



CITY OF VENICE

PLANNING AND ZONING DIVISION

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

SITE & DEVELOPMENT PLAN APPLICATION

Submit a complete application package to the Planning and Zoning Division. 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: Englewood Bank	
Brief Project Description: Construction of Englewood Bank	
Address: 207 S. Tamiami Trail, Venice, FL 34285	
Parcel Identification No.(s): 0408-06-0016, 0408-06-0019	Parcel Size: 0.48 acres
☒ Non-Residential ☐ Residential (Requires School Concurrency)	
Zoning Designation(s): Commercial Intensive	FLUM Designation(s): Incorporated Area
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. <i>*Extended technical review fee of \$1400 charged at third resubmittal.</i>	
☒ Major Site & Development Plan \$4,817.50 ☒ Review Fee \$2050 OR	
☐ Major Site & Development Plan Amendment \$2,357.50 ☐ Review Fee \$1025 OR	
☐ Minor Site & Development Plan Amendment \$546.33 (with required public hearing ☐ Review Fee \$256.25) OR	
☐ Minor Site & Development Plan Amendment \$546.33 (Administrative – no review fee)	
Applicant Name/ and Property Owner Name: ENGLEWOOD BANK & TRUST COMPANY	
Address: 1111 S MC CALL RD, ENGLEWOOD, FL, 34223	
Email:	Phone:
Design Professional or Attorney: Karen Sites, PE	
Address: 8340 Consumer Court, Sarasota, FL 34240	
Email: ksites@amengfl.com	Phone: 941-377-9178 ext. 215
Authorized Agent (1 person to be the point of contact): Jon Brown, EI	
Address: 8340 Consumer Court, Sarasota, FL 34240	
Email: jbrown@amengfl.com	Phone: 941-377-9178 ext. 206

Staff Use Only

Petition No.

Fee:

Application packages are reviewed for completeness. Package concurrently filed applications separately. If a document is not being submitted, please indicate N/A and why it is not being submitted.

☐ **Application:** Signed by agent and applicant (3 copies)

☐ **Narrative:** Provide a document describing in detail the character and intended use of the development, and confirm consistency with all applicable elements of the City's Comprehensive Plan. (3 copies).

☐ **Agent Authorization Letter:** A signed letter from the property owner, authorizing one individual, a single point of contact for staff (not a business) to submit an application and represent the owner throughout the application process. (1 copy).

☐ **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 (1 copy).

☐ **Legal Description:** Electronic version must be editable to use "copy and paste" function (1 copy).

☐ **Survey of the Property:** Signed and sealed survey that accurately reflects the current state of the property. Each parcel must have its own legal description listed separately on the survey, correctly labeled by parcel id. (1 copy) **Date of Survey:**

☐ **Concurrency Application and Worksheet:** (3 copies). *If a traffic study is required, contact Planning staff to schedule a methodology meeting. After the methodology meeting, two copies of the traffic study (signed, sealed, and dated), and electronic files (SYN, HCS files etc.) will be required.

☐ **School Concurrency (Residential Only):** School Impact Analysis Receipt from Sarasota County dated within 10 days of petition submittal (1 copy).

☐ **Public Workshop Requirements:** (Section 86-41) ☒ Newspaper advertisement ☒ Notice to property owners ☒ Meeting sign-in sheet ☒ Summary of public workshop ☒ Mailing List of Notified Parties (1 copy of each) (NOT APPLICABLE FOR MINOR SITE & DEVELOPMENT PLANS)

☐ **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 (1 copy).

☐ **Stormwater Calculations:** Document addressing drainage concurrency by means of a certified drainage plan (signed and sealed, (2 copies).

Site & Development Plans: 3 signed, sealed, and dated sets, that are folded, collated, and size 24"x36 (rolled plans not accepted). Electronic plans should be signed and sealed electronically, i.e. printed straight to a PDF from AutoCAD or other appropriate software (not a scan of hard copies). Include the following sheets:

☐ **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 plan:** 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. ☐ Existing Tree survey ☐ Detailed inventory

☐ **Tree Protection and Replacement Plan:** prepared by licensed landscape architect or certified arborist, including: a) 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.

☐ **CD with Electronic Files:** Provide PDF's of ALL documents one pdf per document, identified simply by name on one CD/ thumb drive.

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/Date/Signature:

Jonathan Brown

Jonathan Brown

9/4/2020

Applicant Name/Date/Signature: