



Planning and Zoning Department
 401 W. Venice Avenue
 Venice, FL 34285
 941-486-2626 ext. 7434
www.venicegov.com

Subdivision Preliminary Plat Application

Section 1.10 Subdivisions / Section 1.10.1 Preliminary Plat (Quasi-Judicial Application)

Submit a completed application and supporting documents to the Planning and Zoning Department. Checklist on the following pages be executed for application to be considered complete. All information will become a permanent part of the public record. Incomplete applications will be returned to the applicant/agent.

Project Name:

Brief Project Description:

Property Information

Address/Location(s):

Parcel Identification No.(s):

Parcel Size:

Zoning Designation:

FLUM Designation:

Residential

Non-Residential

Application Fees:

Major (greater than 10 lots)	Total Fees: \$8558.54 (Application Fee \$5586.83 / Review Fee Deposit \$2971.71)
Major Amendment	Total Fees: \$5414.46 (Application Fee \$3631.43 / Review Fee Deposit \$1783.03)
Minor (less than 10 lots)	Total Fees: \$5348.88 (Application Fee \$3565.85 / Review Fee Deposit \$1783.03)

A review fee shall be deposited to be drawn upon by the city as payment for costs, including but not limited to advertising and mailing expenses, professional services and reviews, and legal fees.

Applicant/Owner Name (for billing purposes):

Address:

Email:

Phone Number:

Signature:

Date:

Authorized Agent (project point of contact):

Address:

Email:

Phone Number:

Signature:

Date:

By submitting this application the owner(s) of the subject property does hereby grant his/her consent to the Zoning Administrator and his/her designee, to enter upon the subject property for the purposes of making any examinations, surveys, measurements, and inspections deemed necessary to evaluate the subject property and the application.

PRELIMINARY PLAT APPLICATION Checklist

Please check box for each document submitted; if not applicable, please indicate with N/A.

Application General Requirements (Section 1.2):

NARRATIVE – see Specific Application Requirements below.

LOCATION MAP - general location map, showing the relation of the site to major streets, schools, important landmarks or other physical features in and adjoining the project.

NEIGHBORHOOD WORKSHOP - per Section 1.2.F include public notice, affidavit of advertising, notice mailing list, list of attendees and summary of comments, questions and your responses.

SURVEY - accurate survey, reflecting existing conditions, no more than two years old.

LEGAL DESCRIPTION – copyable electronic format (i.e. Microsoft Word).

AGENT AUTHORIZATION (if applicable)

STATEMENT OF OWNERSHIP AND CONTROL – documentation of ownership and control of the subject property (deed).

Specific Application Requirements (Section 1.10.1.B):

Preliminary plat plan set containing the title of the project and the names, addresses and telephone numbers of the project planner, utility suppliers, the engineer of record and the surveyor of record, and date and north arrow.

The preliminary plat set must be based on an exact survey of the property drawn to scale of sufficient size to show:

Boundaries of the project, along with any existing streets, buildings, watercourses, easements, and section lines.

Location of all existing and proposed buildings and structures.

Location of proposed use areas.

Natural features, such as lakes, marshes, swamps, watercourses, land subject to flooding and wooded areas.

The proposed location and width of streets, alleys and easements; all lot dimensions proposed street names; and cross-sections of each street type.

Access and traffic flow and how vehicular traffic will be separated from pedestrian and other types of traffic.

Tracts or parcels for off-street parking and off-street loading areas.

Tracts or parcels dedicated for recreation use or amenities.

Landscaping plan, including types, sizes and location of vegetation and decorative shrubbery, showing provisions for irrigation and maintenance, and showing all existing trees, identifying those trees to be removed, including calculations for required tree inches, protections, and mitigation consistent with Chapter 89 of this LDR, and including a separate sheet showing the landscape plan with a utility overlay.

Analysis of compatibility requirements demonstrating compliance with Section 4 of this LDR.

Refuse collection areas (if applicable).

Existing and proposed utility lines including access and fire hydrants.

Future land use and zoning for all adjacent properties.

Plans for signs, if any, including dimensions and design. For ground signs, architectural elevations.

An exterior lighting plan, including location, dimensions, design, and photometric analysis.

An addressing plan per Section 3.4.1.C.

PRELIMINARY PLAT APPLICATION Checklist cont.

Please check box for each document submitted; if not applicable, please indicate with N/A.

Preliminary plat application must include the following items, whether addressed in the plan set, narrative or by separate document, with a key provided for locations of each item:

Narrative describing in detail the character and intended use of the development.

The title under which the proposed subdivision is to be recorded and the name of the owner platting the tract.

Common facilities statement, if applicable.

Topographical survey - signed and sealed.

Proposed elevations or land contours at 0.5-foot intervals based on the NAVD88. Datum basis must be clearly stated.

General location map, showing the relation of the site to major streets, schools, existing utilities, shopping areas, important physical features in and adjoining the project and other applicable items.

Aerial image of proposed site area, labeling all adjacent waterways, roads, alleys, and neighboring subdivisions.

Tabulation of the total gross acreage in the project and the percentages devoted to the various permitted uses, ground cover by structures, and other impervious surface coverage.

Tabulations showing the derivation of numbers for off-street parking and off-street loading spaces and the total project density in dwelling units per acre.

Architectural elevations for all buildings.

Vehicle turning path analysis

Stormwater drainage, potable water, reclaimed water and wastewater collection plans.

General information and specifications regarding the grades of proposed streets, the facilities for stormwater drainage, proposed finished floor elevations, and any other proposed improvements within the subdivision.

Flood hazard report including the location of the proposed project boundary and the flood designations from the Federal Emergency Management Agency Flood Insurance Rate Map.

Soil investigation report.

Concurrency Application (If applicable; see Section 5)

School (required for residential)

Public facilities (potable water, wastewater, solid waste, parks, stormwater)

Transportation Analysis. If the proposed project generates 50 or more new or net PM peak our drips, then a traffic study shall be submitted per Section 5.2: Mobility. Prior to the study being performed, a methodology meeting must be held with the applicant, City staff and Sarasota County staff (if applicable).

Decision Criteria 1.10.1.C

[Pollutants and Hazardous Substances \(Chapter 89 Section 2.11.2\)](#)

Check box if any of the following uses have applied to property:

Agricultural use;

Industrial use;

Use as a site where potentially contaminated fill or underground storage facilities were regulated as hazardous waste generators under the Resource Conservation Recovery Act (RCRA) was placed.

Environment Requirements for five (5) or fewer acres (Chapter 89 Section 2.3.D):

Resource Management Plan Required. For proposed development of property containing five (5) or fewer acres, a resource management plan shall be required for review and approval by the City prior to a site and development plan or preliminary plat. The applicant shall pay for and have a resource management plan prepared by an environmental professional. The resource management plan shall contain at a minimum:

1. Responsible party information for who will be maintaining the habitat;
2. List of prohibited actions including items such as excavation, alteration, and removal of unique or native vegetation;
3. Identification of permitted activities within habitat areas;
4. Best practice methods to be implemented to protect the unique habitat, protected species, or native species and the integrity of these areas;
5. An assessment of each habitat type to include a list of existing vegetation and percent coverage of exotics or invasive species; and
6. A plan for monitoring reports for maintaining unique habitats that shall be conducted annually and made available to the City upon request.

Environment Requirements for more than five (5) acres (Chapter 89 Section 2.2.B):

WHPA Required. The WHPA shall be prepared by an environmental professional. To qualify as an environmental professional, the preparer of the WHPA shall have a minimum of one of the following: (a) Degree in wildlife biology/ecology, (b) Certification by the Wildlife Society; or (c) be an Authorized or Registered agent by the Florida Fish and Wildlife Conservation Commission (FWC). The WHPA shall contain, at minimum:

1. Date(s) of assessment.
2. Name of individual or organization conducting the assessment.
3. Qualifications of the environmental professional(s) conducting the assessment.
4. A brief statement of the methodology used to conduct the assessment.
5. A map of land use and land cover classifications on the site using a classification system described in one (1) of the following publications:
 - a. Land Use, Cover and Forms Classification System: A Technical Manual. State of Florida, Department of Transportation, May 1981 (Preferred); or
 - b. The Florida Land Use and Cover Classification System; A Technical Report. State of Florida, Department of Administration, April 1976;
6. A list of species observed on the site.
7. Locations of any Heritage, Venetian or existing native tree clusters.
8. A map showing: the exact location and an assessment of any native or unique habitats, including habitat of threatened or endangered species; threatened, endangered, or other protected species encountered on the site; and any evidence of habitation of areas on the site by such species discovered during the field review.
9. A habitat management plan describing any measures which are proposed by the applicant for non-disturbance, species relocation, or other mitigation measures regarding the protection of any threatened or endangered species found on the site.

Wetlands (Chapter 89 Section 2.6.B.1):

Prior to submitting a site and development plan proposing to alter wetlands, surface waters, and/or shorelines shall meet with City staff and provide:

1. A delineation of the wetlands and/or surface water in accordance with Chapter 62-340, Florida administrative Code (as amended) and Army Corps of Engineers Wetland Delineation Manual (Technical Report Y-87-1) and the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Atlantic and Gulf Coastal Plain Region (2008).
2. Proposed wetland and/or surface water impacts.
3. All minimization and avoidance measures.
4. Proposed wetland mitigation when impacts are unavoidable.