

**TOWN OF LONGBOAT KEY  
PLANNING, ZONING & BUILDING DEPARTMENT  
Requirements for Processing Applications**

**SITE PLAN AND/OR OUTLINE DEVELOPMENT PLAN REVIEWS**

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THIS DOCUMENT EXPLAINS THE PROCESS FOR SITE PLAN AND/OR OUTLINE  
DEVELOPMENT PLAN (ODP) APPLICATIONS

**1. Initial Meetings**

An informal meeting with Planning, Zoning and Building staff should be scheduled to discuss your request and receive input as to what requirements apply and what documents need to be filed with the application. The purpose of this meeting is to discuss the proposed development and to become familiar with applicable code requirements and approval procedures. There is no charge for this initial meeting. Any additional meetings thereafter, and prior to the pre-application conference, are billable at \$110 per hour per staff person involved.

**2. Pre-Application Conference**

Once the detailed drawings and documents, addressing all applicable sections of the Zoning Code, have been prepared, a pre-application conference shall be scheduled. A pre-application conference is a meeting that involves not only the applicant, their engineer, architect, etc., but also planning staff (Building Official, Fire Marshal and Public Works representative). Staff time will be billed for this meeting. Staff will need to know prior to the meeting if the applicant's attorney will be present. If so, staff will need to make arrangements for the Town Attorney to be present. Applicant will be billed for Town Attorney time. Please note: a minimum of one (1) pre-application conference is required. Five (5) individual, collated sets of drawings and documents need to be submitted to the Town at least two (2) weeks prior to the scheduled pre-application conference.

**3. Completeness Review**

Once you have completed the pre-application process, a formal submittal of the application, along with the filing fee, shall be submitted. Five (5) individual, collated sets of the application form, documents and drawings, for distribution and review by the various departments to ensure the requested revisions were made, shall be submitted.

A completed application form requesting a Site Plan Review or Amendment and/or Outline Development Plan (ODP), addressed to the attention of the Planning & Zoning Official for the Town, needs to be included in the submittal, along with drawings, outside agency permits, etc. This review shall determine whether the application is complete and in conformance with the land uses, density and intensity allowed by the Future Land Use Category and in compliance with Article III, Site and Development Plans, as well as all applicable sections of the Zoning Code.

If the application is deemed incomplete, the applicant shall be notified in writing, which shall specify all additional information required for completeness and all revisions necessary for compliance, as well as the scheduled Planning and Zoning Board public hearing date.

The owner of the property must sign the application. If the applicant is not the owner, then the owner will be required to submit a Property Owner Affidavit form to authorize the applicant to act on their behalf, as the agent.

**4. Planning and Zoning Board/Town Commission Review**

Once your application is deemed complete by staff, the application will be scheduled for public hearing(s) before the Planning and Zoning (P&Z) Board and Town Commission. Additional sets of the application package shall be submitted. ***Please ensure that sets are individual, collated sets or the application may not be accepted.*** The number of copies is as follows:

<i>Site Plan Review (P&amp;Z Board and Town Commission Review needed)</i>	<i>Sixty (60)-sets (*)</i>
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<i>Outline Development Plan (P&amp;Z Board and Town Commission Review needed)</i>	<i>Sixty (60)-sets (*)</i>
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(\*) If processing a Site Plan and/or Outline Development Plan (ODP) application, only 30 sets for the P&Z Board meeting shall be initially required due to the fact that the P&Z Board may request changes prior to the application being forwarded to the Town Commission. Once the plans/documents are revised, please submit the additional 30-sets to staff.

**5. Public Hearings**

Site plan applications and ODP applications are considered quasi-judicial hearings before the P&Z Board and Town Commission. An applicant filing a site plan and/or Outline Development Plan application is required to provide public notice through certified mailings, at least fourteen (14) days prior to the hearing, to residents within a 500-foot radius from the subject site. Notice is also provided, by first class mail, to those that have registered with the Town to be notified of any projects wherever located within the Town. Town staff will provide the applicant with the public notice, location map, list of owners, and addresses for mailings, and a notification board that needs to be posted on-site. The applications will also require placement of a legal and/or display ad for each hearing in the newspaper. Staff will place the advertisement, but the applicant will be billed the cost of each ad.

**6. Costs Incurred With Review**

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).

**7. Additional Information**

If you have any questions concerning the above procedures, please contact:

Planning, Zoning & Building Department  
501 Bay Isles Road  
Longboat Key, Florida 34228

**Telephone:** (941) 316-1966  
**Fax Number:** (941) 373-7938

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<http://www.longboatkey.org>