



**Planning, Zoning & Building Department** (941) 316-1966  
**501 Bay Isles Road**  
**Longboat Key, Florida 34228**  
**Fax Number: (941) 373-7938**  
**Web: <http://www.longboatkey.org>**

## APPLICATION FOR SITE PLAN REVIEW

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

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

|                 | Applicant | Engineer/Surveyor | Architect |
|-----------------|-----------|-------------------|-----------|
| Name            |           |                   |           |
| Address         |           |                   |           |
| City, State Zip |           |                   |           |
| Phone           |           |                   |           |
| Fax             |           |                   |           |
| Mobile          |           |                   |           |

Owner: \_\_\_\_\_ Agent: \_\_\_\_\_

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

Zoning District: \_\_\_\_\_ Sq. Ft. of Site: \_\_\_\_\_ % Lot Coverage: \_\_\_\_\_

Total Units: \_\_\_\_\_ Proposed Density: \_\_\_\_\_

% Non-Open Space: \_\_\_\_\_ Max. Density Allowed: \_\_\_\_\_

| Proposed Development for Existing and New Buildings |            |              |         |        |          |                            |
|---|------------|--------------|---------|--------|----------|----------------------------|
| (Circle One)  | Building   | Building Use | Sq. Ft. | Height | # Floors | 1 <sup>st</sup> Floor Elv. |
| Existing/New  | Building A |              |         |        |          |                            |
| Existing/New  | Building B |              |         |        |          |                            |
| Existing/New  | Building C |              |         |        |          |                            |
| Existing/New  | Building D |              |         |        |          |                            |
| Existing/New  | Building E |              |         |        |          |                            |

Parking Spaces Required: \_\_\_\_\_ Parking Spaces Indicated: \_\_\_\_\_

**Please check all that apply:**

- \_\_\_\_\_ Attached hereto are the necessary approvals of the federal, state, county and regional agencies.
- \_\_\_\_\_ Public Hearing Required. If hearing required, comment: \_\_\_\_\_
- \_\_\_\_\_ Proposed site plan complies with the Comprehensive Plan and Zoning Code.
- \_\_\_\_\_ Proposed site plan complies with the Subdivision Ordinance and Town Code.

Amount of Performance Bond Required: \_\_\_\_\_

Amount of Maintenance Bond Required: \_\_\_\_\_

Date of Pre-application Meeting: \_\_\_\_\_

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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)

**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).**

**FOR STAFF USE ONLY**

Application Fee: \$ 3000.00 deposit\* \_\_\_\_\_ Receipt # \_\_\_\_\_  
(Application fee 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.