



# CITY OF VENICE

## PLANNING AND ZONING DIVISION

401 W. Venice Avenue, Venice, FL 34285

(941) 486-2626 ext. 7434

[www.venicegov.com](http://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.

<b>Project Name:</b> Island Village Montessori School	
<b>Brief Project Description:</b> 5 classroom bldgs and 1 multipurpose bldg with water & sewer service and sidewalks. Realignment of parent/pickup and bus loop.	
Address: 2001 Pinebrook Rd., Venice, FL 34292	
Parcel Identification No.(s): 0386090002	
Parcel Size: 12.054 Ac.	<input checked="" type="checkbox"/> Non-Residential <input type="checkbox"/> Residential (Requires School Concurrency)
Zoning Designation(s): RSF-3	FLUM Designation(s): Low Density Residential
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>	
<input type="checkbox"/> Major Site & Development Plan \$4,700 <input type="checkbox"/> Review Fee \$2000 OR	
<input checked="" type="checkbox"/> Major Site & Development Plan Amendment \$2,300 <input checked="" type="checkbox"/> Review Fee \$1000 OR	
<input type="checkbox"/> Minor Site & Development Plan Amendment \$533 (with required public hearing <input type="checkbox"/> Review Fee \$250) OR	
<input type="checkbox"/> Minor Site & Development Plan Amendment \$533 (Administrative – no review fee)	
<b>Applicant Name/ and Property Owner Name:</b> Jennifer Ocana - Executive Director/Island Village Montessori Charter School, Inc.	
Address: 2001 PINEBROOK RD, VENICE, FL, 34292-1560	
Email: jenniferocana@islandvillage.org	Phone: 941-484-4999
<b>Design Professional or Attorney:</b> Gregg Fisher - Fisher Engineering	
Address: 1817 Pinyon Pine Drive, Sarasota, FL 34240	
Email: gfisher@fisherengr.com	Phone: 941-203-8565
<b>Authorized Agent (1 person to be the point of contact):</b> Gregg Fisher	
Address: 1817 Pinyon Pine Drive, Sarasota, FL 34240	
Email: gfisher@fisherengr.com	Phone: 941-203-8565

Staff Use Only

Petition No.


Fee:



Application packages are reviewed for completeness within 3 business days. Collate all copies into three sets. Packages must be submitted via hard & electronic copies, and additional copies may be requested. Large plans should be collated and folded to allow the bottom right corner visible. Concurrently filed applications must be packaged separately. Please indicate N/A if the document is not being submitted, and why it is not being submitted.

<input checked="" type="checkbox"/> <b>Application:</b> Signed by agent and applicant (3 copies)
<input checked="" type="checkbox"/> <b>Narrative:</b> Provide a paragraph describing in detail the character and intended use of the development, in addition to the short description on page one of the application. Confirm consistency with all applicable elements of the City's Comprehensive Plan. (3 copies).
<input checked="" type="checkbox"/> <b>Agent Authorization Letter:</b> A signed letter from the property owner, authorizing one individual to submit an application and represent the owner throughout the application process. This individual will be the single point of contact for staff (1 copy).
<input checked="" type="checkbox"/> <b>Statement of Ownership and Control:</b> 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).
<input checked="" type="checkbox"/> <b>Survey of the Property:</b> 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) <b>Date of Survey:</b> 03-17-2020
<input checked="" type="checkbox"/> <b>Concurrency Application and Worksheet:</b> (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.
<input type="checkbox"/> <b>School Concurrency (Residential Only):</b> School Impact Analysis Receipt from Sarasota County dated within 10 days of petition submittal (1 copy). <b>Not Residential</b>
<input type="checkbox"/> <b>Public Workshop Requirements:</b> (Section 86-41) <input checked="" type="checkbox"/> Newspaper advertisement <input checked="" type="checkbox"/> Notice to property owners <input checked="" type="checkbox"/> Meeting sign-in sheet <input checked="" type="checkbox"/> Summary of public workshop <input checked="" type="checkbox"/> Mailing List of Notified Parties (1 copy of each) (NOT APPLICABLE FOR MINOR SITE & DEVELOPMENT PLANS) <b>Public Workshop required per Planning Department</b>
<input type="checkbox"/> <b>Common Facility Statements:</b> 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). <b>No common facilities</b>
<input checked="" type="checkbox"/> <b>Stormwater Calculations:</b> Document addressing drainage concurrency by means of a certified drainage plan (signed and sealed, 2 copies).
<b>Site &amp; Development Plans:</b> 3 signed, sealed, and dated sets, that are collated 24"x36", and folded (rolled plans not accepted), that include the following sheets:
<input checked="" type="checkbox"/> <b>Site Plan:</b> 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.
<input checked="" type="checkbox"/> <b>Utility Plan Details (not an exhaustive list):</b> 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.
<input checked="" type="checkbox"/> <b>Landscaping plan:</b> 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. <input checked="" type="checkbox"/> Existing Tree survey <input checked="" type="checkbox"/> Detailed inventory
<input checked="" type="checkbox"/> <b>Signage:</b> Depict by dimension all ground and wall signage (location, size, height, and design), with an exterior lighting plan.
<input checked="" type="checkbox"/> <b>Architectural Elevations:</b> definitions for buildings in the development; and exact number of dwelling units, sizes and types, together with typical floor plans of each type.
<input checked="" type="checkbox"/> <b>CD with Electronic Files:</b> Provide PDF's of ALL documents, appropriately identified by name on one CD/ thumb drive. All PDF's of site & development plans need to be signed and sealed. Submit each document or set of plans as one pdf- not each sheet in individual pdf's. <b>Provide a separate document with the legal description.</b>

**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: Gregg Fisher 10-1-2020	Applicant Name & Date: Jennifer Ocana 10-1-20
Authorized Agent Signature: 	Applicant Signature: 