



**Planning, Zoning & Building Department**  
**501 Bay Isles Road**  
**Longboat Key, Florida 34228**  
**Fax Number: (941) 373-7938**  
**Web: <http://www.longboatkey.org>**

**(941) 316-1966**

## **APPLICATION FOR OUTLINE DEVELOPMENT PLAN**

Date: \_\_\_\_\_ New \_\_\_\_\_ Revised \_\_\_\_\_

### **A. Property Information**

Name of Development: \_\_\_\_\_

Site Location: \_\_\_\_\_

Site Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Sq. Ft. of Site\*: \_\_\_\_\_ % Open Space: \_\_\_\_\_

**\*minimum 10 acres contiguous land for residential zoning districts, 2 acres for all other zoning districts (See Division 1) ( Planned Unit Developments, Section 158.068 Minimum Area ).**

Existing Use(s) of Subject Property (i.e.: vacant, residence, commercial, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Surrounding Land Use(s) (i.e.: vacant, residence, commercial, etc.): \_\_\_\_\_

a. North: \_\_\_\_\_ c. East: \_\_\_\_\_

b. South: \_\_\_\_\_ d. West: \_\_\_\_\_

Description of Proposed Activity or Use & Square Footages (Attach separate sheet if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## B. Names/Addresses

List all person(s) having ownership in subject property

1. Name of Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Telephone 2: \_\_\_\_\_ Mobile: \_\_\_\_\_
  
2. Name of Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Telephone 2: \_\_\_\_\_ Mobile: \_\_\_\_\_
  
3. Name of Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Telephone 2: \_\_\_\_\_ Mobile: \_\_\_\_\_
  
4. Name of Agent: \_\_\_\_\_  
*(Agent is person who has been appointed by the property owner to represent in processing of the application)*  
Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Telephone 2: \_\_\_\_\_ Mobile: \_\_\_\_\_

5. Name of Engineer: \_\_\_\_\_  
Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Telephone 2: \_\_\_\_\_ Mobile: \_\_\_\_\_

6. Name of Architect: \_\_\_\_\_  
Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Telephone 2: \_\_\_\_\_ Mobile: \_\_\_\_\_

7. Name of Landscape Architect: \_\_\_\_\_  
Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Telephone 2: \_\_\_\_\_ Mobile: \_\_\_\_\_

**NOTE: UNLESS OTHERWISE NOTED, ALL WRITTEN CORRESPONDENCE WILL BE MAILED TO THE AGENT. IF THERE IS NO AGENT, COMMENTS WILL BE SENT TO THE PROPERTY OWNER(S).**

### C. Required Information

**The following information (Section 158.067 of the Town Code) is required for processing of your application. If you mark any items as "N/A", please provide an explanation, on a separate sheet, the reasons why the requested items do not apply:**

- (a) The relationship of the site to existing development in the area, including streets, utilities, residential and commercial development, and important physical features in and adjoining the project, including ecological features.  
Information included:  yes  no  N/A
- (b) The approximate location and dimensions of all boundary lines of the development, and of any contiguous lands, including those separated only by a street, canal, or similar feature, in which the developer or property owner presently has any legal interest.  
Information included:  yes  no  N/A
- (c) Verified statement, including a certificate of ownership, showing each and every individual person having a legal ownership interest in the subject property except publicly held corporations whose stock is traded on a nationally recognized stock exchange, in which case the name and address of the corporation and principal executive officers will be sufficient.  
Information included:  yes  no  N/A
- (d) The approximate location, nature and extent of all existing easements, streets, buildings, land uses, zoning, tree groupings, watercourses and topographic contours (i.e., at six-inch intervals with reference to mean sea level), on the site; the existing zoning and land use for all contiguous property; and flood protection elevation data and flood zones delineated, if applicable.  
Information included:  yes  no  N/A
- (e) Tabulations by acreage and percentage as to the amount of the site that is uplands and wetlands, indicating those wetlands landward and seaward of the mean high-water line (MHWL). Additional related information shall include the extent and type of wetlands in accordance with the town's Comprehensive Plan.  
Information included:  yes  no  N/A
- (f) The approximate locations, intensity and acreages of general lands uses (proposed), including dwelling types and general types of nonresidential uses, open spaces, recreational facilities, and other proposed uses.  
Information included:  yes  no  N/A

- (g) A traffic impact analysis shall be provided to ensure that the adopted level of service standards is not exceeded before capacity-related improvements are implemented. In addition, a circulation facilities plan indicating approximate locations and types of proposed streets and pedestrian walks, emergency vehicle access points, including all curb cuts, driveways, off-street parking and loading areas and off-street vehicular surfaces available for maneuvering.  
**Information included:**  yes  no  N/A
- (h) Total project acreage and proposed densities for each dwelling unit type and total number of dwelling units by type.  
**Information included:**  yes  no  N/A
- (i) Floor area ratios for all land uses and approximate square footage of gross area for all nonresidential buildings by general type (e.g., offices, neighborhood commercial, etc.)  
**Information included:**  yes  no  N/A
- (j) Proposed development schedule indicating approximate starting and completion dates for the entire project and any phases thereof, together with appropriate identification and description of such phases.  
**Information included:**  yes  no  N/A
- (k) Such additional data, maps, plans or statements as may be required for the particular uses or activity involved.  
**Information included:**  yes  no  N/A
- (l) Such additional data, as the applicant may believe is pertinent to the development plan.  
**Information included:**  yes  no  N/A
- (m) Such additional material and information the town may reasonably require.  
**Information included:**  yes  no  N/A
- (n) A written statement by the landowner or any other entity having a cognizable interest in the land, describing fully the character and intended use of the planned unit development and setting forth the reasons why, in their opinion, a planned unit development would be in the public interest and would be consistent with the town's statement of purposes on planned unit development.  
**Information included:**  yes  no  N/A
- (o) A statement specifically indicating departures from the requirements of this code of ordinances which would otherwise be applicable to the project if a planned unit development were not granted by the town and a clear and specific statement of any hardship which might exist making the departure from the code necessary or a clear and specific statement of how the departures are necessary or desirable to accomplish one or more of the stated purposes of the planned unit development as set forth in Section 158.065.  
**Information included:**  yes  no  N/A

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing the subject type of development will be complied with whether specified herein or not, the granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state or local law regulating construction or the performance of construction.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(if applicant is not the property owner, a property owner affidavit will be required)

\_\_\_\_\_  
(Please print or type name)

**FOR STAFF USE ONLY**

Application Fee: \$ 3000.00 deposit\* \_\_\_\_\_ Receipt # \_\_\_\_\_  
(Application fee of \$275 will be deducted from deposit)

Application and Plans Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

File Code/Number: \_\_\_\_\_

*\*Deposit required at time of formal submission*

At the conclusion of your plan review by the Town, you will be billed for additional staff time, Town Attorney cost, cost of advertising, and any other miscellaneous costs incurred with the processing of your application(s). Costs will be deducted from initial deposit. If costs exceed the initial deposit, you will be billed for the remaining costs incurred; or you will be refunded the unused portion of the deposit.