



CITY OF DADE CITY

Proud Heritage. Promising Future.

SITE AND CONSTRUCTION PLAN APPLICATION

PROJECT INFORMATION

Project Name:

Address of Subject Property:

Parcel ID Number(s):

Existing Use of the Property:

Future Land Use Map Category:

Zoning District:

Acreage:

APPLICANT INFORMATION

Applicant Status: _____ (Owner) _____ (Agent)

Name of Applicant(s) or Contract Person(s):

Company:

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Mailing Address:

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

If applicant is agent for property owner:

Agent: _____

Mailing Address:

City: _____ State: _____ Zip Code: _____

***Must provide executed Property Owner's Affidavit authorizing the agent to act on behalf of the property owner. ***

C. ATTACHMENTS

An application is not complete without all requirements submitted. Incomplete applications will not be scheduled for review. Other items may be required depending on the request. All data and exhibits submitted with the application or at a public hearing will become part of the public record.

Site Plan including but not limited to:

1. Existing or Current Conditions sheet
2. Demolition Plan
3. Site and Construction Plan, including but not limited to:
 - a. Cover Sheet with the following information –
 - i. Name, location, owner, and engineer of record of the proposed development.
 - ii. Zoning of the subject and adjacent property.
 - iii. Vicinity/Context map – indicating general location of the site and all abutting streets and properties.
 - b. Complete legal description and survey sheet(s).
 - c. Statement of Proposed Uses.
 - d. Location of the site in relation to adjacent properties, including the means of ingress and egress to such properties and any existing screening or buffers along adjacent properties.
 - e. Date, North Arrow and graphic scale (1" = 50' or less).
 - f. Area and Dimensions of site.
 - g. Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters.

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- h. Access and points of connection to utilities (electric, potable water, sanitary sewer, gas, stormwater systems, etc.)
- i. On-site or off-site parking and traffic circulation plan, including perimeter sidewalks.
- j. Location and dimensions of all existing and proposed parking spaces and loading areas.
- k. Location, size, and design of proposed landscaped areas (including existing trees and required landscaped buffers, if any required) with detail illustrating compliance with the Dade City Land Development Code.
- l. Location and size of any waters and waterways.
- m. Structures and major features – fully dimensional – including setbacks, distances between structures, floor area, (FAR), width of driveways, parking space calculations, and property and/or lot lines.
- n. Location of waste receptacles and detail of waste receptacle screening.
- o. For development consisting of one or more of the following: Multi-family residential: Hotel or Motel.
 - i. Tabulation of gross acreage.
 - ii. Tabulation of density
 - iii. Number of dwelling units proposed.
 - iv. Location and percentage of total open space and recreation facilities.
 - v. Floor area of dwelling units.
 - vi. Street and traffic circulation layout.
- 4. Stormwater management and erosion control plan-including the following.
 - a. Existing contours at one (1) foot intervals based on U.S. Coast and Geodetic Datum.
 - b. Proposed finished floor elevations of each building site.
 - c. Existing and proposed stormwater management facilities with size and grades.
 - d. Proposed orderly disposal of surface water runoff.
 - e. Centerline elevations along adjacent streets.
 - f. Stormwater Pollution Prevention Plan (SWPPP) identifying erosion control and Best Management Practices (BMP's) to control stormwater pollutant discharge.
 - g. Water Management District Environmental Resource Permit (ERP).
- 5. Landscape plan.
- 6. Lighting Plan.
- 7. Utility Plan.
- 8. Demolition Plan.
- 9. Maintenance of Traffic (MOT) Plan if needed.
- 10. Concurrency Impact Analysis showing the impact on public facilities, including potable water, sanitary sewer, transportation, solid waste, and recreation (for residential development).
- 11. Analysis of consistency with the Dade City Comprehensive Plan. Applicant must identify specific Goals, Objectives, and Policies and how the proposed development will comply with these standards.
- 12. Legal description with tax identification number.

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FOR NON-RESIDENTIAL (Commercial, Industrial and Public) PROJECTS:

1. Integration of vehicular and non-vehicular access into the site and access management features of site in terms of driveway cuts and cross access between adjacent sites, including use of frontage roads and/or shared access.
2. Zoning and setback requirements for Commercial uses.
3. Buffering from adjacent existing/potential uses.
4. Open space provisions and balance of proportion between gross floor area and site size.
5. Adequacy of pervious surface area in terms of drainage requirements.
6. Placement of signage.
7. Adequacy of site lighting and intrusiveness of lighting upon the surrounding area.
8. Safety of on-site circulation patterns (patron, employee, and delivery vehicles), including parking layout and drive aisles, and points of conflict.
9. Landscaping, as it relates to the requirements of the Comprehensive Plan and Land Development Regulations.
10. Unique features and resources which may constrain site development, such as soils, existing vegetation, and historic significance; and
11. If required, one (1) set of labels for all property owners within 400 feet of the subject property boundaries – even if property within 400 feet falls outside of City limits. (Obtain from the Pasco County Property Appraiser).
12. If a neighborhood meeting is required, then neighborhood meeting materials, including:
 - i. Copy of the required published notice (advertisement) – must be published in the Tampa Bay Times (at a minimum).
 - ii. Copy of written notice (letter) sent to all property owners within 400 feet, and mailing labels or list of those who received written notice.
 - iii. Written summary of meeting – must include (1) those in attendance; (2) a summary of the issues related to the development proposal discussed; (3) comments by those in attendance about the development proposal; and (4) any other information deemed appropriate.
13. Legal description with tax parcel number.
14. Proof of ownership.
15. Proof of payment of taxes.
16. Environmental Resource Permit (or Letter of Exemption) from the Southwest Florida Water Management District. For sites larger than one (1) acre submit a National Pollutant Discharge Elimination Standards permit (NPDES).
17. If access is from a County Road, an access management permit from Pasco County (or provide documentation that the permit has been submitted).
18. If access is from a State Road, access management permit from Florida Department of Transportation (or documentation providing evidence that a permit application has been submitted).

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19. Fee. Please see the fee schedule for fee determination. No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any necessary technical review or additional reviews of the application beyond the initial engineering review fee will be billed to the applicant at the rate of the reviewing entity.

The invoice shall be paid in full prior to any legislative and/or quasi-judicial action of any kind on the petition, appeal, or development application.

Printed name of Individual completing this application:

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

Typed or printed name and title of applicant Typed or printed name of co-applicant

Pursuant to Section 117.05(13)(a), Florida Statutes, the following notarial certificate is sufficient for an oath or affirmation:

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of [☐] physical presence or [☐] online notarization, this (_____) day of (_____), (_____),
Date Month Year

by (_____)

Signature

(NOTARY SEAL) (Signature of Notary Public-State of Florida)
(Name of Notary Typed, Printed, or Stamped)

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Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

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