*	☐	☐
5. Florida Master File for the site (if available)	☐	☐
OTHER DOCUMENTS:	**(X)**	**(X)**
6. Legal description in Word format	☐	☐
7. Project Narrative (separate Word document describing the request in detail)	☐	☐
8. Photographs of the site, structure, or object	☐	☐
9. Map of the site, structure, or object	☐	☐

Any item believed to be "not applicable (NA)" must be explained in writing. Click or tap here to enter text.

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T. HISTORIC DISTRICT DESIGNATION (LDC SECTION 403.5)

1. Purpose.

The purpose of historic district designation is to protect areas in the County that possess a concentration of significant historic or archaeological resources.

2. Review Procedures.

Proposals for designation of potential historic and archaeological overlay districts shall be made to the Historic Preservation Board. The Historic Preservation Board conducts a preliminary evaluation of the proposal for conformance with criteria set forth in the LDC and may, if appropriate, direct the Department Director to prepare a preliminary designation report and resolution. For every proposed historic and archaeological district, a designation report shall be presented to the Historic Preservation Board at a regularly scheduled meeting. Upon approval, the Historic Preservation Board recommends a Zoning Atlas Amendment to the Board of County Commission for final approval. The process of local historic district designation is not subject to the review timeframes established in Section 125.022, Florida Statutes.

3. Review Criteria for Historic Districts.

To qualify as a historic or archaeological district, individual properties or groups of properties must have significant character, interest or value as part of the historical, cultural, archaeological, aesthetic, or architectural heritage of the county, state, or nation; must possess integrity of design, setting, materials, workmanship, feeling, and association; and shall meet one (1) or more of the criteria listed in LDC Section 403.5.

4. Submitting a Historic District Designation Application Packet.

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

a. From the list of Planning Applications on Accela, select Form *A10 - Zoning Atlas Amendment* application. The information must be entered directly into Accela.

b. Form *B10.1 - Historic District Designation Application Worksheet*.

c. Form *C10.1 - Historic District Designation 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.

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Form B10.1 - Historic District Designation Application Worksheet

Answers to the questions contained in this from may be provided in a separate document to be attached to the submittal. Please restate the numbers of the questions on that document for ease of reference.

1. **Project Name:** Click or tap here to enter text.

REQUEST

2. Type of request:
   - ☐ Historic District
   - ☐ Archaeological Zone
3. Describe in detail the purpose of the request. Click or tap here to enter text.
4. Describe the site and ownership of the site if owned by multiple entities or individuals. Click or tap here to enter text.

SITE AND SURROUNDING AREA

5. The range of dates of construction of the buildings within the district: Click or tap here to enter text.
6. Describe the current uses and buildings within the proposed district: Click or tap here to enter text.
7. Is the proposed district (or portion thereof) located within a Historic Vista Protection Area (LDC Section 403.6)? Choose an item.
   - ☐ Desoto National Memorial Park
   - ☐ Gamble Plantation State Historical Site
8. Are any of the structures or sites within the proposed district listed on the National Register of Historic Places? Choose an item.
9. Are any of the buildings designated as Local Historic Landmarks? Choose an item. (Note: The answer may be yes whether or not it is located within a Historic Vista Protection Area or a Historic and Archaeological Overlay District; and whether or not it is on the Florida Master Site File or the National Register).
10. Are any of the buildings or sites recorded in the Florida Master File? Choose an item. (If “yes”, please attach a copy of the Florida Master Site File form as recorded at the Florida Department of State, Division of Historical Resources.)
11. If any properties have been recorded in the Florida Master Site File, does it say that the structure, property, or part thereof is eligible for listing on the National Register of Historic Places? Choose an item.
12. Describe the character/state of the buildings or sites in their present condition and any known modifications since their original construction (include photographs). Click or tap here to enter text.
13. If there are any archaeological resources within the proposed district, include a list of cultures associated with the site and describe the current conditions of the site including any disturbances: Click or tap here to enter text.
14. Please describe the historical or archaeological resources located within a 1000 ft. radius of the proposed district: Click or tap here to enter text.

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SIGNIFICANCE

15. Explain how the proposed district has significant character, interest or value as part of the historical, cultural, archaeological, aesthetic, or architectural heritage of the county, state, or nation. Click or tap here to enter text.
16. Identify how the proposed district possesses integrity of design, setting, materials, workmanship, feeling, and association: Click or tap here to enter text.
17. Explain how the proposed district meets one (1) or more of the following criteria: Click or tap here to enter text.
    a. Historical, Cultural Significance:
        i. Is associated in a significant way with the life or activities of a major historic person important in the past;
        ii. Is the location of a historic event with significant effect upon the community, county, state, or nation;
        iii. Is associated in a significant way with a major historic event whether cultural, economic, military, social, or political;
        iv. Is associated in a significant way with a part or continuing institution which has contributed substantially to the life of the county, or
        v. Exemplifies the historical, cultural, political, economic, or social trends of the community.
    b. Architectural Significance:
        i. Portrays the environment in an era of history characterized by one (1) or more distinctive architectural styles;
        ii. Embodies those distinguishing characteristics of an architectural style, or period, or method of construction;
        iii. Is an outstanding work of a prominent designer or builder; or
        iv. Contains elements of design, detail, materials, or craftsmanship of outstanding quality or which represent a significant innovation or adaptation to the Florida environment.
    c. Aesthetic Significance:
        i. By being part of or related to a subdivision, park, environmental feature, or other distinctive area, should be developed or preserved according to a plan based on a historic, cultural or architectural motif;
        ii. Because of its prominence or spatial location, contrasts of siting, age, or scale, is an easily identifiable visual feature of a neighborhood or the county and contributes to the distinctive quality or identity of such neighborhood or the county; or
        iii. Has yielded, or may be likely to yield, information important in pre-history or history.

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Form C10.1 - Historic District Designation Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

HISTORIC DISTRICT DESIGNATION SUBMITTAL CHECKLIST:	Applicant	Staff
FORMS AND CERTIFICATES:	**(X)**	**(X)**
1. Form *A10 - Zoning Atlas Amendment* application (in Accela)	☐	☐
1. Completed Form *B10.1 - Historic District Designation Application Worksheet*	☐	☐
2. Completed Form *D1 - Affidavit of Ownership/Agent Authorization*	☐	☐
3. Florida Master Files (if available)	☐	☐
OTHER DOCUMENTS:	**(X)**	**(X)**
4. Project Narrative (separate Word document describing the request in detail)	☐	☐
5. Legal description of the proposed district in Word format	☐	☐
6. Photographs of the sites, structures, and object within the proposed district	☐	☐
7. Map of the proposed district	☐	☐
8. Evidence of consent of the historic district designation from the owners of two-thirds of the properties within the proposed district boundaries or from the owner or owners of two-thirds of the land area within the proposed district boundaries	☐	☐
9. A written description of the boundaries of the proposed historic district	☐	☐
10. The location (and a list) of contributing and non-contributing sites, structures and objects within the proposed district boundaries.	☐	☐

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U. MODIFICATION OF STANDARDS (LDC SECTION 365)

The Manatee Land Development Code provides for several types of deviation from code requirements: Modifications of Standards, Administrative Adjustments, Variances and Floodplain Variances. Modifications of Standards are intended to allow the approval authority of a development application to vary specific Code requirements, if the approval criteria are met. Modifications of standards that require administrative approval do not require a separate application form. They are typically reviewed in conjunction with a Preliminary or Final Site Plan. Any modifications requested must be shown on the site plan and a justification provided. If an applicant requests multiple modifications or modifications that would apply to more than one (1) lot/site, each modification shall be evaluated independently.

1. Purpose:

It is recognized that because of the individual unique characteristics or circumstances of any given development, flexibility in the application of development requirements may be warranted in certain situations. Modifications of the standards provided in the Code may be requested by an applicant as part of the development review process.

The Department Director or designee shall have the authority to grant limited modifications, as set forth below, where it is determined that the proposed development meets the intent of the zoning district, the requested modification is the minimum necessary to allow reasonable development of the site and the requested modification is not injurious to the public health, safety and welfare. Administrative modifications are limited to ten (10) percent of the numerical requirements established in the following sections. In the case of residential projects that include at least twenty-five (25) percent of the units as affordable (as defined in this Code), the administrative modifications are limited to thirty (30) percent of a numerical requirement.

Modifications of more than ten (10) percent but no more than thirty (30) percent of a dimensional requirement listed above, modifications previously denied or referred to the Board by staff, and modifications to the non-dimensional requirements contained in the listed sections, shall be reviewed and approved by the Board, without the requirement to rezone to Planned Development. Changes of more than thirty (30) percent of a dimensional requirement shall be processed as Variances per Section 367, which are reviewed by the Hearing Officer.

In connection with site plan or plat approval, the final approving authority of such application may modify any of the following requirements of in accordance with Section 357 of the LDC:

a. Section 337, Installation of Required Improvements
b. Open Space requirements per Tables 4-4 to 4-9
c. Section 401.3, Bulk and Dimensional Regulations
d. Section 401.4, Schedule of Area, Height, Bulk and Placement Regulations
e. Chapter 5, Standards for Accessory and Specific Uses and Structures
f. Section 532.1.D, Protected Open Space Standards
g. Chapter 7, Part I, Tree Protection, Landscaping, Buffers and Irrigation
h. Section 800.8, Lot Requirements
i. Section 800.9, Blocks
j. Section 800.10, Non-Residential Subdivisions
k. Section 805, Easements
l. Section 902, Urban Corridor Design Standards
m. Section 900.5 and 900.6, Entranceway Development Standards
n. Section 1000, Right-of-Way Standards

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o. Section 1001, Street Standards
p. Section 1001.1.B.3, Ingress and Egress Easements
q. Section 1001.D, Cul-de-Sacs, Dead End Streets and Stub Streets
r. Section 1005, Off-Street Parking
s. Section 1006, Off-Street Loading

2. Review Procedures.

Requests for Modifications of Standards are submitted and processed in conjunction with a development review request (e.g. Site Plan, Plat). Therefore, the approval authorities and procedures are the same as those of the development review application.

3. Review Criteria.

No modification may be granted unless it meets all the requirements listed in LDC Section 365.6.

4. Submitting a Modification of Standards Application Packet.

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

a. For Administrative Modifications of Standards, select and complete the appropriate Planning Application on Accela (site plan or preliminary plat) and upload the Worksheet. For Modifications that require Board approval, complete Form *A17 – Variances & Modifications (Public Hearing)* and select *Modification of Standards*. The information must be entered directly into Accela.
b. Form B16.1 - Modifications of Standards Worksheet.

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.

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Form B16.1 - Modification of Standards Application Worksheet (Board and Administrative)

Modification of Standards are typically requested in conjunction with a Preliminary or Final Site Plan, or a Preliminary Plat and require the submittal of this packet.

Answers to the questions contained in this from may be provided in a separate document to be attached to the submittal. Please restate the numbers of the questions on that document for ease of reference.

1. **Project Name:** Click or tap here to enter text.

REQUEST

2. Does the Modification of Standards request require Administrative or Board approval (see LDC Sections 365.3 and 365.4)?
   - ☐ Administrative (up to 10% of dimensional standard)
   - ☐ Board (up to 30% of a dimensional standard or non-dimensional requirement)
3. List the requested modifications (to add more than one row, click on the plus (+) sign to the bottom right of the table):

Requirement to be modified	LDC Section Number	Percent Requested
Click or tap here to enter text.	Click here	Click here

4. Type of application submitted in conjunction with the Modification of Standards application:
   - ☐ Preliminary Site Plan
   - ☐ Final Site Plan
   - ☐ Preliminary Plat
   - ☐ Other (explain) Click or tap here to enter text.
5. Has a Modification of Standards been approved for this site in the past? If yes, please explain. Click or tap here to enter text.

CRITERIA FOR MODIFICATION OF STANDARDS APPROVAL

6. Explain how the modification is consistent with the stated purpose and intent of the Land Development Code and with the comprehensive plan: Click or tap here to enter text.
7. Is the request within the parameters listed in LDC Sections 365.3 and 365.4? Click or tap here to enter text.
8. Would the modification have a material negative impact on adjacent uses, or is the applicant proposing to mitigate the negative impact to be created by the proposed modification? Click or tap here to enter text.
9. Would the modification set an unintended precedent? Click or tap here to enter text.
10. Will the modification permit superior design, efficiency, and performance? Click or tap here to enter text.

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11. If applicable, is the modification necessary to preserve or enhance significant existing environmental or cultural features, such as trees, scenic areas, historic or archeological sites or public facilities, related to the development site? Click or tap here to enter text.
12. Would compliance with the requirement be technically impractical or undesirable based on site conditions? Click or tap here to enter text.
13. If applicable, will the deferral of the installation of required improvements allow for improved efficiency, performance, safety, or construction practices? Will the development provide an alternative adequate to achieve the purposes of the requirement, including security for the current construction cost, adjusted for inflation, of any required improvements which may be deferred? Click or tap here to enter text.
14. Will the modification result in a negative impact on the public facilities, land use, traffic, or environment of the neighborhood and the general community? Click or tap here to enter text.
15. Do you wish to provide other information to justify the request for modification and demonstrate that granting the proposed modification will fulfill the intent of the LDC and the Comprehensive Plan? Click or tap here to enter text.

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V. Administrative Adjustments (LDC Section 366)

The Manatee Land Development Code provides for several types of deviation from code requirements: Modifications of Standards, Administrative Adjustments, Variances and Floodplain variances. Administrative Adjustments are intended for correcting measurement and encroachment errors, and allowing setbacks consistent with the neighboring setbacks.

1. Purpose.

Administrative adjustments are reviewed and approved or denied by the Department Director. Approval of an Administrative Adjustment authorizes the applicant to proceed with any additional applications for development approval, Certificates of Occupancy, and other permits which the County may require for any proposed development of the property, or to continue to use the encroachment permitted by such Administrative Adjustment.

2. Review Procedures.

Requests for Administrative Adjustments are submitted and processed in conjunction with a development review request (e.g. Site Plan, Preliminary Plat). Therefore, the approval authority and procedures are the same as those of the development review application.

3. Review Criteria.

LDC Section 366.1 lists the types of adjustments that may be approved, which include:

a. *Errors in Yard Measurements*. The Department Director is authorized to approve a deviation to a required yard if it is determined that there was an error in the location of an existing building or structure relative to the required yard, provided that the requested adjustment shall not exceed ten (10) percent of the required yard or one (1) foot, whichever is greater.

b. *Front Yard Setbacks Consistent with Established Neighborhoods*. The Department Director may approve an adjustment to the front yard setback to allow a setback that meets or exceeds the average setback of the existing homes on the same side of the street, provided that:

   i. The use is either:

      - A new single-family or duplex dwelling within an established neighborhood.
      - An expansion of existing, non-elevated single-family or duplex dwellings in the Cortez Fishing Village HA Overlay District.

   ii. The approved front yard setback is not less than twenty (20) feet, or fifteen (15) feet if located within the Cortez Fishing Village HA Overlay District; and the adjustment is less than ten (10) feet.

   iii. The average front yard setback of existing homes shall be calculated based on the front yard setbacks of existing homes on the same side of the street for a distance of either four (4) homes on either side of the lot in question or the length of the block, whichever is less.

c. *Errors of Structure Encroachments into County Easements or Rights-of-Way*. If it is discovered that an error has been made in the location of a building or structure, including a swimming pool, fence, wall, or similar structure, such that the structure is partially located within a County easement or right-of-way, the property owner or authorized agent, may apply for an administrative adjustment to allow the structure to remain within the easement or right-of-way provided that:

   i. The adjustment is limited to five (5) feet or fifty (50) percent of the width of the easement, whichever is less;

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ii. The structure does not obstruct, impede, or unreasonably interfere with the intended use of the right-of-way or easement; and

iii. The error was unintentional and unforeseen.

4. Submitting an Administrative Adjustment Application Packet.

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

a. From the list of Planning Applications on Accela, select Form *A16 - Variances & Modifications (Administrative)*, and in the Type of application select *Administrative Adjustment*. The information must be entered directly into Accela.

b. Form *B16.2 - Administrative Adjustments Application Worksheet*.

c. Form *C16.2 - Administrative Adjustments 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.

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Form B16.2 - Administrative Adjustments Application Worksheet

Answers to the questions contained in this from may be provided in a separate document to be attached to the submittal. Please restate the numbers of the questions on that document for ease of reference.

1. **Project Name:** Click or tap here to enter text.

REQUEST

2. List the requested adjustments under the relevant category:

Adjustment Category	LDC Section Number	Request
Error in Yard Measurement	Click here	Click here
Front Yard Setbacks	Click here	Click here
Encroachment into Easement	Click here	Click here

3. Type of plan submitted in conjunction with the Administrative Adjustment application:
   - ☐ Boundary Survey
   - ☐ As-Built Survey
   - ☐ Other (explain) Click or tap here to enter text.
4. Describe the site and ownership of the site if owned by multiple entities or individuals. Click or tap here to enter text.
5. Has a Variance, Modification of Standards or Administrative Adjustment been approved for this site in the past? If yes, please explain. Click or tap here to enter text.

Click or tap here to enter text.

CRITERIA FOR ADMINISTRATIVE ADJUSTMENTS APPROVAL

6. If the request is for a required yard adjustment, was there an error in the location of an existing building or structure relative to the required yard? If that is the case, the requested adjustment shall not exceed 10% of the required yard or 1 foot, whichever is greater: Click or tap here to enter text.
7. If the request is for a required front yard adjustment, does the reduced setback meets or exceeds the average setback of the existing homes on the same side of the street? See Section 366.1.B for specific requirements. Click or tap here to enter text.
8. Is the administrative adjustment request to allow a structure to remain within an easement or right-of-way? See Section 366.1.B for specific requirements. Click or tap here to enter text.

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Form C16.2 - Administrative Adjustments Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

ADMINISTRATIVE ADJUSTMENTS APPLICATION CHECKLIST:	Applicant	Staff
FORMS AND CERTIFICATES:	**(X)**	**(X)**
1. Completed Form *A16 - Variances & Modifications/ Administrative Adjustments* Application	☐	☐
2. Completed Form *B16.2 - Administrative Adjustments Application Worksheet*	☐	☐
3. Completed Form *D1 - Affidavit of Ownership/Agent Authorization*	☐	☐
MISCELLANEOUS DOCUMENTS:	**(X)**	**(X)**
4. Pre-application comments (if applicable)	☐	☐
5. Application fee payment	☐	☐
6. Copy of previously approved development orders (ordinances, plans and stipulations, if applicable) (e.g. Special Permit, Variance, Certificate of Appropriateness, etc.)	☐	☐
7. Corporate Articles of Incorporation (if applicable)	☐	☐
8. Legal description of site in Word	☐	☐
REPORTS AND STUDIES:	**(X)**	**(X)**
9. NA	☐	☐
PLANS:	**(X)**	**(X)**
10. Current signed and sealed boundary survey.	☐	☐

Any item believed to be “not applicable (NA)” must be explained in writing.

