List of Required Submittals
Only complete applications will be accepted:

- Developer Application for Workforce Housing Units submitted to the Housing & Community Development Department (HCD)
- Completed Workforce Housing Density Bonus application form (Page 2)
- Pre-Application Meeting Notes
- Application fee payment (Additional Fees required if variances are requested)
- Affidavit to Authorize Agent, if Agent signs application
- Data Sheet
- Certificate of Concurrency
- Public Participation Report
- Site plan and survey of the subject property:
  - Two (2) copies (please fold to 8 ½ x 11") & one reduced site plan 8 ½ x 11” to scale: black and white & color
  - Drawn to scale (engineers scale no smaller than 1” = 50’); North arrow
  - Phasing schedule, if applicable
  - Dimensions and exact locations of:
    - property lines, structures, internal walkways, pedestrian connections
    - vehicle use areas (driveways, parking spaces, curbing, wheel stops, ingress/egress, etc.)
    - utilities (overhead power lines, exterior lighting, easements, etc.)
    - buffer walls, fences with elevation and height and material indicated
    - solid waste disposal method and location
    - storm water retention, preservation areas
    - any other architectural or engineering features
- Landscape plans: Two (2) copies (please fold to 8 ½ x 11”)
  - One reduced site plan 8 ½ x 11” to scale (black and white) & (color)
  - Legend identifying plants by scientific and common name, size, spacing & quantity
  - Location, type and size in diameter at breast height (d.b.h.) of all specimen trees indicated to be preserved or removed
- Elevation drawings: 8 ½ x 11” to scale (color), Depicts all sides of existing & proposed structure(s)
- PDF of application documents (may be emailed to Staff Planner)
- Project Narrative
- Projects within the DC zoning district(s)

A Pre-Application Meeting is Required Prior to Submittal.
To schedule, please call (727) 892-5498.

Completeness review by city staff: ______________
All applications are to be filled out completely and correctly. The application shall be submitted to the Development Review Services Division, located on the 1st floor of the Municipal Services Building, One Fourth Street North.

## GENERAL INFORMATION

**NAME of APPLICANT (Property Owner):**
- Street Address:
- City, State, Zip:
- Telephone No:
- Email:

**NAME of AGENT OR REPRESENTATIVE:**
- Street Address:
- City, State, Zip:
- Telephone No:
- Email:

**NAME of ARCHITECT or ENGINEER:**
- Company Name:
- Contact Name:
- Telephone No:
- Website:

**PROPERTY INFORMATION:**
- Address/Location:
- Email:
- Parcel ID#(s):

**DESCRIPTION OF REQUEST:**

### FEE SCHEDULE

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Exception (SE), General Application</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Special Exception (SE), Modification</td>
<td>$500.00</td>
</tr>
<tr>
<td>Concurrency</td>
<td>$25.00</td>
</tr>
<tr>
<td><strong>VARIANCES</strong></td>
<td></td>
</tr>
<tr>
<td>Variance – First Variance</td>
<td>$300.00</td>
</tr>
<tr>
<td>Variance – Each Additional</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>SITE PLAN REVIEW (SPR)</strong></td>
<td></td>
</tr>
<tr>
<td>Site Plan Review (SPR), General, By Commission</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Site Plan Review (SPR), General, By POD</td>
<td>$500.00</td>
</tr>
<tr>
<td>Site Plan Review (SPR), General, Related to SE</td>
<td>$0.00</td>
</tr>
<tr>
<td>Site Plan Review (SPR), Modification, By Commission</td>
<td>$500.00</td>
</tr>
<tr>
<td>Concurrency</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

Cash, credit, and checks made payable to the “City of St. Petersburg”

### AUTHORIZATION

City staff and the designated Commission may visit the subject property during review of the requested variance. Any Code violations on the property that are noted during the inspections will be referred to the City’s Codes Compliance Assistance Department. The applicant, by filing this application, agrees he or she will comply with the decision(s) regarding this application and conform to all conditions of approval. The applicant’s signature affirms that all information contained within this application has been completed and that the applicant understands that processing this application may involve substantial time and expense. Filing an application does not guarantee approval, and denial or withdrawal of an application does not result in remittance of the application fee.

