

# City of Temple Terrace



## Guide to Site Plan Review Application and Process

October 2014

# SITE PLAN REVIEW: PROCEDURE OVERVIEW

A site plan review may be applied for when a property owner wants to develop or redevelop property for a use other than single family residential. The site plan is reviewed and approved based on compliance with applicable Land Development Regulations requirements regarding parking, landscaping, building placement, drainage, access management, etc. There are three basic steps to the site plan process: **pre-application conference, preliminary site plan approval, and final site plan approval**. A meeting is required before the City Council which makes final decision on site plan approval. The timeframe from submitting the application to the Community Development Department to final approval depends on the number of revisions submitted, reviews from other agencies (including State of Florida agencies), complexity of the proposed project, etc. The planner assigned to your petition will be your main contact person throughout the process.

## **Step One**

The Property Owner/Applicant conducts a **Pre-Application Conference** with the Community Development Department staff to discuss the proposed project. The specific submittal requirements for supporting studies, permits and/or documents will be established by the Community Development Department at this meeting.

## **Step Two**

Property Owner/Applicant submits Site Plan Review Application, **Preliminary Site Plan** and supporting information/documents. Community Development reviews submitted materials and prepares documents for Agency/Committee Reviews.

Other Agency/Committee Review:

- The Hillsborough County Community School Board (reviews and reports on the application for consistency with school concurrency regulations.)  
(If Applicable)
- The Hillsborough County City County Planning Commission (reviews and reports on the application for consistency with City of Temple Terrace Comprehensive Plan.)

- The Development Review Committee (comprised of representatives for the various City departments that review and report on the Application based on their specific duties and responsibilities.)

### **Step Three**

Following the Applicant's receipt of comments from the various agencies listed above, a **Final Site Plan** is submitted to the Community Development Department. The planner assigned to your petition will prepare a staff report for the City Council and schedules a meeting date before the City Council. The City Council makes the final decision, taking into consideration the staff reports, and the testimonies of the staff, the petitioner, and the public. The required public meeting will be scheduled during regular City Council meetings, which are held the first and third Tuesday of each month.



## SITE PLAN REVIEW APPLICATION

Application Number \_\_\_\_\_

Date: \_\_\_\_\_

### SITE PLAN REVIEW - SCHEDULE OF FEES

Less than 5 acres	\$1,250.00
5 – 10 acres	\$2,250.00
10+ acres	\$3,700.00
Internal Administrative Review	\$550.00

Name of Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

NOTE: Please fill out the Authorized Agent Affidavit if the site plan approval is being applied for by someone other than the property owner.

### **PROJECT INFORMATION:**

Project Name: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Parcel Acreage: \_\_\_\_\_

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

Number of buildings proposed to be demolished: \_\_\_\_\_

Please include the following information in the application package:

- Executed Site Plan Review Application
- Site Plan Review Fee
- Authorized Agent Affidavit (if applicable)
- Additional Owner Signature Sheet (if applicable)
- Ten (10) copies of preliminary site plan (1:20 scale) per Section 12-378
- Transportation Concurrency Application
- Property Deed with Legal Description – Must be submitted in Microsoft Word format.
- Landscape Plan and Tree Survey (1:20 scale)
- Lighting Plan
- Boundary Survey

Submittal Requests may also require:

- Traffic study (City determines if this is required after Transportation Concurrency Application is reviewed)
- Drainage Calculation and Proof of SWFMD Approval
- School Concurrency Application (for residential projects)
- Other miscellaneous coordination letters (TECO, SWFMD, etc.)

**SIGNATURE OF APPLICANT/OWNER:**

I hereby certify that I am (we are) owner(s) of record of the above described property or I (we) have written permission from the owner(s) of record (copy of authorized agent affidavit attached) to request this action. I hereby certify that the information submitted on this application is true and correct to the best of my knowledge at the time of application.

APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/ST/ZIP: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT/OWNER

\_\_\_\_\_  
DATE

NOTE: All persons having a legal or equitable ownership interest in the property must sign the application. Publicly held corporations must provide the name and address of the corporation and principal executive officers.

**ALL OF THE ABOVE INFORMATIONAL ITEMS ARE REQUIRED TO MOVE FORWARD**



## AUTHORIZED AGENT AFFIDAVIT

I \_\_\_\_\_ (Owner) hereby grant authorization to \_\_\_\_\_ (Authorized Agent) to act in my behalf with the City of Temple Terrace Community Development Department while conducting activities related to obtaining applications or permits. These activities specifically include signing all documents requiring signature of “representative”/”applicant”.

\_\_\_\_\_ (Authorized Agent) is to be considered an agent of my business and therefore the signature of said agent is binding and causes me to assume all responsibilities connected to or associated with the signature as they may relate to my property.

I \_\_\_\_\_ (Owner) relieve the City of Temple Terrace Community Development of, and agree to hold the City of Temple Terrace Community Development Department harmless from, any and all responsibility, claims or other actions arising from or related to the Department’s acceptance of the above agent’s signature for permit/application-related activities. I further understand that it is my sole responsibility to grant and terminate any such authorization and to ensure that the Department receives timely notice of any such grant or termination.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Agent

**Notary for Owner’s Signature:**

**Notary for Agent’s Signature:**

State of \_\_\_\_\_ County of \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_, who is personally known to me, or who produced \_\_\_\_\_ as identification.

The foregoing was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_ who is personally known to me, or who produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
**Notary Public Signature**

\_\_\_\_\_  
**Notary Public Signature**

\_\_\_\_\_  
Print, Type, or Stamp Name of Notary  
My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
Print, Type, or Stamp Name of Notary  
My Commission expires: \_\_\_\_\_

(SEAL)

(SEAL)