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W. VARIANCES (LDC SECTION 367)

The Manatee Land Development Code provides for several types of deviation from code requirements: Modifications of Standards, Administrative Adjustments, Variances and Floodplain variances. Quasi-Judicial Variances are intended to provide limited relief from the requirements of this Code in cases where strict application of the Code create undue construction or development hardships.

1. Purpose.

The purpose of a variance is to grant limited relief from the following requirements of the Land Development Code in those cases where strict application of those requirements will create a practical difficulty or unnecessary hardship, where the requirements render the land difficult to use because of the uniqueness of the property. The following are code requirements eligible for a variance. LDC Section 367.2 lists the prohibited variances.

a. Section 337, Installation of Required Improvements
b. Open Space requirements per Tables 4-4 to 4-9
c. Section 401.3, Bulk and Dimensional Regulations
d. Section 401.4, Schedule of Area, Height, Bulk and Placement Regulations
e. Chapter 5, Standards for Accessory and Specific Uses and Structures
f. Section 532.1.D, Protected Open Space Standards
g. Chapter 7, Part I, Tree Protection, Landscaping, Buffers and Irrigation
h. Section 800.8, Lot Requirements
i. Section 800.9, Blocks
j. Section 800.10, Non-Residential Subdivisions
k. Section 805, Easements
l. Section 902, Urban Corridor Design Standards
m. Section 900.5 and 900.6, Entranceway Development Standards
n. Section 1000, Right-of-Way Standards
o. Section 1001, Street Standards
p. Section 1001.1.B.3, Ingress and Egress Easements
q. Section 1001.D, Cul-de-Sacs, Dead End Streets and Stub Streets
r. Section 1005, Off-Street Parking
s. Section 1006, Off-Street Loading

2. Review Procedures.

Variance applications are reviewed by the Department Director, and the Hearing Officer, who approves, denies or approves the project subject to conditions, at a quasi-judicial public hearing. Any proposed variance in any historical overlay district must first be granted a Certificate of Appropriateness by the Manatee County Historic Preservation Board.

3. Review Criteria.

In deciding whether to recommend approval, approval with modifications or denial of a proposed Variance, the Hearing Officer shall consider whether the proposal meets the criteria listed in LDC Section 367.5.

4. Submitting a Variance Application Packet.

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

a. From the list of Planning Applications on Accela, select Form *A17 - Variances & Modifications (Public Hearing)*, and select "Public Hearing." The information must be entered directly into Accela.

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b. Form *B17.1 - Variance Application Worksheet*.

c. Form *C17.1 - Variance 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.

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Form B17.1 - Variance Application Worksheet

Answers to the questions contained in this from may be provided in a separate document to be attached to the submittal. Please restate the numbers of the questions on that document for ease of reference.

1. **Project Name:** Click or tap here to enter text.

REQUEST

2. Purpose for Variance request: Click or tap here to enter text.
3. Type of site plan submitted in conjunction with the Variance application:
   - ☐ Preliminary Site Plan
   - ☐ Other (explain) Click or tap here to enter text.

CRITERIA FOR VARIANCE APPROVAL

4. LDC Section 367.5 contains the criteria for approving Variance Applications. In deciding whether to recommend approval, approval with modifications or denial of a proposed Variance, the approving authority will consider the following factors. Please provide an explanation of how the request meets the following criteria:
   a. The particular physical surroundings, shape, topographical condition, or other physical or environmental condition of the specific property involved would result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out: Click or tap here to enter text.
   b. The conditions upon which the request for a variance is based are unique to the parcel and would not be applicable, generally, to other property within the vicinity: Click or tap here to enter text.
   c. The variance is not based on any conditions, including financial, occupational, or ability, which are personal to the applicant as applied to the property involved in the application: Click or tap here to enter text.
   d. The alleged hardship has not been created by any person presently having an interest in the property or, if it was, it was created as a result of a bona fide error: Click or tap here to enter text.
   e. The granting of the variance will not be detrimental to the public welfare or injurious to other property or improvements in the vicinity: Click or tap here to enter text.
   f. The proposed variance will not substantially increase the congestion in the public streets, or increase the danger of fire, or endanger the public safety: Click or tap here to enter text.
   g. The variance granted is the minimum variance that will make possible the reasonable use of the property: Click or tap here to enter text.
   h. The property cannot be put to a reasonable use which complies fully with the requirements of the Code unless the variance is granted: Click or tap here to enter text.
   i. A variance may be issued if it is found that it will correct a bona fide staff error that has led to construction that does not comply with the Code: Click or tap here to enter text.

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Form C17.1 - Variance Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

VARIANCE APPLICATION CHECKLIST:	Applicant	Staff
FORMS AND CERTIFICATES:	**(X)**	**(X)**
1. Completed *Form A17 - Variances & Modifications*/Public Hearing Application (in Accela)	☐	☐
2. Complete Form *B17.1 - Variance Application Worksheet*	☐	☐
3. Completed Form *D1 - Affidavit of Ownership/Agent Authorization*	☐	☐
MISCELLANEOUS DOCUMENTS:	**(X)**	**(X)**
4. Pre-application comments (if applicable)	☐	☐
5. Project Narrative (describe the request in detail)	☐	☐
6. Application fee payment	☐	☐
7. Copy of previously approved development orders (ordinances, plans and stipulations, if applicable) (e.g. Special Permit, Variance, Certificate of Appropriateness, etc.)	☐	☐
8. Corporate Articles of Incorporation (if applicable)	☐	☐
9. Legal description of site in Word	☐	☐
PLANS:	**(X)**	**(X)**
10. See Form C3 (Preliminary Site Plan), PLANS section for plan submittal requirements.	☐	☐

Any item believed to be "not applicable (NA)" must be explained in writing. Click or tap here to enter text.

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X. Floodplain Variances (Chapter 2-10, Code of Ordinances)

Variances from the Floodplain elevation standards may be issued for new construction and substantial improvements to be erected on a lot that is contiguous to and surrounded by lots with existing structures constructed below the base flood level.

1. Purpose.

The purpose of Floodplain Variances is to provide relief from Floodplain elevation standards for new construction and substantial improvements to be erected on a lot that is contiguous to and surrounded by lots with existing structures constructed below the base flood level.

2. Review Procedures.

Floodplain Variance applications are reviewed by the Department Director, and the Hearing Officer, who approves, denies or approves the project subject to conditions, at a quasi-judicial public hearing. Any proposed variance in any historical overlay district is reviewed and approved by the Manatee County Historic Preservation Board.

3. Review Criteria.

No Floodplain Variance may be approved unless it meets the criteria listed in the Code of Ordinances, Chapter 2-10, Drainage and Flood Control.

4. Submitting a Floodplain Variance Application Packet.

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

a. From the list of Planning Applications on Accela, select the following:
   - *Form A16 – Variances & Modifications- Administrative* for requests that may be approved administratively; or
   - Form A17 – Variances & Modifications- Public Hearing, for those that require Hearing Officer approval.

   Once in the application form, select "Floodplain." The information must be entered directly into Accela.

b. Form *B17.2 - Floodplain Variance Application Worksheet*.

c. Form *C17.2 - Floodplain Variance 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.

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Form B17.2 - Floodplain Variance Application Worksheet

Answers to the questions contained in this from may be provided in a separate document to be attached to the submittal. Please restate the numbers of the questions on that document for ease of reference.

1. **Project Name:** Click or tap here to enter text.

CRITERIA FOR VARIANCE APPROVAL

2. Per Code of Ordinances Section 2-10-21(f), the hearing officer shall consider all technical evaluations, all relevant factors, all other applicable provisions of the Florida Building Code, the Floodplain Management Ordinance, and the following:
   a. The danger that materials and debris may be swept onto other lands resulting in further injury or damage; Click or tap here to enter text.
   b. The danger to life and property due to flooding or erosion damage; Click or tap here to enter text.
   c. The susceptibility of the proposed development, including contents, to flood damage and the effect of such damage on current and future owners; Click or tap here to enter text.
   d. The importance of the services provided by the proposed development to the county; Click or tap here to enter text.
   e. The availability of alternate locations for the proposed development that are subject to lower risk of flooding or erosion; Click or tap here to enter text.
   f. The compatibility of the proposed development with existing and anticipated development; Click or tap here to enter text.
   g. The relationship of the proposed development to the comprehensive plan and floodplain management program for the area; Click or tap here to enter text.
   h. The ability to evacuate people in advance of impending flood in a timely manner, and safety of access to the property in times of flooding for ordinary and emergency vehicles; Click or tap here to enter text.
   i. The expected heights, velocity, duration, rate of rise and debris and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; Click or tap here to enter text. and
   j. The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, streets and bridges. Click or tap here to enter text.

