



CITY OF VENICE

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

SITE & DEVELOPMENT APPLICATION

Submit a complete application package to the Planning and Zoning Department. All information must be legible and will become a permanent part of the public record. Incomplete applications will be returned to the applicant/agent. Refer to the City of Venice Code of Ordinances Section 86-49(g) for complete site and development plan submittal requirements.

PROJECT NAME: The Grove at Knights Trail	
Brief Project Description: Mixed Use Development	
Address: Knights Trail Road and Gene Green Road	
Parcel Identification No.(s): 0366-00-3011,0366-00-3020,0366-00-3010	Parcel Size: 53.27 +/- acres
<input checked="" type="checkbox"/> Non-Residential <input checked="" type="checkbox"/> Residential (Requires School Concurrency)	
Zoning Designation(s): CG (proposed)	FLUM Designation(s): Mixed Use Corridor
<i>Fees: The Zoning Administrator will determine if a project is a minor or major revision, then select correct fee and review fee below. 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. If review fee funds fall below 25%, additional funds may be required for expenses. See Section 86-586 (b-d) for complete code. *Extended technical review fee of \$1400 charged at third resubmittal.</i>	
<input type="checkbox"/> Major Site & Development Plan \$5,061.39 <input type="checkbox"/> Review Fee \$2,153.78	
<input type="checkbox"/> Major Site & Development Plan Amendment \$2,479.85 <input type="checkbox"/> Review Fee \$1,076.90	
<input type="checkbox"/> Minor Site & Development Plan Amendment \$573.99 (with public hearing) <input type="checkbox"/> Review Fee \$269.23	
<input type="checkbox"/> Minor Site & Development Plan Amendment \$573.99 (administrative – no review fee)	
Applicant Name/Property Owner Name (will be used for billing): Commercial Street Partners, LLC (applicant) see attached ownership	
Address: 64 Commercial Street, Rochester, NY 14614	
Email: tgeorge@commst.com	Phone: 585-330-6203
Design Professional or Attorney: Bill Conerly, P.E., Kimley-Horn & Associates	
Address: 1777 Main St., Suite 200, Sarasota, FL 34236	
Email: Bill.Conerly@kinley-horn.com	Phone: 941-379-7600
Authorized Agent (project point of contact): Jackson R. Boone, Esq.	
Address: 1001 Avenida Del Circo, Venice, FL 34285	
Email: jackson.boone@boone-law.com	Phone: 941-488-6716

SITE & DEVELOPMENT APPLICATION Checklist

Application package is reviewed for completeness by Planning staff. If a document is not being submitted, please indicate N/A and the reason why it is not being submitted.


- Application:** Signed by agent and applicant.
- Narrative:** Provide a statement describing in detail the character and intended use of the development, and confirm consistency with all applicable elements of the City's Comprehensive Plan.
- Agent Authorization Letter:** A signed letter from the property owner, authorizing one individual to submit an application and represent the owner throughout the application process. Authorization should not be for a corporation or similar entity. This individual will be the single point of contact for staff.
- Statement of Ownership and Control:** Documentation of ownership and control of the subject property (deed). Sarasota County Property Appraiser or Tax Collector records will not suffice. Corporations or similar entities must provide documents recognizing a person authorized to act on behalf of the entity. For multiple parcels collate by parcel the deeds, agent authorizations, and Sunbiz information.
- Legal Description:** Must indicate the PID with each respective description in Word format.
- Public Workshop Requirements:** (Section 86-41) 1. Newspaper advertisement 2. Notice to property owners 3. Meeting sign-in sheet 4. Summary of public workshop 5. Mailing List of Notified Parties (must include registered neighborhood associations)
- Survey of the Property:** Signed and sealed survey must accurately reflect the current state of the property. Each parcel must have its own legal description listed separately on the survey, correctly labeled by parcel id. **Date of Survey:**
- Site and Development Criteria** from City Code Section 86-23(m)(1-12) restate and address each item.
- Concurrency Application and Worksheet:** *if traffic study is required, contact Planning staff to schedule a methodology meeting. After the methodology meeting, electronically submit signed and sealed traffic study.
- School Concurrency (Residential Only):** School Impact Analysis Receipt from Sarasota County dated within 10 days of petition submittal
- Common Facility Statements:** if common facilities, such as recreation areas or structures, private streets, common open space, parking areas, access drives, etc., are to be provided for the development, statements as to how such common facilities are to be provided and permanently maintained N/A - No common facilities.
- Stormwater Calculations:** Document addressing drainage concurrency by means of certified drainage plan (signed and sealed)

Site & Development Plans should be signed and sealed electronically

Printed directly to a PDF from AutoCAD or other appropriate software – scan of hard copies are not acceptable.

- Site Plan:** containing the title of the project and the names of the project planner and developer, date and north arrow, and based on an exact survey of the property drawn to a scale of sufficient size to show: a. Boundaries of the project, any existing streets, buildings, watercourses, easements and section lines; b. Exact location of all existing and proposed buildings and structures; c. Access and traffic flow and how vehicular traffic will be separated from pedestrian and other types of traffic; d. Off-street parking and off-street loading areas; e. Recreation facilities locations; f. All screens and buffers; g. Refuse collection areas; h. Access to utilities and points of utility hookups; and i. Land use of adjacent properties.
- Utility Plan Details (not an exhaustive list):** a. Potable water and wastewater main size and location; b. Manhole separation; c. Location of nearest fire hydrants; d. Water valve location; e. Distance from water main to proposed building; and, f. Access to utilities and points of utility hookups.
- Landscaping Plans:** include types, sizes and location of vegetation, trees and decorative shrubbery, showing provisions for irrigation and maintenance, and showing all existing trees, identifying those trees to be removed.
- Tree Protection and Replacement Plan:** prepared by licensed landscape architect or certified arborist, including: a. complete tree survey and inventory of protected trees within the subject property or project area; b. Tree Protection Zones for all Protected Trees and Heritage Trees, drawn to scale on a copy of the site plan, grading plan, and landscape plan; and c. methods of tree protection; d. a Tree Inch Calculations Table consistent with the minimum standards of code Sec. 118-12 & 118-13.
- Signage:** Depict by dimension all ground and wall signage (location, size, height, and design), with an exterior lighting plan.
- Architectural Elevations:** definitions for buildings in the development; and exact number of dwelling units, sizes and types, together with typical floor plans of each type.
- Electronic Files submitted:** Provide PDF's of ALL documents, appropriately identified by name. Submit each document as one pdf (not each sheet in an individual pdf). Please title all documents with a clear and concise title (e.g. Application, Narrative, Agent Authorization Letter, Statement of Ownership, Legal Description, etc.).

Technical compliance must be confirmed 30 days before a public hearing will be scheduled. The applicant or agent MUST be present at the public hearing and will be contacted by staff regarding availability. By submitting this application the owner(s) of the subject property does hereby grant his/her consent to the Zoning Official 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 for the duration of the petition.

Authorized Agent Name: Jackson R. Boone, Esq.	Applicant Name:
Authorized Agent Signature: 	Applicant Signature:
Date: 5/4/22	Date: