

# TOWN OF LONGBOAT KEY

## PLANNING, ZONING & BUILDING DEPARTMENT

### SITE PLAN EXEMPTION

#### MINIMUM SUBMITTAL REQUIREMENTS

Site Plan Exemptions (SPE) are required for any residential development of 10 Units or more, Non-Residential Properties, Planned Unit Developments (PUDs), or any other development originally approved by site plan.

***Please provide three (3) INDIVIDUAL, COLLATED SETS of the following information (4 (four) sets are required for those applications being utilized for both SPE and Zoning Exception:***

1. An application form (signed original in one of three submitted sets) requesting a site plan exemption, addressed to the attention of the Planning & Zoning Official for the Town.

The owner of the property must sign the request. If the applicant is not the owner, then the owner will be required to sign the application form stating the applicant is an authorized agent to act on their behalf.

The application form must provide details about the proposed work describing the existing condition and the proposed change, including: occupancy use (tenant name & type of business), size of area/rooms in square feet, height of structure (if appropriate), purpose, etc.

2. To-scale site plan of the entire lot/parcel showing all existing structures and features (i.e. mangrove areas, driveways, drainage retention areas, landscaping, etc.), and proposed changes/features/structures. Show dimensions, setbacks, landscaping, property lines, and all state or federal control lines (i.e., Coastal Construction Control Line, FEMA Flood Zone Lines, Erosion Control Line, Mean High Water Line, Setbacks, etc.). The site plan shall also include the total lot area, and revised itemized/detailed Lot Coverage and Non-Open Space Calculations for the property. A survey may be required to determine existing conditions. All plans, including the site plan, shall be signed and sealed by a design professional or licensed surveyor, verifying all of the information is correct.
3. Elevation drawings and/or construction plans, as required, to demonstrate the proposed changes to the property.
4. Any other information addressing the applicable sections of the Town Zoning Code.

The approved Site Plan Exemption shall be obtained prior to the issuance of a building permit. The application for a SPE does not substitute for a building permit, which must be obtained in order to execute the construction approved by the Zoning Department through the Site Plan Exemption. Additional copies of the plans will be required for the building permit application.

If a Zoning Exception is required for the proposed work, as opposed to a building permit, and the work qualifies for a Site Plan Exemption, a separate Zoning Exception application is not required.

**PLEASE ALLOW AT LEAST TWO WEEKS FOR PROCESSING.**