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Form C17.2 - Floodplain Variance Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

FLOODPLAIN VARIANCE APPLICATION CHECKLIST:	Applicant	Staff
FORMS AND CERTIFICATES:	**(X)**	**(X)**
1. Completed Form *A16 - Variances & Modifications -Administrative/Floodplain* or Form *A17 - Variances & Modifications -Public Hearing/Floodplain* application (in Accela)	☐	☐
2. Complete Form *B17.2 - Floodplain Variance Application Worksheet*	☐	☐
3. Completed Form *D1 - Affidavit of Ownership/Agent Authorization*	☐	☐
MISCELLANEOUS DOCUMENTS:	**(X)**	**(X)**
4. Pre-application comments (if applicable)	☐	☐
5. Project Narrative (describe the request in detail)	☐	☐
6. Application fee payment	☐	☐
7. Copy of previously approved development orders (ordinances, plans and stipulations, if applicable) (e.g. Special Permit, Variance, Certificate of Appropriateness, etc.)	☐	☐
8. Corporate Articles of Incorporation, if applicable	☐	☐
9. Legal description in Word	☐	☐
10. Florida Master Site File or National Registry (if applicable) providing approval fromt eh State Historic Preservation Officer or Certified Historic Board		
11. Elevation Certificate		
PLANS:	**(X)**	**(X)**
12. Boundary Survey	☐	☐
13. Elevations of structure	☐	☐

Any item believed to be "not applicable (NA)" must be explained in writing. Click or tap here to enter text.

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Y. Environmental Preserve Management Plans (LDC Section 349)

1. Purpose.

An Environmental Preserve Management Plan (EPMP) is required to ensure improvements and uses within an Environmental Preserve are designed to adequately protect natural features on the site. EPMPs prepared and approved in accordance with the provisions of this section shall be utilized to assure compliance with all applicable requirements of the Land Development Code. The EPMP shall include appropriate measures for stormwater management, wetland protection, and habitat, wildlife and endangered species protection.

2. Review Procedures.

Environmental Preserve Management Plans are reviewed by the DRC, the Director, the Planning Commission and the Board, who has the final authority to approve, deny or approve the plan subject to conditions. Minor modifications may be approved by the Department Director, after a finding of Comprehensive Plan consistency.

The approval of an EPMP pursuant to this section shall satisfy the requirement for Final Site Plan approval for purposes of compliance with the Land Development Code. In circumstances where a property is zoned Planned Development, the approved EPMP shall supersede any previously approved plan and/or stipulation. All required Building Permits, Floodplain Management Permits, Erosion, and Sedimentation Control Plans, Certificates of Level of Service and Construction Drawing approvals for utility connections shall be obtained.

3. Review Criteria.

Per LDC Section 349.4, Environmental Management Plans must show compliance with the following sections of the LDC: 352, Temporary Uses, 360, Certificates of Level of Service; 310.3, Building permits; 520, Standards for Temporary Uses; 806, Lighting; 1002, Visibility triangles; 802, Floodplain management; 403.6, Historic vista protection; 803, Utility Service Requirements; and 801, Stormwater Management.

4. Submitting an Environmental Preserve Management Plan Application Packet.

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

a. From the list of Planning Applications on Accela, select Form *A18 - Environmental Preserve Management Plan*. The information must be entered directly into Accela.

b. Form *C18 - Environmental Preserve Management 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.

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Form C18 - Environmental Preserve Management Plan Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

ENVIRONMENTAL PRESERVE MANAGEMENT PLAN APPLICATION CHECKLIST:	Applicant	Staff
FORMS AND CERTIFICATES:	**(X)**	**(X)**
1. Completed Form *A18 - Environmental Preserve Management Plan* (in Accela)	☐	☐
2. Completed Form *D1 - Affidavit of Ownership/Agent Authorization*	☐	☐
3. Completed Form *D3 - Concurrency Deferral & Acknowledgement* or Form *D4 - Level of Service Concurrency Reservation Application*	☐	☐
MISCELLANEOUS DOCUMENTS:	**(X)**	**(X)**
4. Pre-application comments	☐	☐
5. Project Narrative (describe the request in detail)	☐	☐
6. Application fee payment	☐	☐
7. Copy of previously approved development orders (ordinances, plans and stipulations, if applicable) (e.g. Special Permit, Variance, Certificate of Appropriateness, etc.)	☐	☐
8. Corporate Articles of Incorporation (if applicable)	☐	☐
9. Legal description of site in Word	☐	☐
10. Stormwater Drainage Calculations	☐	☐
11. SWFWMD Application Copy	☐	☐
REPORTS AND STUDIES:	**(X)**	**(X)**
12. Traffic Impact Analysis or Traffic Impact Statement or correspondence from Public Works Transportation Planning indicating no study required or in-house study. Contact Public Works Transportation Planning for methodology and to determine the study type (941) 708-7450	☐	☐
13. Environmental Narrative (addressing project description, wetland, native habitat, and listed species)	☐	☐
PLANS:	**(ü)**	**(ü)**
14. See Form C2 (General Development Plan) or Form C3 (Preliminary Site Plan), PLANS section for plan submittal requirements. Must demonstrate compliance with the sections listed in Section 349.4.	☐	☐

Any item believed to be "not applicable (NA)" must be explained in writing. Click or tap here to enter text.

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Z. Public School Determination of Consistency (LDC Section 350)

1. Purpose.

The purpose of this review is to ensure that new public schools are consistent with the School Board's General Plan for Educational Facilities. The determination of consistency is performed by the Board at an advertised public hearing.

2. Review Process.

Public school determinations of consistency are reviewed by the DRC, the Director and the Board, who has the final authority.

3. Review Criteria.

The Board shall review for consistency with the comprehensive plan in regard to impacts on natural resources, surrounding land uses and public facilities, and the requirements of Section 1013.33, Florida Statutes.

4. Submitting a Public School Determination of Consistency Application Packet.

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

a. From the list of Planning Applications on Accela, select Form *A2 – Planned Development*, and under Application Type, select *Public School Determination of Consistency*. This form selection does not mean that the request will go through Planned Development review. The information requested must be entered directly into Accela.

b. Form *B2.2 - Public School Determination of Consistency Application Worksheet*.

c. Form *C2.2 - Public School Determination of Consistency 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.

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Form B2.2 - Public School Determinations of Consistency Application Worksheet

Answers to the questions contained in this from may be provided in a separate document. Please restate the numbers of the questions for ease of reference

1. **Project Name:** Click or tap here to enter text.

REQUEST

2. Description or narrative of project, including a description of the proposed development program and relationship to land uses abutting/surrounding the site. Click or tap here to enter text.
3. Provide a statement of compliance with the Comprehensive Plan. Click or tap here to enter text.

SITE AND SURROUNDING AREA

4. Identify the ***current*** future land use classification (FLUC), zoning designation, and use of the site and surrounding properties:

	FLUCs	Zoning Districts	Uses*
SUBJECT SITE	Choose an item. Choose an item. Choose an item. Others: Click here	Choose an item. Choose an item. Choose an item. Others: Click here	Click or tap here to enter text.
NORTH	Choose an item. Choose an item. Choose an item. Others: Click here	Choose an item. Choose an item. Choose an item. Others: Click here	Click or tap here to enter text.
SOUTH	Choose an item. Choose an item. Choose an item. Others: Click here	Choose an item. Choose an item. Choose an item. Others: Click here	Click or tap here to enter text.
EAST	Choose an item. Choose an item. Choose an item. Others: Click here	Choose an item. Choose an item. Choose an item. Others: Click here	Click or tap here to enter text.
WEST	Choose an item. Choose an item. Choose an item. Others: Click here	Choose an item. Choose an item. Choose an item. Others: Click here	Click or tap here to enter text.

* Single family, duplex, multi-family, commercial, industrial, vacant, etc.

5. Is the site within an Overlay District? (check all that apply)

☐ AI: Airport Impact

☐ FIG: Florida International Gateway

☐ PCV: Parrish Commercial Village

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- ☐ HA: Historical and Archaeological
- ☐ HV: Historic Vista Protection Area
- ☐ DA: Duplex Access
- ☐ CHHA: Coastal High Hazard Area
- ☐ CEA: Coastal Evacuation Area
- ☐ CPA: Coastal Planning Area
- ☐ ST: Special Treatment
- ☐ WPE: Evers Reservoir Watershed Protection
- ☐ WPM: Lake Manatee Reservoir Watershed Protection
- ☐ WPR: Peace River Watershed Protection
- ☐ NC: North Central
- ☐ WR: Whitfield Residential
- ☐ RV: Restricted Vehicle
- ☐ MD: Manufacturing Development
- ☐ None

6. Is the site within a special planning area? (check all that apply)
   - ☐ East of the Future Development Area Boundary (FDAB)
   - ☐ Urban Core
   - ☐ Urban Corridor
   - ☐ Southwest County Improvement District (SWD)
   - ☐ Urban Redevelopment Infill Area (UIRA)
   - ☐ None
7. Does this property have historic designation? ☐ Local; ☐ State; ☐ National; ☐ None
8. If a Florida Master Site File has been completed for the site, please provide the FMSF number: Click or tap here to enter text.

PROJECT INFORMATION

9. Describe the anticipated development construction schedule indicating the approximate starting and completion dates for the project and any phases thereof, together with appropriate descriptions of such phases. Click or tap here to enter text.
10. Will there be demolition of existing buildings? Choose an item.
11. Will the development require the removal of existing trees with a diameter at breast height (DBH) of 4" and larger? Choose an item.

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Form C2.2 - Public School Determinations of Consistency Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

PUBLIC SCHOOL DETERMINATIONS OF CONSISTENCY APPLICATION CHECKLIST (PER EXHIBIT C TO ORDINANCE 09-59):	Applicant	Staff
FORMS AND CERTIFICATES:	**(X)**	**(X)**
1. Completed Form *A2 – Planned Development/Public School Determination of Consistency* in Accela (this form selection does not mean that the request will go through Planned Development review)	☐	☐
2. Completed Form *B2.2 - Public School Determinations of Consistency Application Worksheet*	☐	☐
3. Completed Form *D4 - Level of Service Concurrency Reservation Application* or existing, valid CLOS	☐	☐
OTHER DOCUMENTS:	**(X)**	**(X)**
4. Pre-application comments	☐	☐
5. Project Narrative (describe the request in detail)	☐	☐
6. Application fee payment	☐	☐
7. Traffic Impact Analysis or Traffic Impact Statement or correspondence from Public Works Transportation Planning indicating no study required or in-house study. Contact Public Works Transportation Planning for methodology and to determine the study type (941) 708-7450 (if applicable)	☐	☐
8. Copy of previous development order approvals (if applicable)	☐	☐
9. Legal Description in Word format	☐	☐
PLANS:	**Sheet #**	**(X)**
Basic Requirements for All Plans		
10. All plan sheets must be a maximum of 24” x 36” and include the following:	#	☐
a. Neat and legible lettering (minimum of 3/32" in height)	#	☐
b. All dimensions shall be in feet and decimals of a foot.	#	☐
c. Project name including the words "GENERAL SCHOOLPLAN" clearly stated.	#	☐
d. Date, north arrow, scale and legend.	#	☐
Existing Site Conditions		
11. Vicinity map (scale of not less than 1”=1 mile), which clearly shows the site in relationship to its surroundings	#	☐
12. Certified property boundary survey	#	☐
13. Total project acreage.	#	☐
14. Existing zoning and land uses onsite and on properties within 200 feet of the property boundaries not including rights-of-way.	#	☐
15. The approximate location and size of existing easements, existing and platted streets, drainage ways and utilities.	#	☐

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PUBLIC SCHOOL DETERMINATIONS OF CONSISTENCY APPLICATION CHECKLIST (PER EXHIBIT C TO ORDINANCE 09-59):	Applicant	Staff
16. Approximate location of existing and platted streets, drainageways, and utilities on contiguous properties.	#	☐
17. Delineation of the flood zones and the Flood Protection Elevation data onsite, if applicable.	#	☐
18. For areas of known flooding, topographic contour survey at one (1) foot intervals, provided by a certified land surveyor, extending 50' beyond the project boundary line.	#	☐
19. Where the project exceeds 100 acres in area, the latest available aerial photograph, are at a scale of at least 1"=400' showing all property within 1,000' of the project boundaries.	#	☐
20. Preliminary on-site wetlands delineation on aerial photograph by a qualified professional, unless development will occur within 100' of onsite wetland which will require a signed and sealed wetlands survey by a registered land surveyor.	#	☐
21. The location of any historic sites and structures.	#	☐
Development Description		
22. The approximate locations, intensity and acreage of land uses including recreational facilities, and other proposed uses.	#	☐
23. Floor area ratios for all non-residential land use and approximate total square footage of gross floor area for all non-residential buildings.	#	☐
24. Proposed development construction schedule indicating the approximate starting and completion dates for the project and any phases thereof together with appropriate identification and description of such phases.	#	☐
25. All proposed front, rear, side, waterfront setbacks and wetland buffers for the project, and visibility triangles at the intersection of any road or drive with a public right-of-way.	#	☐
26. General location of perennial streams on or adjacent to the project site.	#	☐
Proposed Site Design		
27. The approximate dimensions and location of proposed:	#	☐
a. Proposed lot lines and land uses.	#	☐
b. Proposed structures	#	☐
c. Proposed facilities	#	☐
d. Proposed easements and dedications, if any	#	☐
e. Proposed parking and loading area.	#	☐
28. Approximate dimensions of all building heights, distance between buildings and required yards.	#	☐
29. General outdoor lighting plans, location or design principles	#	☐
30. First floor elevations of all structures within the 100-year floodplain and which are subject to applicable County floodplain regulations	#	☐
31. Location of streets and travel ways including directional traffic flow, perimeter walkways, and bikeways	#	☐
32. Location, sizes and type of any proposed perimeter landscaping	#	☐
33. The location, size and type of any tree in the area of development meeting requirements for replacement pursuant to local land development regulations.	#	☐

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PUBLIC SCHOOL DETERMINATIONS OF CONSISTENCY APPLICATION CHECKLIST (PER EXHIBIT C TO ORDINANCE 09-59):	Applicant	Staff
Required Improvements		
34. A description of intended actions necessary to satisfy the Requirements for, Installation of Required Improvements. Such description shall be provided in graphic or narrative form, as necessary.	#	☐
a. Water Service to site	#	☐
b. Sewer Service from site	#	☐
c. Solid Waste	#	☐
d. Fire Protection to site, including valve locations	#	☐
e. Sidewalks at site perimeter	#	☐
f. Access at site perimeter including FDOT response if access to state of right-of-way	#	☐
g. Drainage from site	#	☐
Supplemental Information		
35. If proposal is located in a floodway, all calculations and decryptions prepared by a Certified Florida Professional Engineer, needed to demonstrate compliance with Floodplain Management requirements	#	☐
36. If flood zone "A", cut and fill shall be balanced and calculations shall be provided by a Professional Engineer	#	☐
37. Pedestrian plan	#	☐

Any item believed to be "not applicable (NA)" must be explained in writing. Click or tap here to enter text.

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AA. General Plan for Educational Facilities (LDC Section 351)

1. Purpose.

This section sets the procedures and criteria for submission by the School Board, at their option, of a General School Plan for purposes of long-range school planning. The submittal of a General School Plan by the School Board shall be supplemental to the procedure for the future determination of a school site plan as to consistency pursuant to Section 351 of the Land Development Code.

2. Review Procedures.

Applications for General Plans for Educational Facilities are reviewed by the DRC, Planning Commission, and finally acted upon by the Board of County Commission at a quasi-judicial hearing.

3. Review Criteria.

The Board shall review the degree to which the proposed General School Plan complies with the standards set forth in Exhibit B of Ordinance 09-59 (reflected in the application checklist).

4. Submitting a General Plan for Educational Facilities Application Packet.

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

a. From the list of Planning Applications on Accela, select Form *A2 – Planned Development*, and under Application Type, select *General Plan for Educational Facilities*. This form selection does not mean that the request will go through Planned Development review. The information must be entered directly into Accela.

b. Form *B2.3 - General Plan for Educational Facilities Application Worksheet*.

c. Form *C2.3 - General Plan for Educational Facilities 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.

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Form B2.3 - General Plan for Educational Facilities Application Worksheet

Answers to the questions contained in this from may be provided in a separate document. Please restate the numbers of the questions for ease of reference

1. **Project Name:** Click or tap here to enter text.

REQUEST

2. Description or narrative of project, including a description of the proposed development program and relationship to land uses abutting/surrounding the site. Click or tap here to enter text.
3. Provide a statement of compliance with the Comprehensive Plan. Click or tap here to enter text.

SITE AND SURROUNDING AREA

4. Identify the ***current*** future land use classification (FLUC), zoning designation, and use of the site and surrounding properties:

	FLUCs	Zoning Districts	Uses*
SUBJECT SITE	Choose an item. Choose an item. Choose an item. Others: Click here	Choose an item. Choose an item. Choose an item. Others: Click here	Click or tap here to enter text.
NORTH	Choose an item. Choose an item. Choose an item. Others: Click here	Choose an item. Choose an item. Choose an item. Others: Click here	Click or tap here to enter text.
SOUTH	Choose an item. Choose an item. Choose an item. Others: Click here	Choose an item. Choose an item. Choose an item. Others: Click here	Click or tap here to enter text.
EAST	Choose an item. Choose an item. Choose an item. Others: Click here	Choose an item. Choose an item. Choose an item. Others: Click here	Click or tap here to enter text.
WEST	Choose an item. Choose an item. Choose an item. Others: Click here	Choose an item. Choose an item. Choose an item. Others: Click here	Click or tap here to enter text.

* Single family, duplex, multi-family, commercial, industrial, vacant, etc.

5. Is the site within an Overlay District? (check all that apply)

☐ AI: Airport Impact

☐ FIG: Florida International Gateway

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- ☐ PCV: Parrish Commercial Village
- ☐ HA: Historical and Archaeological
- ☐ HV: Historic Vista Protection Area
- ☐ DA: Duplex Access
- ☐ CHHA: Coastal High Hazard Area
- ☐ CEA: Coastal Evacuation Area
- ☐ CPA: Coastal Planning Area
- ☐ ST: Special Treatment
- ☐ WPE: Evers Reservoir Watershed Protection
- ☐ WPM: Lake Manatee Reservoir Watershed Protection
- ☐ WPR: Peace River Watershed Protection
- ☐ NC: North Central
- ☐ WR: Whitfield Residential
- ☐ RV: Restricted Vehicle
- ☐ MD: Manufacturing Development
- ☐ None

6. Is the site within a special planning area? (check all that apply)
   - ☐ East of the Future Development Area Boundary (FDAB)
   - ☐ Urban Core
   - ☐ Urban Corridor
   - ☐ Southwest County Improvement District (SWD)
   - ☐ Urban Redevelopment Infill Area (UIRA)
   - ☐ None
7. Does this property have historic designation? ☐ Local; ☐ State; ☐ National; ☐ None
8. If a Florida Master Site File has been completed for the site, please provide the FMSF number: Click or tap here to enter text.

PROJECT INFORMATION

9. Describe the anticipated development construction schedule indicating the approximate starting and completion dates for the project and any phases thereof, together with appropriate descriptions of such phases. Click or tap here to enter text.
10. Will there be demolition of existing buildings? Choose an item.
11. Will the development require the removal of existing trees with a diameter at breast height (DBH) of 4" and larger? Choose an item.

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Form C2.3 - General Plan for Educational Facilities Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

GENERAL PLAN FOR EDUCATIONAL FACILITIES APPLICATION CHECKLIST: (PER EXHIBIT B TO ORDINANCE 09-59)	**Applicant**	**Staff**
FORMS AND CERTIFICATES:	**(X)**	**(X)**
1. Completed Form *A2 – Planned Development/General Plan for Educational Facilities* in Accela (this form selection does not mean that the request will go through Planned Development review)	☐	☐
2. Completed Form *B2.3 - General Plan for Educational Facilities Application Worksheet*	☐	☐
3. Completed Form *D4 - Level of Service Concurrency Reservation Application* or existing, valid CLOS	☐	☐
OTHER DOCUMENTS:		
4. Pre-application comments	☐	☐
5. Project Narrative (describe the request in detail)	☐	☐
6. Application fee payment	☐	☐
7. Traffic Impact Analysis or Traffic Impact Statement or correspondence from Public Works Transportation Planning indicating no study required or in-house study. Contact Public Works Transportation Planning for methodology and to determine the study type (941) 708-7450 (if applicable)	☐	☐
8. Copy of previous development order approvals (if applicable)	☐	☐
9. Legal Description in Word format	☐	☐
PLANS:	**Sheet #**	**(X)**
Basic Requirements for All Plans		
10. All plan sheets must be a maximum of 24” x 36” and include the following:	#	☐
a. Neat and legible lettering (minimum of 3/32" in height)	#	☐
b. All dimensions shall be in feet and decimals of a foot.	#	☐
c. Project name including the words "GENERAL SCHOOLPLAN" clearly stated.	#	☐
d. Date, north arrow, scale and legend.	#	☐
Existing Site Conditions		
11. Vicinity map (scale of not less than 1”=1 mile), which clearly shows the site in relationship to its surroundings	#	☐
12. Certified property boundary survey	#	☐
13. Total project acreage.	#	☐
14. Existing zoning and land uses onsite and on properties within 200 feet of the property boundaries not including rights-of-way.	#	☐
15. The approximate location and size of existing easements, existing and platted streets, drainage ways and utilities.	#	☐
16. Approximate location of existing and platted streets, drainageways, and utilities on contiguous properties.	#	☐

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GENERAL PLAN FOR EDUCATIONAL FACILITIES APPLICATION CHECKLIST: (PER EXHIBIT B TO ORDINANCE 09-59)	**Applicant**	**Staff**
17. Delineation of the flood zones and the Flood Protection Elevation data onsite, if applicable.	#	☐
18. Where the project exceeds 100 acres in area, the latest available aerial photograph, are at a scale of at least 1"=400' showing all property within 1,000' of the project boundaries.	#	☐
19. Preliminary on-site wetlands delineation on aerial photograph by a qualified professional.	#	☐
20. The location of any historic sites and structures.	#	☐
21. Right-of-way labels and dimensions (existing full and half width dimensions), along with any necessary future right of way setback for consistency with the Comprehensive Plan's Future Traffic Circulation Plan.	#	☐
Development Description		
22. The approximate locations and maximum intensity of land uses.	#	☐
23. Maximum floor area ratios for all non-residential land uses and maximum total square footage of gross floor area for all non-residential buildings.	#	☐
24. All proposed minimum setbacks on each property boundary not abutting property owned by the School Board.	#	☐
25. General location of perennial streams on or adjacent to the project site.	#	☐
Proposed General School Plan		
26. The approximate location of proposed:	#	☐
a. Structures.	#	☐
b. Facilities	#	☐
c. Parking	#	☐
27. Approximate maximum building heights	#	☐
Proposed Improvements		
28. Ability for water service to be provided to site	#	☐
29. Ability for sewer service to be provided from site	#	☐
30. Access at site perimeter including FDOT response if access to state of right-of-way	#	☐

Any item believed to be "not applicable (NA)" must be explained in writing. Click or tap here to enter text.

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BB. DEVELOPMENTS OF REGIONAL IMPACT (LDC SECTION 347)

Development of Regional Impact (DRI) review shall be as specified in the State Statutes. The submittal of applications must be done online at https://aca3.accela.com/manatee.

From the list of Planning Applications on Accela, select *Form A21 – Development of Regional Impact*, and select the appropriate type of application (Amendment/Development Order Amendment, Annual Report, Application for Development Approval (ADA), Binding Letter Review, Close Out, Local Ordinance Amendment, or Notice of Proposed Change). The information must be entered directly into Accela.

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.

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CC. LOCAL DEVELOPMENT AGREEMENTS (LDC SECTION 348)

1. Purpose.

The purpose of entering into a development agreement is to secure the completion of improvements or performance of other developer 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 applicable law.

2. Review Procedures.

Application for a development agreement may be filed in conjunction with an application for development approval. The agreements are reviewed by the DRC, the Director, the Planning Commission (optional) and the Board, who has final authority. The County Attorney reviews the agreement for consistency with prior approvals and actions of the Board, and forwards the document to the Chairman of the Board to execute the development agreement on behalf of the County.

Amendments and modifications to development agreements shall be treated in the same manner as approvals of new development agreements.

3. Review Criteria.

All proposed development agreements shall be reviewed to assure that:

a. Any requirement for Manatee County or a private party to invest in any new construction or improvement of any facility is based upon compliance with all other applicable level of service standards, unless compliance, with adopted level of service standards is made a condition of the local government land development agreement;

b. Any construction or improvement complies with the County's design, engineering and construction standards; and

c. Any rights or entitlements granted pursuant to the development agreement are consistent with this Code and the comprehensive plan.

4. Submitting a Local Development Agreement Application Packet.

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

a. Form *A19 - Local Development Agreement Application*. The information must be entered directly into Accela.

b. Form *C19 - Local Development Agreement 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.

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Form C19 - Local Development Agreement Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

LOCAL DEVELOPMENT AGREEMENT SUBMITTAL CHECKLIST:	Applicant (X)	Staff (X)
1. Completed Local Development DRAFT Agreement	☐	☐
2. Completed Form *D1 - Affidavit of Ownership / Agent Authorization*	☐	☐
3. Application Fee	☐	☐
4. Appropriate exhibits to the agreement, which shall specifically identify each substantive change to the CAO form (using underline/strike-through formatting), and shall include such information and substantive terms as are required pursuant to the Local Government Comprehensive Planning and Land Development Regulation Act	☐	☐
5. Traffic Impact Analysis or Traffic Impact Statement or correspondence from Public Works Transportation Planning indicating no study required or in-house study. Contact Public Works Transportation Planning for methodology and to determine the study type (941) 708-7450	☐	☐
6. Any previously approved Development Orders and/or site plans.	☐	☐

Any item believed to be "not applicable (NA)" must be explained in writing. Click or tap here to enter text.

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DD. Time Extension of Development Approval

1. Purpose.

Most development approvals (Site Plans, Subdivision Plats and Certificates of Level of Service) are only valid for a specific period of time, but the LDC allows for extensions.

2. Review Procedures.

No later than thirty (30) days before the expiration date of a development approval, the applicant may request the extension.

3. Review Criteria.

The approval authority shall determine whether the extension is warranted. When reviewing requests for CLOS extensions, the Director shall consider the following:

a. Size of the project;
b. Amount of capacity requested;
c. Phasing;
d. Location of the project;
e. Capacity availability within the service area;
f. Reasons for requesting the reservation time period extension;
g. Whether the developer exercised good faith in attempting to secure issuance of a Building Permit;
h. Whether the applicant has substantially completed all required improvements to public facilities or provided the County with payment in lieu of such improvements; and
i. Whether the applicant has applied for or has made a proportionate fair-share contribution for the provision of transportation facilities or pre-paid estimated transportation impact fees.

4. Submitting a Time Extension Application Packet.

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

a. Form *A25 - Time Extension* and select the type of extension requested.
b. Complete and submit Form C*25 - Time Extension 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.

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Form C25 - Time Extension Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

TIME EXTENSION SUBMITTAL CHECKLIST:	Applicant	Staff
FORMS AND CERTIFICATES:	**(X)**	**(X)**
1. Completed *Form A25 - Time Extension*	☐	☐
2. Completed Form *D1 - Affidavit of Ownership/Agent Authorization*	☐	☐
3. Copy of the Approved, valid Certificate of Level of Service (CLOS)	☐	☐
OTHER DOCUMENTS:		
4. Application fee payment	☐	☐
5. Corporate Ownership Articles of Incorporation	☐	☐
6. Copy of most recent approval documents, including any approved site plan, Local Development Agreements (LDA) or Payment in Lieu of Construction of Required Improvements (PILORI)	☐	☐
7. All documentation required to support the issuance of an initial CLOS for the public facilities for which the extension is requested (i.e., for any public facility to which the issued CLOS applies, an analysis of the current conditions must be submitted)	☐	☐

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EE. APPEALS OF ADMINISTRATIVE DECISIONS

1. Purpose:

The purpose of an appeal is to allow the applicant to seek the reversal of a decision made by the County in the enforcement of the Land Development Code. Depending on who made the decision, appeals are handled as follows:

a. **Administrative Decisions:** Appeals from the decisions from any written order, requirement, decision, determination or interpretation made by an administrative official in the enforcement of the Land Development Code are heard by the Board of County Commission. Appeals regarding Certificates of Level-of-Service, however, are heard by the Hearing Officer.

b. **Quasi-Judicial Decisions:** A decision or recommendation made by the Historic Preservation Board, Planning Commission, or Hearing Officer when such decision or recommendation involves a quasi-judicial subject matter, may be appealed to the appropriate court of record as provided by law.

