

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

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THIS DOCUMENT EXPLAINS THE PROCESS FOLLOWED FOR  
SITE PLAN APPLICATIONS

### **1. Pre-Application Meetings**

An informal meeting with Planning, Zoning and Building Staff must be scheduled prior to submitting an application 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.

### **2. Application Submittal**

Once you have completed the pre-application meeting, a formal submittal of the application, along with a deposit, may be submitted. **Seven (7) individual, collated sets** of the application form, along with applicable documents and drawings, shall be submitted for distribution and review by the various departments.

A completed application form requesting a Site Plan Review or Amendment, 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.

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.

### **3. Development Review Meeting**

A Development Review Meeting shall be scheduled approximately three (3) weeks after an application has been submitted. A Development Review Meeting is a meeting that involves not only the applicant, their engineer, architect, etc., but also Planning Staff, Building Official, Fire Marshal, Public Works representative and any other Town Staff deemed necessary. 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.

If the application is deemed incomplete, the applicant shall be notified in writing and Staff will present their comments during the Development Review Meeting. Staff comments shall specify all additional information required for completeness and all revisions necessary for compliance.

**Please note: a minimum of one (1) Development Review Meeting is required for each project.**

#### **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 (if applicable). **Thirteen (13)** final complete sets of the application package shall be submitted for each hearing (i.e., 13 sets for P&Z and then 13 sets for Town Commission). ***Please ensure that sets are individual, collated sets or the application may not be forwarded to the Board for hearing.***

**You will also be required to submit your application (plans and documents) in electronic format via CD-rom, thumb drive, or email once they have been deemed complete. These documents should be in pdf format.**

#### **5. Public Hearings**

Site plan applications are considered quasi-judicial hearings before the P&Z Board and Town Commission. An applicant filing a site plan application is required to provide public notice through certified mailings, at least fourteen (14) days prior to the hearing, to all 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). These costs will be applied towards

your deposit. If the costs exceed your deposit, you will be billed for the difference; otherwise, if a balance remains from your deposit, Staff will process a refund.

## **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) 316-1970

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<http://www.longboatkey.org>