

**SITE PLAN REVIEW
APPLICATION CHECKLIST
PER SECTION 158.097
TOWN OF LONGBOAT KEY ZONING CODE**

- (A) 1. Character of use
2. Location of site
3. Size of site
4. Current land survey
5. Complete legal description of property
- (B) Site Plan with:
1. Title of project
 2. Lot configuration
 3. Finished ground floor elevations
 4. Contours at six-inch intervals, with reference to mean sea level
 5. Number of dwelling units
 6. Square footage of paved areas and open space
 7. Dimensioned setbacks to-scale, indicating compliance with regulations
 8. Building location
 9. Building coverage
 10. Square footage of paved areas
 11. Square footage of open space
- (C) Verified statement of ownership, including certificate of ownership
- (D) Relationship of site to existing development including:
1. Streets
 2. Utilities
 3. Residential and commercial development
 4. Important physical features in and adjoining the project, including ecological features
- (E) Density or intensity of land use(s) with:
1. Tabulations by acreage
 2. Percentage thereof itemized by use and density
- (F) Tabulations by acreage and percentage of upland and wetlands, including the extent and type of wetlands in accordance with the Town's Comprehensive Plan

SITE PLAN CHECKLIST

PAGE 2

(G) Architectural definitions for buildings including:

1. Use
2. Height
3. Daylight plane
4. Exterior construction material
5. Exact number of dwelling units
6. Sizes and type of buildings and dwelling units
 - a. Exterior dimensions of each type of building or structure
 - b. Uses of each building or structure
7. Typical floor plans for each type
 - a. Uses
 - b. Square footages of each use

(H)

1. Type of all existing trees protected by Town
2. Location of all existing trees protected by Town
3. Plan indicating how removal of vegetation would be avoided and/or replanted or replaced

(I)

1. Location of all utilities
2. Design of all utilities
3. Character of all utilities

(J) Location, height and general character of:

1. Perimeter walls
2. Ornamental walls
3. Fences
4. Landscaping
5. Berms
6. Other required screening devices
7. Other plans for protecting adjacent property owners

(K) Location of:

1. Pedestrian walks
2. Malls
3. Bike paths

(L) Location and character of recreation areas and facilities and disposition of all open space including:

1. Calculations indicating how requirements are being met
2. How common facilities are to be provided and maintained

(M) Location and character of all outside facilities for:

1. Waste disposal
2. Storage areas
3. Display

SITE PLAN CHECKLIST

PAGE 3

- (N) Traffic impact analysis which ensures that the adopted level of service standards are not exceeded before capacity related improvements are implemented.

Locations and dimensions of:

1. Curb cuts
2. Driveways
3. Number of Parking Spaces

Details of off-street parking including:

1. Interior areas
2. Loading areas
3. Off-street vehicular surfaces for maneuvering
4. Surface materials
5. Number of employees
6. Number and type of vehicles owned by establishment

- (O) Flood protection elevation data and flood zones. Surface water management plan based on best management practices per Section IV of the Sanitary Sewer, Potable Water, Solid Waste and Drainage Element of Town Comprehensive Plan.
- (P) Soil erosion and sedimentation plan per Section 3-4 (F) of Town Plan and best management practices.
- (Q) Application for permits and supporting documentation, including correspondences and any other material submitted to or received from outside permitting agencies.
- (R) Additional data, maps, plans or statements required for the particular use or activity proposed.
- (S) Additional data, as the applicant may believe pertinent to the site development plan.
- (T) Additional materials and information reasonably required by the Town.
- (U) A list of all departures from the supplemental controls in Section 158.102 and a clear description of the nature and extent of the departure, and a statement specifically indicating the factual basis for any hardship and/or a statement of the facts constituting the basis for a departure.
- (V) If the project is in a Planned Unit Development (PUD), a statement specifically listing any departures from the Town Code which would otherwise be applicable, if the project was not in a PUD. If the project is in the Gulf Planned Development (GPD), Planned Development (PD) or Negotiated Planned Development (NPD), departures should be based on the requirements of a zoning district most similar to the use approved for the parcel being considered.