2. Review Procedures for Appeals from Administrative Decisions:

An application and notice of appeal shall be filed online, no later than 30 days after the date of the decision to be appealed. The Department Director reviews the application and schedules a public hearing with the Board of County Commissioners, or the Hearing Officer in the case of appeals from Certificates of Level-of-Service Determinations. The Board/Hearing Officer review the application and conduct a public hearing on the application. After the public hearing is held, the Board/Hearing Officer shall issue a written decision and order granting the relief sought in the application with or without conditions, or denying the application for appeal.

3. Submitting an Appeal Request

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

a. From the list of Planning Applications on Accela, select Form *A26 - Appeal*. The information must be entered directly into Accela.

b. Form *C26 - Appeal Request Checklist*.

Collect all the required affidavits, certificates, 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.

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ReviewerOnCall@mymanatee.org
www.mymanatee.org

Form C26 - Appeal of Administrative Decision Application Checklist

Project Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

APPEAL OF ADMINISTRATIVE DECISION CHECKLIST:	Applicant (X)	Staff (X)
1. Completed Form *A26 - Appeal* application (in Accela)	☐	☐
2. Application Fee Payment	☐	☐
3. Site survey or plan showing existing conditions of the site and its vicinity	☐	☐
4. Plans of proposed development (if applicable)	☐	☐
5. The written order, requirement, decision, determination, or interpretation written order, requirements, decision, determination, or interpretation from which appeal is sought.	☐	☐
6. Supporting documents (copy of approvals, denials, Administrative Determination letters, development review comments, etc.).	☐	☐

Any item believed to be "not applicable (NA)" must be explained in writing. Click or tap here to enter text.

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FF. Completeness or Sufficiency Review Time Extensions

1. Purpose:

As provided for Sections I.C.4.g and I.C.9 of the Development Review Administrative Procedures Manual, the applicant or the County may request an extension of the completeness and/or sufficiency review time. Resolution No. R-20-016 of the Board of County Commissioners authorizes the County Administrator or designee to approve such time extensions.

2. Procedure:

Per Section 312.4 of the LDC, a written extension agreement (see Resolution R-20-016) must be signed by the owner or owner's agent and the Director on behalf of the County stating the mutually agreed upon extension.

3. Submitting Request for Extension:

Complete and submit Form *B27 - Completeness/Sufficiency Review Time Extension Application Worksheet* into the relevant Project Application online at https://aca3.accela.com/manatee.

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Form B27 - Completeness/Sufficiency Review Time Extension Application Worksheet

Answers to the questions contained in this from may be provided in a separate document. Please restate the numbers of the questions for ease of reference.

1. **Project Name:** Click or tap here to enter text.
2. **Project Location:** Click or tap here to enter text.

REQUEST:

3. Specify the review type that necessitates a time extension: ☐ Completeness; ☐ Sufficiency
4. Specify the new proposed deadline for the submittal of the required information/plans: Click or tap to enter a date.
5. Please state the reasons for the requested extension:Click or tap here to enter text.

III. AFFIDAVITS & CERTIFICATES

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Form D1 - Affidavit of Ownership/Agent Authorization Form

Property Owner (Company or Individual): Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

Officer's Name and Title: Click or tap here to enter text.

Being first duly sworn, depose(s) and say(s):

1. That I am (we are) the owner's and record title holder(s) of the following described property legal description, to wit: Click or tap here to enter text.
2. That this property constitutes the property for which a request for (*Type of Application Approval Requested*): Click or tap here to enter text. is being applied for to Manatee County, Florida;
3. That the undersigned has (have) appointed and does (do) appoint Click or tap here to enter text. as agent(s) to execute any petitions or other documents necessary to affect such petition, including development review time extension requests; and request that you accept my agent(s) signature as representing my agreement of all terms and conditions of the approval process;
4. That this affidavit has been executed to induce Manatee County, Florida to consider and act on the foregoing request;
5. That I, (we) the undersigned authority, hereby certify that the foregoing is true and correct (Click on the plus (+) sign to add more owner names).

_____ / Click or tap here to enter text.
Owner's Signature/Print Title

STATE OF FLORIDA
COUNTY OF MANATEE

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____ (month), ____ (year), by _____ (name of person acknowledging) who is personally known to me or who has produced _____ (type of identification) as identification.

_____
Signature of Notary Public – State of Florida
(Print, Type or Stamp Commissioned Name
Of Notary Public to the Left of Signature)

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Form D2 - Zoning Disclosure Affidavit

Project name: Click or tap here to enter text.

The Manatee County Land Development Code 90-01, as amended requires that all applications for Zoning Atlas Amendments shall include public disclosure of applicants and their percentage of interest.

If the property is owned by a CORPORATION, list the principal officers and principal stockholders and the percentage of stock owned by each.

If the property is in the name of a TRUSTEE, list the beneficiaries of the trust with percentage of interest.

If the property is in the name of a PARTNERSHIP or LIMITED PARTNERSHIP, list the name of the principals below, including general and limited partners.

If there is a CONTRACT FOR PURCHASE, whether contingent on this application or not, and whether a Corporation, Trustee, or Partnership, list the names of the contract purchasers below, including the principal officers, stockholders, beneficiaries, or partners. If any contingency clause or contract terms involve additional parties, list all individuals or officers, if a corporation, partnership, or trust. This is in addition to the list of owners.

FOR ANY CHANGES OF OWNERSHIP OR CHANGES IN CONTRACTS FOR PURCHASE SUBSEQUENT TO THE DATE OF THE APPLICATION, BUT PRIOR TO THE DATE OF FINAL PUBLIC HEARING, A SUPPLEMENTAL DISCLOSURE OF INTEREST SHALL BE FILED.

Disclosure shall not be required of any entity whose interests are solely equity interest which are regularly traded on an established securities market in the United State or another country.

Name, Address and Officer ☐ Owner ☐ Contract Purchaser	Percentage Stock, Interest or Ownership
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Under penalties of perjury, I declare that I have read the foregoing affidavit and that the facts stated in it are true.

Signature: _____

(Applicant): Click or tap here to enter text.

STATE OF FLORIDA
COUNTY OF MANATEE

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_____
Signature of Notary Public – State of Florida
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Form D3 - Concurrency Deferral & Acknowledgement

DEFERRAL AND ACKNOWLEDGMENT OF EVENTUAL REQUIREMENT FOR CONCURRENCY CERTIFICATION

NOTE: When an application for a development order defers "Concurrency" certification to a later stage of approval, the property owner(s) or authorized representative(s) must acknowledge the eventual requirement for certification. A development order that does not have a "Concurrency" Certificate of Level of Service Compliance shall not grant any rights or entitlements to certification; shall not exempt the proposed development from the eventual requirements for certification; and shall not grant any rights to commence development without certification.

Parcel No: Click or tap here to enter text. Property Size (acres or sq. ft.): Click or tap here to enter text.

Section: Click here. Township: Click here. Range: Click here. TAZ: Click here.

Print Name(s) of all Property Owners:

Click or tap here to enter text.

Being first duly sworn, depose(s) and say(s):

1. That (I am/we are) the owner(s) and record title holder(s) or authorized representative(s) of the following described property: (print legal description)

   Click or tap here to enter text.

2. That this property constitutes the property for which a request for approval is sought precedent to the use or development of land and is sought through the Building & Development Services Department, an administrative agency of the Board of County Commissioners of Manatee County, Florida.
3. That (I/we) hereby recognize and acknowledge that any approval of the above-cited request shall not exempt me/us, or the successors and/or assigns of the property, when seeking further development approval(s) from Manatee County Government for the above-cited property, from the requirement for a Certificate of Level of Service which shall ensure the adequacy of public facilities to serve land development according to the adopted level-of-service standards.
4. That (I/we) hereby recognize and acknowledge that any approval of the above-cited request shall not grant me/us, or the successors and/or assigns of the property, any rights or entitlements to a Certificate of Level of Service Compliance, public facility capacities or approval to commence development.
5. That (I/we) hereby recognize and acknowledge that any approval of the above-cited request shall not assure me/us, or the successors and/or assigns of the property, of future adequate capacities in public facilities, and that (I/we) proceed aware of the risk of future inadequate capacities.

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Affix Signatures of All Property Owner(s)/Agent(s):

_____ Click or tap to enter a date._____
(Signature) (Date)

_____ Click or tap to enter a date._____
(Signature) (Date)

STATE OF FLORIDA
COUNTY OF MANATEE

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____ (month), ____ (year), by _____ (name of person acknowledging) who is personally known to me or who has produced _____ (type of identification) as identification.

_____
Signature of Notary Public – State of Florida

_____
(Print, Type or Stamp Commissioned Name of Notary Public to the Left of Signature)

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Form D-4 - Level of Service Concurrency Reservation Application

Project Name: Click or tap here to enter text.

Proposed Land Use: Click or tap here to enter text.

List previous approvals:

Parent Project File # Click hereCLOS # Click hereExpiration Date: Enter a date.

Please indicate number(s) for appropriate items:

dwelling units Click here
hotel roomsClick here
parking spaces Click here
RV pads Click here
berths Click here
beds Click here
square feet of building Click here
acres of parcel Click here
If church, # seats/pews Click here
square feet of building Click here
If school/day care, # classrooms Click here
students Click here

I hereby certify that the information in this application is true and correct. I have read this application and understand that other review processes and fees may be required prior to applying for and receiving Building Permits and/or Final Development Approval. If this application form is not signed by the property owner(s), a notarized Affidavit of Ownership/Agent Authorization (see Form D1) must be submitted with the application.

_____	Click here	Enter date.
Signature of Property Owner or Applicant	Printed Name	Date

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Form D5 - Signature Block

The following sign off block must be used on the cover sheet of all submitted plans. This block should be located in the lower right corner of the cover sheet.

MANATEE COUNTY BUILDING & DEVELOPMENT SERVICES DEPARTMENT
SIGNATURE BLOCK

Project Number: _____ **Project Name:** _____

Approval Type: _____ **PLN Number:** _____

CASE MANAGER _____ *DATE* _____

PROJECT ENGINEER _____ *DATE* _____

CONCURRENCY _____ *DATE* _____

ENVIRONMENTAL PLANNING _____ *DATE* _____

ENVIRONMENTAL HEALTH _____ *DATE* _____

FIRE DISTRICT _____ *DATE* _____

Attention: The combination of this signed plan and accompanying approval letter constitutes the complete approval document. Both documents should be provided to interested parties and submitted with any building permit application. There may be other documents, including a CLOS that affect this project approval.

Received by OWNER/AGENT: _____ *DATE* _____

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Form D6 - Title Certification

SUBDIVISION NAME: Click or tap here to enter text.

I, _____, the (Attorney-at-Law or Abstractor of Title Insurance Company) hereby confirm that apparent record title to the land described above and shown on _____ (Subdivision Name) is in the name of _____ (Property Owner) the (person(s) (or organization) executing the offer of dedication appearing on the above plat. All property taxes have been paid on the land described as of the date of certification. All mortgagees or liens not satisfied or released of record are as follows:

MORTGAGEES:	OFFICIAL RECORD BOOK AND PAGE (S):
Click or tap here to enter text._____	Click or tap here to enter text._____
Click or tap here to enter text._____	Click or tap here to enter text._____
Click or tap here to enter text._____	Click or tap here to enter text._____

LIENS:	
Click or tap here to enter text._____	Click or tap here to enter text._____
Click or tap here to enter text._____	Click or tap here to enter text._____

WITNESS my hand and official seal at Manatee County, Florida, this _____ day of _____, 20____.

Signature (*Attorney or Abstractor)*

_____

Click or tap here to enter text._____

Click or tap here to enter text._____

Click or tap here to enter text._____

(Type Name, Title, Law Firm or Title Insurance Company and Address)

FL. Bar No. *or* FL Certificate No. _____

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Form D7 - Irrevocable License to Enter Real Property and Remove Abandoned Telecommunication Tower

The undersigned property owner and operator of the telecommunication facility proposed to be located at _____, bearing Parcel Identification No. _____, in Manatee County, Florida, and for his/her/its/their Successors, assigns, grantees, and devisees, and, if different from the owner or operator of the telecommunication facility, the undersigned owner/lessor and lessee of said real property, and for their successors, assigns, grantees, and devisees, in consideration for review and consideration by Manatee County, a political subdivision of the State of Florida (hereinafter "Manatee County"), of the telecommunication owner or operator's application for a permit to erect or locate a telecommunication tower at the stated site in Manatee County, Florida, and other good and valuable consideration, does/do hereby grant to Manatee County, and to Manatee County's employees, agents, representatives, and contractors, an irrevocable license to enter the described property at any reasonable time and to remove any abandoned telecommunication tower at the owner or operator's expense, upon a finding by the Manatee County Code Enforcement Board or its successor, or by a code enforcement special master, that such tower has been abandoned. The owner or operator of the telecommunication facility and/or the owner of the real property shall pay the cost of removing an abandoned tower as directed by the Code Enforcement Board or its successor or by a code enforcement special master, lest liens be imposed. The owner or operator of the telecommunication facility and, if different, the owner of the real property, shall be jointly and severally liable for the cost of removing any telecommunication tower. Venue at the trial court level for any action arising out of this license, including an action to enforce payment of the cost of removing a telecommunication tower, shall be in Manatee County, Florida, or, for federal jurisdiction, in the Middle District of Florida. Nothing contained herein Shall be construed to limit Manatee County's right to pursue any other legal remedy.

Owner/Operator of Telecommunication Facility

_____

_____
Witness

By: _____

Title: _____

_____
Witness

Address: _____

_____

[10/2020]

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www.mymanatee.org

STATE OF FLORIDA
COUNTY OF MANATEE

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____ (month), ____ (year), by _____ (name of person acknowledging) who is personally known to me or who has produced _____ (type of identification) as identification.

_____
Signature of Notary Public – State of Florida

_____
(Print, Type or Stamp Commissioned Name of Notary Public to the Left of Signature)

Owner of Real Property

_____

_____
Witness

By: _____

Title: _____

_____
Witness

Address: _____

_____

STATE OF FLORIDA
COUNTY OF MANATEE

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____ (month), ____ (year), by _____ (name of person acknowledging) who is personally known to me or who has produced _____ (type of identification) as identification.

_____
Signature of Notary Public – State of Florida

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www.mymanatee.org

_____
(Print, Type or Stamp Commissioned Name
of Notary Public to the Left of Signature)

Lessee:

_____

_____ By: _____
Witness

Title: _____

_____ Address: _____
Witness

_____

STATE OF FLORIDA
COUNTY OF MANATEE

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____ (month), ____ (year), by _____ (name of person acknowledging) who is personally known to me or who has produced _____ (type of identification) as identification.

_____
Signature of Notary Public – State of Florida

_____
(Print, Type or Stamp Commissioned Name
of Notary Public to the Left of Signature)

Accepted this _____ day of _____. 20 ____.

BOARD OF COUNTY COMMISSIONERS
MANATEE COUNTY, FLORIDA

By: _____
Chairman

Building and Development Services Department
1112 Manatee Ave West, Suite 408
Bradenton, FL 34205
Phone: (941) 749-3012
ReviewerOnCall@mymanatee.org
www.mymanatee.org

_____
(Print Name)

ATTEST:
ANGELINA M. COLONNESO
CLERK OF THE CIRCUIT COURT

By: _____

IV.ONLINE APPLICATION GENERAL INSTRUCTIONS

1. If you have not already done so, register an account with Manatee County Government Online Services.
2. Log on to Manatee County Government Online Services: https://aca3.accela.com/manatee/
3. Select Planning. Acknowledge the disclaimer by checking the box, and click the **Continue Application** button.
4. Then, select application type from the list of planning application options and click the **Continue Application** button.
5. Complete the following application steps:

   Step 1: Location & People > Location Information: This is the location/address where the project is to be located. All of the information about the property is retrieved from Manatee County Geographic Information System (GIS).

   a. To retrieve the Address, Parcel and Owner information of the property, enter the parcel number. You may also search with the parcel address by entering the address information such as Street No, Street Name, etc.
   b. Click the **Search** button and all the parcel, address and owner information will be retrieved.
   c. Click to **Continue Application** button to move to the Location & People > Contact Information section.
   d. Applicant- This information can be auto filled by clicking the **Select from Account** button and choosing from the information saved in your account. Otherwise, click the Add **New** button, and enter the name, mailing address, phone number and email address.
   e. If appropriate for your application, add this information for the Agent, Engineer and Landscape Architect. Then, click the **Continue Application** button.

   Step 2: Application Details > Information

   a. Complete all the application details in this section.
   b. Note: Any items noted with a red * are required to be complete for an application to be submitted. Although there is no red *, at least one box must be checked for each Zone.
   c. When all the application details have been included, click the Continue Application button.
   d. Application Details > Attach Documents. You must attach all the required documents and reports.
   e. To attach documents, click the Add button and follow the instructions (similar to the attachment process for an email. (For a detailed tutorial, please see the ONLINE SERVICES user guide for instructions including screen shots or view the eLearning/YouTube videos).
      Note:
      - Once the documents are uploaded, you will need to select the document **Type** from the dropdown menu.
      - All uploads need to be saved as PDF files, unless otherwise instructed, and separated by type: permit application, drawings/ specifications, and other correspondence. All drawings must be PDF.
      - **DO NOT UPLOAD ONE FILE WITH ALL DOCUMENTS or UPLOAD SEPARATE FILES FOR EACH INDIVIDUAL SHEET.**
      - Digitally signed plan sets for each design professional (architecture, structural, electrical, etc.) shall be contained in one electronic file.
      - File names should match the documents named in the “Before you begin” section of these instructions.
   f. Click the Save button, and all documents will be attached to your application. Then, click the Continue Application button.

   Step 3: Review

   Review the data for your application and click the box at the bottom of the page signifying “By checking this box, I agree to the above certification.” And, click the Continue Application button.

   Step 4: Pay Fees

a. Review your fees and click the Check Out button.
b. Pay Fees > Step 1: Select item to pay
c. If you are ready to pay, click the Check Out button. If you need to submit another application before paying fees, click the Continue Shopping button (this button will take you back to the home screen).
d. Pay Fees > Step 2: Payment information
e. Choose your desired payment method (credit card or Bank account/eCheck) and input the required data.
f. When all data has been input, click the **Submit Payment** button.

Once the payment has been electronically processed, the completion will show on your screen with the Record number related to your application. This is the number you will use to find, review and update (if needed) your application.