**NOTE:** IT IS INCUMBENT UPON THE APPLICANT TO SUBMIT CORRECT INFORMATION. ANY MISLEADING, DECEPTIVE, INCOMPLETE OR INCORRECT INFORMATION MAY INVALIDATE YOUR APPROVAL.

Signature of Owner/Agent*: __________________________

*Affidavit to Authorize Agent required, if signed by Agent.

———

City of St. Petersburg – One 4th Street North – PO Box 2842 – St. Petersburg, FL 33731-2842 – (727) 893-7471

www.stpete.org/ldr

Page 2 of 9
AFFIDAVIT TO AUTHORIZE AGENT

I am (we are) the owner(s) and record title holder(s) of the property noted herein

Property Owner’s Name:


"This property constitutes the property for which the following request is made

Property Address:
Parcel ID#:

Request:

"The undersigned has(have) appointed and does(do) appoint the following agent(s) to execute any application(s) or other documentation necessary to effectuate such application(s)

Agent’s Name(s):

This affidavit has been executed to induce the City of St. Petersburg, Florida, to consider and act on the above described property

I(we), the undersigned authority, hereby certify that the foregoing is true and correct

Signature (owner): ____________________________ Printed Name

Sworn to and subscribed on this date

Identification or personally known: ____________________________

Notary Signature: ____________________________ Date: ____________________________
Commission Expiration (Stamp or date):
Workforce Housing  
Density/Intensity Bonus/Exemption  

**DATA SHEET**

ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED. FAILURE TO COMPLETE THIS FORM WILL RESULT IN DEFERRAL OF YOUR APPLICATION.

<table>
<thead>
<tr>
<th>DATA TABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Zoning Classification:</strong></td>
</tr>
<tr>
<td>2. <strong>Existing Land Use Type(s):</strong></td>
</tr>
<tr>
<td>3. <strong>Proposed Land Use Type(s):</strong></td>
</tr>
<tr>
<td>4. <strong>Area of Subject Property:</strong></td>
</tr>
<tr>
<td>5. <strong>Bonus Units/FAR or Exemption Requested:</strong></td>
</tr>
</tbody>
</table>
| 6. **Gross Floor Area** (total square feet of building(s))  
  - **Existing:** Sq. ft.  
  - **Proposed:** Sq. ft.  
  - **Permitted:** Sq. ft. |
| 7. **Floor Area Ratio** (total square feet of building(s) divided by the total square feet of entire site)  
  - **Existing:** Sq. ft.  
  - **Proposed:** Sq. ft.  
  - **Permitted:** Sq. ft. |
| 8. **Building Coverage** (first floor square footage of building)  
  - **Existing:** Sq. ft.  
  - **Proposed:** Sq. ft.  
  - **Permitted:** Sq. ft. |
| 9. **Open Green Space** (include all green space on site; do not include any paved areas)  
  - **Existing:** Sq. ft.  
  - **Proposed:** Sq. ft. |
| 10. **Interior Green Space of Vehicle Use Area** (include all green space within the parking lot and drive lanes)  
  - **Existing:** Sq. ft.  
  - **Proposed:** Sq. ft. |
| 11. **Paving Coverage** (including sidewalks within boundary of the subject property; do not include building footprint(s))  
  - **Existing:** Sq. ft.  
  - **Proposed:** Sq. ft. |
### DATA TABLE (continued page 2)

#### 12. Impervious Surface Coverage

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing:</td>
<td>Sq. ft.</td>
<td>% of site</td>
</tr>
<tr>
<td>Proposed:</td>
<td>Sq. ft.</td>
<td>% of site</td>
</tr>
<tr>
<td>Permitted:</td>
<td>Sq. ft.</td>
<td>% of site</td>
</tr>
</tbody>
</table>

#### 13. Density (units per "x")

<table>
<thead>
<tr>
<th>Sq. Ft. or Acre(s)</th>
<th>No. of Employees</th>
<th>No. of Clients (C.R. / Home)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing:</td>
<td>Existing:</td>
<td>Existing:</td>
</tr>
<tr>
<td>Proposed:</td>
<td>Proposed:</td>
<td>Proposed:</td>
</tr>
<tr>
<td>Permitted:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 14 a. Parking (Vehicle) Spaces

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing:</td>
<td>includes</td>
<td>disabled parking spaces</td>
</tr>
<tr>
<td>Proposed:</td>
<td>includes</td>
<td>disabled parking spaces</td>
</tr>
<tr>
<td>Permitted:</td>
<td>includes</td>
<td>disabled parking spaces</td>
</tr>
</tbody>
</table>

#### 14 b. Parking (Bicycle) Spaces

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing:</td>
<td>Spaces</td>
<td>% of vehicular parking</td>
</tr>
<tr>
<td>Proposed:</td>
<td>Spaces</td>
<td>% of vehicular parking</td>
</tr>
<tr>
<td>Permitted:</td>
<td>Spaces</td>
<td>% of vehicular parking</td>
</tr>
</tbody>
</table>

#### 15. Building Height

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing:</td>
<td>Feet</td>
<td>Stories</td>
</tr>
<tr>
<td>Proposed:</td>
<td>Feet</td>
<td>Stories</td>
</tr>
<tr>
<td>Permitted:</td>
<td>Feet</td>
<td>Stories</td>
</tr>
</tbody>
</table>

#### 16. Construction Value

What is the estimate of the total value of the project upon completion? $ 

---

*Note: See Drainage Ordinance for a definition of "alteration." If yes, please be aware that this triggers Drainage Ordinance compliance. Please submit drainage calculations to the Engineering Department for review at your earliest convenience. The DRC must approve all Drainage Ordinance variances.*

Updated 03-22-18
In accordance with LDR Section 16.70.040.1.F., “It is the policy of the City to encourage applicants to meet with residents of the surrounding neighborhoods prior to filing an application for a decision requiring a streamline review or public hearing. Participation in the public participation process prior to required public hearings will be considered by the decision-making official when considering the need, or request, for a continuance of an application. It is not the intent of this section to require neighborhood meetings, (except when the application is for a local historic district) but to encourage meetings prior to the submission of applications for approval and documentation of efforts which have been made to address any potential concerns prior to the formal application process.”

NOTE: This Report may be updated and resubmitted up to 10 days prior to the scheduled Public Hearing.

**APPLICANT REPORT**

<table>
<thead>
<tr>
<th>Street Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Details of techniques the applicant used to involve the public</td>
</tr>
<tr>
<td>(a) Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal</td>
</tr>
<tr>
<td>(b) Content, dates mailed, and number of mailings; including letters, meeting notices, newsletters, and other publications</td>
</tr>
<tr>
<td>(c) Where residents, property owners, and interested parties receiving notices, newsletters, or other written materials are located</td>
</tr>
</tbody>
</table>

| 2. Summary of concerns, issues, and problems expressed during the process |

**NOTICE OF INTENT TO FILE**

A minimum of ten (10) days prior to filing an application for a decision requiring Streamline or Public Hearing approval, the applicant shall send a copy of the application by email to the Council of Neighborhood Associations (CONA) (c/o Judy Landon at variance@stpetecona.org), by standard mail to Federation of Inner-City Community Organizations (FICO) (c/o Kimberly Frazier-Leggett at 3301 24th Ave. S., St. Pete 33712) and by email to all other Neighborhood Associations and/or Business Associations within 300 feet of the subject property as identified in the Pre-Application Meeting Notes. The applicant shall file evidence of such notice with the application.

