



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

SITE PLAN EXEMPTION

The applicant is required to submit three (3) individual, collated sets (one being the original) of the Site Plan Exemption (SPE) application, supporting plans and documents. If the SPE application is also being utilized as the Zoning Exception application, four (4) individual, collated sets of the application shall be required.

The filing fee for the Site Plan Exemption application is \$75.00. 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 the application.

JOB SITE

Street Address: _____ Unit #: _____

Condominium/Complex Name: _____

Zoning Classification: _____ Site Plan Order (or Resolution) #: _____

PROPERTY OWNER

Name (as on property record)*: _____

Phone: _____ Fax: _____ Other: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

* If the proposed work is being done for a condominium or other property owner association, photocopies of the approval documents (i.e., board minutes, etc.) authorizing the work to be completed, is required.

APPLICANT (if not property owner)

Check One: Tenant Contractor Other _____
 Engineer/Surveyor Design Professional

Name: _____

Company/Firm: _____

Phone: _____ Fax: _____ Other: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

SCOPE OF SITE PLAN EXEMPTION REQUEST

The request for a Site Plan Exemption, pursuant to Section 158.100, *Exemptions*, of the Code of Ordinances of the Town of Longboat Key, is to do the following:

