



GROWTH MANAGEMENT

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Telephone (386) 719-5750
growthmanagement@lcfla.com

FOR PLANNING USE ONLY

Application # Z _____

Application Fee \$ _____

Receipt No. _____

Filing Date _____

Completeness Date _____

Less Than or Equal to 10 Acres: \$750.00

Greater Than 10 Acres: \$1,000.00 or actual cost

PLANNED RESIDENTIAL DEVELOPMENT ZONING AND PRELIMINARY DEVELOPMENT PLAN

A. PROJECT INFORMATION

1. Project Name: _____
2. Address of Subject Property: _____
3. Parcel ID Number(s): _____
4. Future Land Use Map Designation: _____
5. Existing Zoning Designation: _____
6. Proposed Zoning Designation: _____
7. Acreage: _____
8. Existing Use of Property: _____
9. Proposed use of Property: _____

B. APPLICANT INFORMATION

1. Applicant Status ☐ Owner (title holder) ☐ Agent
2. Name of Applicant(s): _____ Title: _____
Company name (if applicable): _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Telephone: (____) _____ Fax: (____) _____ Email: _____

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business is subject to public records requests. Your e-mail address and communications may be subject to public disclosure.

3. If the applicant is agent for the property owner*.
Property Owner Name (title holder): _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Telephone: (____) _____ Fax: (____) _____ Email: _____

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business is subject to public records requests. Your e-mail address and communications may be subject to public disclosure.

***Must provide an executed Property Owner Affidavit Form authorizing the agent to act on behalf of the property owner.**

C. ADDITIONAL INFORMATION

1. Is there any additional contract for the sale of, or options to purchase, the subject property?
If yes, list the names of all parties involved: _____
If yes, is the contract/option contingent or absolute: ☐ Contingent ☐ Absolute
2. Has a previous application been made on all or part of the subject property: ☐ Yes ☐ No
Future Land Use Map Amendment: ☐ Yes _____ ☐ No _____
Future Land Use Map Amendment Application No. CPA _____
Site Specific Amendment to the Official Zoning Atlas (Rezoning): ☐ Yes _____ ☐ No _____
Site-Specific Amendment to the Official Zoning Atlas (Rezoning) Application No. _____
Variance: ☐ Yes _____ ☐ No _____
Variance Application No. _____
Special Exception: ☐ Yes _____ ☐ No _____
Special Exception Application No. _____

D. ATTACHMENT/SUBMITTAL REQUIREMENTS

1. Planned Residential Development Zoning and Preliminary Development Plan Approval. The applicant shall submit to the Land Development Regulation Administrator a request for change to a Planned Residential Development zoning district containing the following exhibits:
 - a. A statement of objectives describing:
 - (1) The general purpose of the proposed development; and
 - (2) The general character of the proposed development.
 - b. A Vicinity Map showing the location of the proposed Planned Residential Development in relation to:
 - (1) Surrounding streets and thoroughfares;
 - (2) Existing zoning on the site and surrounding areas; and
 - (3) Existing land use on the site and surrounding areas.

The Vicinity Map shall be drawn at a scale to show an area of no less than one thousand (1,000) feet surrounding the property. A greater area may be required if the Planning and Zoning Board determines information on a larger vicinity is needed.
 - c. A Boundary Survey and legal description of the property.
 - d. A Topographic Survey for the most recent United States Geological Service topographic survey may be used if more detailed topographic information is not available.
 - e. A Site Analysis Map at the same scale as the Preliminary Development Plan described below shall be submitted indicating flood prone areas, areas with slopes greater than five (5) percent, areas of soils which are marginally suited for development purposes and tree cover.
 - f. A Preliminary Development Plan drawn at a scale suitable for presentation, showing:
 - (1) Proposed land uses;
 - (2) Lot sizes indicated either by lot lines drawn in their proposed location or a statement on the face of the Preliminary Development Plan concerning proposed lot sizes, including minimum lot sizes; and
 - (3) Building setbacks defining the distance buildings will be set back from:

- (a) Surrounding property lines;
- (b) Proposed and existing streets;
- (c) Other proposed buildings;
- (d) The center line of streams and creeks;
- (e) The high-water line of lakes; and
- (f) Other man-made or natural features which would be affected by building encroachment.

- (4) Maximum height of buildings;
- (5) Common open spaces;
- (6) Arterial and collector streets and thoroughfares;

Local access streets and interior circulation should be shown on the Preliminary Development Plan for Planned Residential Developments which have no planned arterial or collector streets within the projects.

- (7) Common outside storage areas; and
- (8) Screening, buffering, and landscaped buffer areas. Special Provisions:

The location of any structure (except permitted docks, walkways and piers) shall be setback a minimum of thirty-five (35) feet from wetlands.

The location of any structure (except permitted docks, walkways and piers) shall be setback a minimum of thirty-five (35) feet from perennial streams and creeks.

- g. A table showing acreage for each category of land use.
 - h. A statement concerning gross density and net residential acreage (see Section 4.18.5 for definition of gross density and net residential acreage).
 - i. A statement concerning proposed floor area ratios (percent of lot in relation to building floor area) and the maximum building coverage expressed as a percent of the total site area.
 - j. A Preliminary Utility Service Plan including sanitary sewers, storm drainage, and potable water supply, showing general locations of major water and sewer lines, plant location, lift stations, and indicating whether gravity or forced systems are planned. Size of lines, specific locations, and detailed calculations are not required at this stage.
 - k. A statement indicating the type of legal instruments that will be created to provide for the management of common areas and any private roads.
2. Processing the Planned Residential Development Zoning Application and Preliminary Development Plan Submittals. When the Land Development Regulation Administrator has received the application and submittals, and is satisfied that the application and submittals are complete, the application shall be processed as any other zoning application in accordance with the provisions of these land development regulations.

The Planning and Zoning Board shall make a recommendation to the City Council. The City Council's actions shall be one (1) of the following:

- a. Approval as submitted.
- b. Conditional approval.
- c. Disapproval.

3. Final Development Plan. If the Preliminary Development Plan for the Planned Residential Development is approved, the applicant shall submit a Final Development Plan covering all or part of the approved Preliminary Development Plan within twelve (12) months to the Land Development Regulation Administrator. Thirty (30) days prior to any lapse date, the Land Development Regulation Administrator shall notify the City Council and the applicant of such date. Such notice to the applicant shall be mailed via certified mail, return receipt requested. If a Final Development Plan is not submitted within this twelve (12) month period or an additional twelve (12) month period granted by the City Council, the Land Development Regulation Administrator shall cause the Planned Residential Development district to be removed from the Official Zoning Atlas and reinstate the zoning district in effect prior to approval of the Planned Residential Development. The City Council may extend this lapse date for a period not to exceed an additional twelve (12) months, provided the request for extension is made in writing to the Land Development Regulation Administrator by the applicant prior to the expiration of the initial approval period.

The Final Development Plan shall include the following exhibits:

- a. A statement of objectives:
 - (1) The general purpose of the proposed development.
 - (2) The general character of the proposed development.
- b. A Topographic Map drawn at a scale of one hundred (100) feet to one (1) inch by a surveyor or engineer registered in the state of Florida showing:
 - (1) The location of existing private and public property rights-of-way, streets, buildings, water courses, transmission lines, sewers, bridges, culverts, and drain pipes, water mains, and any public utility easements;
 - (2) Wooded areas, streams, lakes, marshes, and any other physical conditions affecting the site; and
 - (3) Existing contours at intervals of one (1) foot.
- c. A Final Development Plan drawn at a scale of one hundred (100) feet to one (1) inch and showing:
 - (1) The boundaries of the site, topography, and proposed grading plan;
 - (2) Width, location, and names of surrounding streets;
 - (3) Surrounding land use;
 - (4) Proposed streets and street names and other vehicular and pedestrian circulation systems including offstreet parking;
 - (5) The use, size, and location of all proposed building sites; and
 - (6) Location and size of common open spaces and public or semi-public areas.
- d. A Utility Service Plan showing:
 - (1) Existing drainage and sewer lines;
 - (2) The disposition of sanitary waste and storm water;
 - (3) The source of potable water;
 - (4) Location and width of all utility easements or rights-of-way; and
Plans for the special disposition of stormwater drainage when it appears that said drainage could substantially harm a body of surface water.

- e. A Landscaping Plan showing:
 - (1) Landscaped areas;
 - (2) Location, height, and material for walks, fences, walkways, and other man-made landscape features; and
 - (3) Any special landscape features such as, but not limited to, man-made lakes, land sculpture, and waterfalls.
- f. Statistical information:
 - (1) Total acreage of the site;
 - (2) Maximum building coverage expressed as a percent of the area;
 - (3) Area of land devoted to landscaping and/or common open space usable for recreation purposes expressed as a percent of the total site area; and
 - (4) Calculated gross density and net residential acreage for the proposed development (see Section 2.1 for definition of gross density and net residential acreage).
- g. The substance of covenants, grants, easements, or other restrictions to be imposed on the use of the land, buildings, and structures, including proposed easements for public and private utilities. All such legal documents, including homeowners' associations' deed restrictions, shall be approved by the City Attorney before final approval of the plan.

4.18.2 ISSUANCE OF BUILDING PERMITS

No building permit shall be issued for any portion of a proposed Planned Residential Development until the Final Development Plan has been approved.

4.18.3 REVISION OF A PLANNED RESIDENTIAL DEVELOPMENT

A proposed substantial change in the approved Preliminary Development Plan which affects the intent and character of the development, the density or land use patterns, proposed buffers, the location or dimensions of arterial or collector streets, or similar substantial changes, shall be reviewed by the Planning and Zoning Board and the City Council in the same manner as the initial application. A request for a revision of the Preliminary Development Plan shall be supported by a written statement and by revised plans demonstrating the reasons the revisions are necessary or desirable. All revisions to the approved Preliminary Development Plan shall only be approved if they are consistent with the original purpose, intent, overall design, and integrity of the approved Preliminary Development Plan.

Minor changes, and/or deviations from the Preliminary Development Plan which do not affect the intent or character of the development shall be reviewed by the Land Development Regulation Administrator and shall be approved only if they are consistent with the original purpose, intent and overall design and integrity of the approved preliminary development plan.

Upon approval of the revision, the applicant shall make revisions to the plans and submittals and file the revised plans with the Land Development Regulation Administrator within thirty (30) days.

Examples of substantial and minor changes are:

Substantial changes:

- 1. Perimeter changes.
- 2. Major street relocation.
- 3. Change in building height, density, land use patterns, or buffers. Minor changes:
 - 1. Change in alignment, location, or length of local street.
 - 2. Adjustments or minor shifts in dwelling unit mixes, not resulting in increased overall density.

3. Reorientation or slight shifts in building locations.

4.18.4 PLANNED RESIDENTIAL DEVELOPMENT TIME LIMITATIONS

If substantial construction, as determined by the Land Development Regulation Administrator, has not begun within two (2) years after approval of the Final Development Plan, the approval of the Planned Residential Development will lapse. Thirty (30) days prior to any lapse date, the Land Development Regulation Administrator shall notify the City Council and the applicant of such date. Such notice to the applicant shall be mailed via certified mail, return receipt requested. The City Council may extend the period for beginning construction, at the request of the applicant for a period not to exceed an additional two (2) years, provided the request for extension is made in writing to the Land Development Regulation Administrator prior to the expiration of the initial approval period. If the Planned Residential Development lapses under this provision, the Land Development Regulation Administrator shall cause the Planned Residential Development district to be removed from the Official Zoning Atlas and reinstate the zoning district which was in effect prior to the approval of the Planned Residential Development.

4.18.5 DEVIATION FROM THE FINAL DEVELOPMENT PLAN

Any unapproved deviation from the accepted Final Development Plan shall constitute a breach of agreement between the applicant and the City Council. Such deviation may cause the City to immediately revoke the Final Development Plan until such time as the deviations are corrected or become a part of the accepted Final Development Plan.

4.18.6 PHASING

The City Council may permit or require the phasing of a Planned Residential Development. When provisions for phasing are included in the Final Development Plan, each phase of development shall be so planned and so related to previous development, surrounding properties, and available public facilities and services so that a failure to proceed with subsequent phases of development will have no adverse impact on the Planned Residential Development or surrounding properties.

4.18.7 DEVELOPMENT STANDARDS FOR PLANNED RESIDENTIAL DEVELOPMENTS

1. The minimum size parcel for Planned Residential Development shall be five (5) acres.
2. Conformance with the Comprehensive Plan. Densities for Planned Residential Developments shall be based upon and be consistent with the Comprehensive Plan. No Final Development Plan may be approved unless it is in conformance with the Comprehensive Plan.
3. Relationship to Zoning District. An approved Planned Residential Development is a separate zoning district in which the Final Development Plan, as approved, establishes the restrictions and regulations according to which the development shall occur. Upon approval, the Official Zoning Atlas shall be changed to indicate the area as a Planned Residential Development.
4. Residential Density and Housing Types. Any combination of residential density and housing types is permitted for a Planned Residential Development, as long as the overall gross density does not exceed the prescribed total number of dwelling units of the Comprehensive Plan land use classifications contained on the project site.
5. Dimensional and Bulk Restriction. The location of all proposed building sites shall be shown on the Final Development Plan subject to minimum lot sizes, setback lines, lot coverage and floor area specified by the Preliminary Development Plan as approved by the City Council.
6. Internal Compatibility. All land uses proposed within a Planned Residential Development shall be compatible with other proposed uses; that is, uses shall be able to coexist in relative proximity to other uses in a stable fashion over time such that no other uses are unduly, negatively impacted, directly or indirectly by such uses. An evaluation of the internal compatibility by a Planned Residential Development shall be based on the following factors:

- a. The existence or absence of and the location of common open spaces and recreational areas;
 - b. The use of existing and proposed landscaping;
 - c. The treatment of pedestrian ways;
 - d. The use of topography, physical environment, and other natural features;
 - e. The traffic and pedestrian circulation pattern;
 - f. The use and variety of building setback lines, separations and buffering;
 - g. The use and variety of building groupings;
 - h. The use and variety of building sizes;
 - i. The separation and buffering of parking areas and sections of parking area;
 - j. The variety and design of dwelling types;
 - k. The proposed land uses and the conditions and limitations thereon;
 - l. The form of ownership proposed for various uses; and
 - m. Any other factor deemed relevant to the privacy, safety, preservation, protection, or welfare of any proposed use within the Planned Residential Development.
7. External Compatibility. All land uses proposed within a Planned Residential Development shall be compatible with existing and planned uses of properties surrounding the Planned Residential Development; that is, internal uses shall be able to coexist in relative proximity to existing or planned surrounding uses in a stable fashion over time such that neither internal nor surrounding uses are unduly, negatively impacted, directly or indirectly by such uses. An evaluation of the external compatibility of a Planned Residential Development should be based on the following factors:
- a. All of these factors listed in this Section, with particular attention to those areas of the Planned Residential Development located on or near its perimeter;
 - b. The uses proposed near the Planned Residential Development perimeter and the conditions and limitations thereon;
 - c. the type, number, and location of surrounding external uses;
 - d. the Comprehensive Plan designation and zoning on surrounding lands; and
 - e. any other factor deemed relevant to the privacy, safety, preservation, protection, or welfare of lands surrounding the Planned Residential Development and any existing or planned use of such lands.
8. Intensity of Development. The residential density and intensity of use of a Planned Residential Development shall:
- a. Be compatible with the physical and environmental characteristics of the site;
 - b. Be able to coexist in relative proximity to existing or planned surrounding uses in a stable fashion over time such that neither internal nor surrounding uses are unduly, negatively impacted, directly or indirectly by such densities and intensities of use; and
 - c. Comply with the policies and density limitations set forth in the Comprehensive Plan.

Specific densities and intensity of uses within a Planned Residential Development shall be determined based on the following factors:

- a. The locations of various proposed uses within the Planned Residential Development and the degree of compatibility of such uses with each other and with surrounding uses;
 - a. The amount and type of protection provided for the safety, habitability, and privacy of land uses both internal and external to the Planned Residential Development;
 - b. The existing residential density and intensity of use of surrounding lands;
 - c. The availability and location of utility services and public facilities and services;
 - d. The amount and size of common open spaces and recreation areas;
 - e. The existence and treatment of any environmentally sensitive areas on the Planned Residential Development property or surrounding lands;
 - f. The access to and suitability of transportation arteries proposed within the Planned Residential Development and existing external transportation systems and arteries; and
 - g. Any other factor deemed relevant to the limitation of the intensity of development for the benefit of the public health, safety welfare.
9. Common Open Space. At least fifteen (15) percent of the area covered by a Final Development Plan shall be usable, common open space owned and operated by the applicant or dedicated to a homeowner association or similar group, provided that in establishing the density per gross acre the City Council may increase the percentage of common open space in order to carry out the intent and purpose set forth in this Article; and provided that any Planned Residential Development which only consists of one family dwellings with individually deeded lots shall only be required to have five (5) percent usable, common open space. Not more than one-half (1/2) of the total common open space area may be in a flood plain, buffer area, and/or water bodies.

Special Provisions:

The location of any structure (except permitted docks, walkways and piers) shall be setback a minimum of thirty-five (35) feet from wetlands.

The location of any structure (except permitted docks, walkways and piers) shall be setback a minimum of thirty-five (35) feet from perennial streams and creeks.

10. Access and Parking. All streets, thoroughfares, and access ways shall be designed to relate to the traffic circulation plans of the area. Adequate offstreet parking shall meet the requirements specified for the uses found in the District Regulations and Section 4.2 of these land development regulations.
11. External Transportation Access. A Planned Residential Development shall provide direct access to, a major street (arterial or collector) unless, due to the size of the Planned Residential Development and the type of uses proposed, it will not adversely affect the traffic on adjoining minor (local) streets.
12. Internal Transportation Access. Every dwelling unit or other use permitted in a Planned Residential Development shall have access to a public street either directly or by way of a private road. Permitted uses are not required to front on a dedicated public road. Private roads shall be constructed according to City specifications as found in Article 5, Subdivision Regulations. If the Planned Residential Development contains private roads, such private roads shall be owned and maintained by the applicant or dedicated to a homeowner's association or similar group.
13. Perimeter Requirements. Structures, buildings and streets located at the perimeter of the development shall be permanently screened by a landscaped buffer area (see Section 4.2).
14. Control of Area Following Completion. After completion of a Planned Residential Development, the use of the land and/or modification or alteration of any buildings or structures within the area covered by the Final Development Plan shall continue to be regulated in accordance with the approved Final Development Plan except as otherwise provided for herein.
 - a. Minor extensions, alterations or modifications of existing buildings or structures may be permitted after review and approval by the Land Development Regulation Administrator

provided they are substantially consistent with the original purpose, intent, overall design, and integrity of the Final Development Plan.

- b. Substantial change in permitted uses, location of buildings, or other specifications of the Final Development Plan may be permitted following public hearing and approval by the City Council upon receipt of the recommendation of the Planning and Zoning Board, as long as such changes are consistent with the original purpose, intent, overall design, and integrity of the Final Development Plan.

NOTICE TO APPLICANT

All attachments are required for a complete application. Once an application is submitted and paid for, a completeness review will be done to ensure all the requirements for a complete application have been met. If there are any deficiencies, the applicant will be notified in writing. If an application is deemed to be incomplete, it may cause a delay in the scheduling of the application before the Planning & Zoning Board.

A total of two (2) paper copies of the proposed Planned Residential Development Zoning and Preliminary Development Plan Application and support material, and one (1) PDF copy on a CD, are required at the time of submittal.

All property owners within three hundred (300) feet be notified by certified mail by the proponent and proof of the receipt of these notices be submitted as part of the application package submittal.

The Growth Management Department shall supply the name and addresses of the property Owners, the notification letters and the envelopes to the proponent.

ACKNOWLEDGEMENT, SIGNATURES AND NOTARY ON FOLLOWING PAGE

THE APPLICANT ACKNOWLEDGES THAT THE APPLICANT OR AGENT MUST BE PRESENT AT THE PUBLIC HEARING BEFORE THE PLANNING AND ZONING BOARD, AS ADOPTED IN THE BOARD RULES AND PROCEDURES, OTHERWISE THE REQUEST MAY BE CONTINUED TO A FUTURE HEARING DATE.

I hereby certify that all of the above statements and statements contained in any documents or plans submitted herewith are true and accurate to the best of my knowledge and belief.

Applicant/Agent Name (Type or Print)

Applicant/Agent Signature

Date

STATE OF FLORIDA
COUNTY OF _____

I hereby certify that on this day, _____ personally appeared before me, by means of ____ physical presence or ____ online notarization, who is personally known to me or who has produced _____ as identification, who is the person described in and who executed the foregoing instrument and who acknowledged before me that they executed the same for the uses and purposes therein expressed.

Witnessed by my hand and official seal, this _____ day of _____, 20____.

(NOTARY SEAL or STAMP)

Signature of Notary

Printed Name of Notary