- Date Notice of Intent to File sent to Associations within 300 feet, CONA and FICO: ____________________________
- Attach the evidence of the required notices to this sheet such as Sent emails.
I. GENERAL INFORMATION (filled out by applicant)

Owner Name & Address: ____________________________
Representative Name & Address: ____________________________

Phone: ____________________________ Phone: ____________________________

Property Address and Legal Description

Is the subject property part of a previously approved site plan? _____ Yes _____ No
If yes, provide case number: ____________________________

Is the subject property part of an approved DRI? _____ Yes _____ No
If yes, provide DRI name: ____________________________

TYPE OF ACTIVITY:

RESIDENTIAL:
New Construction ____________________________ New Single Family Units ____________________________
Addition ____________________________ New Multi-Family Units ____________________________
Change of use ____________________________ Other New – Number of Units/Beds ____________________________

NON-RESIDENTIAL:
Existing Use ____________________________ Proposed Use ____________________________
Existing Bldg. Area (sq. ft.) ____________________________ Proposed Bldg. Area (sq. ft.) ____________________________
Existing Use ____________________________ Proposed Use ____________________________
Existing Bldg. Area (sq. ft.) ____________________________ Proposed Bldg. Area (sq. ft.) ____________________________

Applicant (owner of property) Signature ____________________________ Date ____________________________

If there are any questions regarding this application, please call the Concurrency Coordinator at 727-893-7883.

Please do not fill out the second portion of this form (opposite side).
II. SIMPLE CONCURRENCY DETERMINATION (filled out by Concurrency Coordinator)

A. Test Questions
   1. Is the project located outside of Traffic Restriction and Concern Areas?  Yes  No
   2. Is the project a single family home or a duplex?  Yes  No
   3. Is the project located in the Transportation Concurrency Exception Area (TCEA) or an approved DRI?  Yes  No

B. If the answer to any of the above three questions is yes, the project is approved for concurrency.

C. If the answer to all of the above questions is no, refer application to the Transportation and Parking Management Department for complex concurrency determination.

D. If the project is located in the TCEA on a major street that is operating at a LOS that is lower than the City’s adopted standard and is projected to generate more than 50 new p.m. peak hour trips, the project shall require special exception approval.

III. COMPLEX CONCURREN CY DETERMINATION (filled out by Concurrency Coordinator)

Traffic Study Required  Yes  No
Public Utilities Review  Yes  No

Initial

Status of Facility/Service:
Traffic Acceptable
Circulation Traffic Concern
Traffic Restriction

Solid Acceptable
Waste Unacceptable

Mass Acceptable
Transit Unacceptable

Water Acceptable
Supply Unacceptable

Sanitary Acceptable
Supply Unacceptable

Finding: Approved  Conditionally Approved  Denied

Comments: $  

Reviewer Signature  Date  Amount Due
Applicants are strongly encouraged to obtain signatures in support of the proposal(s) from owners of property adjacent to or otherwise affected by a particular request.

<table>
<thead>
<tr>
<th>NEIGHBORHOOD WORKSHEET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Street Address:</strong></td>
</tr>
<tr>
<td><strong>Description of Request:</strong></td>
</tr>
</tbody>
</table>

The undersigned adjacent property owners understand the nature of the applicant’s request and do not object (attach additional sheets if necessary):

1. **Affected Property Address:**
   - Owner Name (print):
   - Owner Signature:

2. **Affected Property Address:**
   - Owner Name (print):
   - Owner Signature:

3. **Affected Property Address:**
   - Owner Name (print):
   - Owner Signature:

4. **Affected Property Address:**
   - Owner Name (print):
   - Owner Signature:

5. **Affected Property Address:**
   - Owner Name (print):
   - Owner Signature:

6. **Affected Property Address:**
   - Owner Name (print):
   - Owner Signature:

7. **Affected Property Address:**
   - Owner Name (print):
   - Owner Signature: