



Planning & Development Department  
**Development Agreement Application**

IT IS INCUMBENT UPON THE APPLICANT TO SUBMIT COMPLETE AND CORRECT INFORMATION. ANY MISLEADING, DECEPTIVE, INCOMPLETE OR INCORRECT INFORMATION MAY INVALIDATE YOUR APPLICATION.

ALL APPLICATIONS ARE TO BE FILLED OUT COMPLETELY AND CORRECTLY, AND SUBMITTED IN PERSON (NO FAX OR DELIVERIES) TO THE PLANNING & DEVELOPMENT DEPARTMENT BY NOON ON THE SCHEDULED DEADLINE DATE.

A TOTAL OF 11 COMPLETE SETS OF PLANS AND APPLICATION MATERIALS (1 ORIGINAL AND 10 COPIES) AS REQUIRED WITHIN ARE TO BE SUBMITTED FOR REVIEW BY THE DEVELOPMENT REVIEW COMMITTEE. SUBSEQUENT SUBMITTAL FOR THE COMMUNITY DEVELOPMENT BOARD WILL REQUIRE 15 COMPLETE SETS OF PLANS AND APPLICATION MATERIALS (1 ORIGINAL AND 14 COPIES). PLANS AND APPLICATIONS ARE REQUIRED TO BE COLLATED, STAPLED AND FOLDED INTO SETS.

THE APPLICANT, BY FILING THIS APPLICATION, AGREES TO COMPLY WITH ALL APPLICABLE REQUIREMENTS OF THE COMMUNITY DEVELOPMENT CODE.

APPLICATION FEE: \$1,500

**PROPERTY OWNER (PER DEED):**

MAILING ADDRESS: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**AGENT OR REPRESENTATIVE:**

MAILING ADDRESS: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

ADDRESS OF SUBJECT PROPERTY: \_\_\_\_\_

PARCEL NUMBER(S): \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_

PROPOSED USE(S): \_\_\_\_\_

DESCRIPTION OF REQUEST: \_\_\_\_\_

*Specifically identify the request (include all requested code flexibility; e.g., reduction in required number of parking spaces, height, setbacks, lot size, lot width, specific use, etc.):* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Planning & Development Department Development Agreement Application Data Sheet

PLEASE ENSURE THAT THE FOLLOWING INFORMATION IS FILLED OUT, IN ITS ENTIRETY. FAILURE TO COMPLETE THIS FORM WILL RESULT IN YOUR APPLICATION BEING FOUND INCOMPLETE AND POSSIBLY DEFERRED UNTIL THE FOLLOWING APPLICATION CYCLE.

**ZONING DISTRICT:** \_\_\_\_\_

**FUTURE LAND USE PLAN DESIGNATION:** \_\_\_\_\_

**EXISTING USE** (currently existing on site): \_\_\_\_\_

**PROPOSED USE** (new use, if any; plus existing, if to remain): \_\_\_\_\_

**SITE AREA:** \_\_\_\_\_ sq. ft. \_\_\_\_\_ acres

**GROSS FLOOR AREA** (total square footage of all buildings):

Existing: \_\_\_\_\_ sq. ft.

Proposed: \_\_\_\_\_ sq. ft.

Maximum Allowable: \_\_\_\_\_ sq. ft.

**GROSS FLOOR AREA** (total square footage devoted to each use, if there will be multiple uses):

First use: \_\_\_\_\_ sq. ft.

Second use: \_\_\_\_\_ sq. ft.

Third use: \_\_\_\_\_ sq. ft.

**FLOOR AREA RATIO** (total square footage of all buildings divided by the total square footage of entire site):

Existing: \_\_\_\_\_

Proposed: \_\_\_\_\_

Maximum Allowable: \_\_\_\_\_

**BUILDING COVERAGE/FOOTPRINT** (1<sup>st</sup> floor square footage of all buildings):

Existing: \_\_\_\_\_ sq. ft. ( \_\_\_\_\_ % of site)

Proposed: \_\_\_\_\_ sq. ft. ( \_\_\_\_\_ % of site)

Maximum Permitted: \_\_\_\_\_ sq. ft. ( \_\_\_\_\_ % of site)

**GREEN SPACE WITHIN VEHICULAR USE AREA** (green space within the parking lot and interior of site; not perimeter buffer):

Existing: \_\_\_\_\_ sq. ft. ( \_\_\_\_\_ % of site)

Proposed: \_\_\_\_\_ sq. ft. ( \_\_\_\_\_ % of site)

**VEHICULAR USE AREA** (parking spaces, drive aisles, loading area):

Existing: \_\_\_\_\_ sq. ft. ( \_\_\_\_\_ % of site)

Proposed: \_\_\_\_\_ sq. ft. ( \_\_\_\_\_ % of site)

**IMPERVIOUS SURFACE RATIO** (total square footage of impervious areas divided by the total square footage of entire site):

Existing: \_\_\_\_\_  
Proposed: \_\_\_\_\_  
Maximum Permitted: \_\_\_\_\_

**DENSITY** (units, rooms or beds per acre):

Existing: \_\_\_\_\_  
Proposed: \_\_\_\_\_  
Maximum Permitted: \_\_\_\_\_

**BUILDING HEIGHT:**

Existing: \_\_\_\_\_  
Proposed: \_\_\_\_\_  
Maximum Permitted: \_\_\_\_\_

**OFF-STREET PARKING:**

Existing: \_\_\_\_\_  
Proposed: \_\_\_\_\_  
Minimum Required: \_\_\_\_\_

*Note: A parking demand study must be provided in conjunction with any request to reduce the amount of required off-street parking spaces. Please see the adopted Parking Demand Study Guidelines for further information.*

**WHAT IS THE ESTIMATED TOTAL VALUE OF THE PROJECT UPON COMPLETION?** \$ \_\_\_\_\_

**ZONING DISTRICTS FOR ALL ADJACENT PROPERTY:**

North: \_\_\_\_\_  
South: \_\_\_\_\_  
East: \_\_\_\_\_  
West: \_\_\_\_\_

**STATE OF FLORIDA, COUNTY OF PINELLAS**

I, the undersigned, acknowledge that all representations made in this application are true and accurate to the best of my knowledge and authorize City representatives to visit and photograph the property described in this application.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ to me and/or by \_\_\_\_\_, who is personally known has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of property owner or representative

\_\_\_\_\_  
Notary public,  
My commission expires: \_\_\_\_\_



## Planning & Development Department Development Agreement Application Site Plan Submittal Package Check list

**IN ADDITION TO THE COMPLETED DEVELOPMENT AGREEMENT APPLICATION, ALL DEVELOPMENT AGREEMENT APPLICATIONS SHALL INCLUDE A SUBMITTAL PACKAGE THAT INCLUDES THE FOLLOWING INFORMATION AND/OR PLANS:**

- A proposed development agreement which shall contain, at a minimum, the following information:
  - A legal description of the land subject to the development agreement.
  - The names of all persons having legal or equitable ownership of the land.
  - The duration of the development agreement, which shall not exceed ten (10) years.
  - The development uses proposed for the land, including population densities, building intensities and building height.
  - A description of the public facilities and services that will serve the development, including who shall provide such public facilities and services; the date any new public facilities and services, if needed, will be constructed; who shall bear the expense of construction of any new public facilities and services; and a schedule to assure that the public facilities and services are available concurrent with the impacts of the development. The development agreement shall provide for a cashier's check, a payment and performance bond or letter of credit in the amount of 115% of the estimated cost of the public facilities and services, to be deposited with the city to secure construction of any new public facilities and services required to be constructed by the development agreement. The development agreement shall provide that such construction shall be completed prior to the issuance of any certificate of occupancy.
  - A description of any reservation or dedication of land for public purposes.
  - A description of all local development approvals approved or needed to be approved for the development.
  - A finding that the development proposal is consistent with the Comprehensive Plan and the Community Development Code. Additionally, a finding that the requirements for concurrency as set forth in Article 4, Division 10, Community Development Code, have been satisfied.
  - A description of any conditions, terms, restrictions or other requirements determined to be necessary by the City Council for the public health, safety or welfare of the citizens of the City of Clearwater. Such conditions, terms, restrictions or other requirements may be supplemental to requirements in existing codes or ordinances of the City.
  - A statement indicating that the failure of the development agreement to address a particular permit, condition, term or restriction shall not relieve the developer of the necessity of complying with the law governing said permitting requirements, conditions, terms or restrictions.
  - The development agreement may provide, in the discretion of the City Council, that the entire development or any phase thereof be commenced or be completed within a specific period of time. The development agreement may provide for liquidated damages, the denial of future development approvals, the termination of the development agreement, or the withholding of certificates of occupancy for the failure of the developer to comply with any such deadline.
  - A statement that the burdens of the development agreement shall be binding upon, and the benefits of the development agreement shall inure to, all successors in interest to the parties to the development agreement.
  - All development agreements shall specifically state that subsequently adopted ordinances and codes of the city which are of general application not governing the development of land shall be applicable to the lands subject to the development agreement, and that such modifications are specifically anticipated in the development agreement.
- A signed and sealed survey of the property prepared by a registered land surveyor including the location of the property, dimensions, acreage, location of all current structures/improvements, location of all public and private easements including official records book and page numbers and street right(s)-of-way within and adjacent to the site.
- A site plan prepared by a professional architect, engineer, certified planner or landscape architect drawn to a minimum scale of one inch equals 50 feet on a sheet size not to exceed 24 inches by 36 inches that includes the following information:

- Index sheet of the same size shall be included with individual sheet numbers referenced thereon.
- North arrow, scale, location map and date prepared.
- Identification of the boundaries of phases, if development is proposed to be constructed in phases.
- Location of the Coastal Construction Control Line (CCCL), whether the property is located within a Special Flood Hazard Area, and the Base Flood Elevation (BFE) of the property, as applicable.
- Location, footprint, size and height of all existing and proposed buildings and structures on the site.
- Location and dimensions of vehicular and pedestrian circulation systems, both on-site and off-site, with proposed points of access.
- Location of all existing and proposed sidewalks, curbs, gutters, water lines, sanitary sewer lines, storm drains, manholes, inlets, lift stations, fire hydrants, underground conduits, seawalls and any proposed utility easements.
- Location of onsite and offsite stormwater management facilities, including offsite elevations, as may be required by the Engineering Department to evaluate proposed stormwater management, as well as a narrative describing the proposed stormwater control plan including all calculations and data necessary to demonstrate compliance with the City of Clearwater Storm Drainage Design Criteria manual.
- Location of solid waste collection facilities, required screening and provisions for accessibility for collection.
- Location of off-street loading area, if required by Section 3-1406.
- Location, type and lamp height of all outdoor lighting fixtures.
- Location of all existing and proposed attached and freestanding signage.
- All adjacent right(s)-of-way, with indication of centerline and width, paved width, existing median cuts and intersections, street light poles, bus shelters, signage and utility company facilities.
- Dimensions of existing and proposed lot lines, streets, drives, building lines, setbacks, structural overhangs and building separations.
- Building or structure elevation drawings that depict the proposed building height, building materials, and concealment of all mechanical equipment located on the roof.
- Typical floor plans, including floor plans for each floor of any parking garage.
- Identification and description of watercourses, wetlands, tree masses, specimen trees, and other environmentally sensitive areas.
- A landscape plan shall be provided for any project where there is a new use or a change of use; or an existing use is improved or remodeled in a value of 25% or more of the valuation of the principal structure as reflected on the property appraiser's current records, or if an amendment is required to an existing approved site plan; or a parking lot requires additional landscaping pursuant to the provisions of Article 3, Division 14. The landscape plan shall include the following information, if not otherwise required in conjunction with the application for development approval:
  - Location, size, description, specifications and quantities of all existing and proposed landscape materials, including botanical and common names.
  - Existing trees on-site and immediately adjacent to the site, by species, size and location, including drip line.
  - Typical planting details for trees, palms, shrubs, and ground cover plants, including planting instructions, soil mixes, backfilling, mulching, staking and protective measures.
  - Interior landscape areas hatched and/or shaded and labeled and interior landscape coverage, expressed both in square feet, exclusive of perimeter landscaped strips, and as a percentage of the paved area coverage of the parking lot and vehicular use areas.
  - Location of existing and proposed structures and improvements, including but not limited to sidewalks, walls, fences, pools, patios, dumpster pads, pad mounted transformers, fire hydrants, overhead obstructions, sign locations, curbs, gutters, water lines, sanitary sewer lines, storm drains, manholes, inlets, lift stations, fire hydrants, underground conduits, seawalls, utility easements, treatment of all ground surfaces, and any other features that may influence the proposed landscape.

- Location of parking areas and other vehicular use areas, including parking spaces, circulation aisles, interior landscape islands and curbing.
- Drainage and retention areas, including swales, side slopes and bottom elevations, and drainage structures and other drainage improvements.
- All adjacent right(s)-of-way, with indication of centerline and width, paved width, existing median cuts and intersections, street light poles, bus shelters, signage and utility company facilities.
- Delineation and dimensions of all required perimeter landscaped buffers including sight triangles, if any.
- An irrigation plan.



Planning & Development Department
Development Agreement Application
Affidavit to Authorize Agent/Representative

1. Provide names of all property owners on deed – PRINT full names:

Two horizontal lines for property owner names.

2. That (I am/we are) the owner(s) and record title holder(s) of the following described property:

Horizontal line for property description.

3. That this property constitutes the property for which a request for (describe request):

Two horizontal lines for request description.

4. That the undersigned (has/have) appointed and (does/do) appoint:

Horizontal line for agent name.

as (his/their) agent(s) to execute any petitions or other documents necessary to affect such petition;

5. That this affidavit has been executed to induce the City of Clearwater, Florida to consider and act on the above described property;

6. That site visits to the property are necessary by City representatives in order to process this application and the owner authorizes City representatives to visit and photograph the property described in this application;

7. That (I/we), the undersigned authority, hereby certify that the foregoing is true and correct.

Property Owner

Property Owner

Property Owner

Property Owner

STATE OF FLORIDA, COUNTY OF PINELLAS

BEFORE ME THE UNDERSIGNED, AN OFFICER DULY COMMISSIONED BY THE LAWS OF THE STATE OF FLORIDA, ON THIS ... DAY OF ..., PERSONALLY APPEARED ... WHO HAVING BEEN FIRST DULY SWORN DEPOSED AND SAYS THAT HE/SHE FULLY UNDERSTANDS THE CONTENTS OF THE AFFIDAVIT THAT HE/SHE SIGNED.

Notary Public Signature

Notary Seal/Stamp

My Commission Expires: ...