



For City Use Only:

Permit #: \_\_\_\_\_ Application Fee Paid: \$ \_\_\_\_\_  
Plans Received: By: \_\_\_\_\_ Date: \_\_\_\_\_ Complete: \_\_\_\_\_  
Planning/Zoning: In \_\_\_\_\_ Out: \_\_\_\_\_ By: \_\_\_\_\_  
Plans approved as submitted: \_\_\_\_\_  
Subject to Impact & Water/Sewer Connection Fees: \_\_\_\_\_

## CITY OF DADE CITY

“Proud Heritage, Promising Future”

### Application for Certificate of Land Development Regulations Compliance and/or Minor Site Plan Application

A Certificate of Land Development Regulations Compliance is required for any development that requires a building permit or change of use in accordance with LDR Section 2.4. Please submit the necessary information with an application fee. No application shall be accepted for processing until the required fee is paid in full by the applicant.

Parcel ID: \_\_\_\_\_ Address: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_ Proposed Use of Property: \_\_\_\_\_

Future Land Use: \_\_\_\_\_ Zoning Designation: \_\_\_\_\_ Acreage: \_\_\_\_\_

The proposed development consists of the addition of the following type and square footage of:

- \_\_\_\_\_ square feet of total gross floor area (under roof) to an existing residential, nonresidential, mixed use development, or vacant parcel (circle one)
- \_\_\_\_\_ square feet of an unenclosed building area
- \_\_\_\_\_ square feet of impervious area

Existing impervious area: \_\_\_\_\_ square feet

#### Applicant Information

- Owner       Agent (Must Submit Agent Letter of Record)

Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If the applicant is agent, Name of Property Owner: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Additional Information

Is there any additional contract for sale of, or options to purchase referenced property? \_\_\_\_\_

If yes, please provide names of parties involved: \_\_\_\_\_

## Attachments

Minor Site Plan, including all of the following that are applicable:

- Name, zoning, location, owner, and designer of the proposed development
- Date, north arrow, and graphic scale (not to exceed 1":50')
- Vicinity map – indicating general location of the site and all abutting streets and properties.
- Complete legal description with parcel identification number
- Statement of proposed use(s)
- Location of the site in relation to adjacent properties, including the means of ingress, egress, screening, and buffers along adjacent properties
- Area and dimensions of the site
- Location of all property lines, existing right-of-ways, sidewalks, curbs/gutters
- Location of any new points of connection to utilities (electric, water, sanitary sewer, gas, etc.)
- Location and dimensions of all existing and proposed parking/loading areas
- Location, size, and design of proposed landscaped areas (including tree survey and required landscaped buffer areas) with detail illustrating compliance with the LDRs
- Location and size of any lakes, ponds, or other waters
- Structures and main features (fully dimensioned), including setbacks, distances between structures, floor area, width of driveways/curb aprons, parking spaces, property or lot lines, and floor to area ratio
- Location of any waste receptacles and detail of waste receptacle screening
- Proof of ownership
- Proof of payment of taxes
- Environmental Resource Permit
- If access is from a County road, access management and right of way use permit (where the County requires) providing evidence that a permit application has been submitted. The same applies for access from a State Road from Florida Highway of Transportation

If the development requires construction of a stormwater management facility:

- Existing contours at one (1) foot intervals based on USGS datum
- Proposed finished floor elevation of each building site
- Existing and proposed stormwater management facilities with size and grades
- Proposed orderly disposal of surface water runoff
- Centerline elevations along adjacent streets
- SWFMD statement of proposed uses on the site

Fire Department Access and Water Supply: The design criteria shall follow all requirements of the National and Florida Fire Prevention Code. Plans must be on a separate sealed sheet and must be prepared by a professional fire engineer licensed in the State of Florida. Fire flow calculations must be provided for each newly constructed building. When require, fire flow calculations shall be in accordance with all applicable regulations. All calculations must be demonstrated and provided. All

calculations and specifications must be on the plans and not on separate sheets. All fire protection plans are reviewed and approved by the City's Fire Safety Inspector.

Concurrency Impact Analysis showing the impact on public facilities, including potable water, sanitary sewer, transportation, solid waste, recreation, stormwater, and public schools in accordance with Section 2 of the Land Development Regulations.

**All applicable attachments are required for a complete application. A completeness review of the application will be conducted within five (5) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.**

I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-Applicant

\_\_\_\_\_  
Printed name and title of applicant

\_\_\_\_\_  
Printed name and title of co-applicant

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing application is acknowledged before me the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, who is/are personally known to me or who has/have produced \_\_\_\_\_ as identification.

((SEAL))

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_