

# City of Temple Terrace



## Guide to Site Plan Review Application and Process

June, 2018

# 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 Review (Pre-SPR), and Final Site Plan Review (SPR).**

Applicants can choose to have staff identify issues with a conceptual site plan and proceed with a Final Site Plan Review or go through the Preliminary Site Plan Review to solicit non-binding comments from City Council, however, if the Preliminary Site Plan Review is selected, the applicant will then need to go through the Final Site Plan Review (both processes have a separate application fee). A non-public hearing (except where a public hearing is otherwise required due to other application or City requirement) meeting is required before the City Council, which makes final decision on site plan approval. Administrative approval of a final site plan may occur if the proposed development does not significantly modify an existing site, as determined by the Community Development Director.

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** Property Owner/Applicant conducts a **Pre-Application Conference** with the Community Development Department staff (other departments or agencies may attend as deemed necessary by the department) 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 Application, **Preliminary or Final Site Plan** and supporting information/documents. Community Development

reviews submitted materials and prepares documents for applicable Agency / Committee review to solicit comments on the submitted application.

- **Development Review Committee (DRC)** - Representatives of City departments, each with their own specific duties and responsibilities.
- **Hillsborough County City-County Planning Commission (HCCPC)** – Known as the Planning Commission (C3PC on flow chart), it reviews the request for consistency with City of Temple Terrace Comprehensive Plan.
- **Hillsborough County School Board** - Reviews the request for consistency with school concurrency regulations, if applicable.
- **Other Agencies the City may deem necessary to review the request.**

### **Step Three**

Following the Applicant's receipt of comments from the various agencies listed above, a **Preliminary or 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. The Community Development Department will determine when the applicant has sufficiently addressed the DRC and Other Agency comments to request a meeting date before City Council. The planner will work with the City Manager's and City Clerk's Offices to schedule the item for City Council's next available meeting. It may take up 2-3 weeks to get on to City Council's agenda. The City Council makes the final decision, taking into consideration the staff report, comments and reports from other agencies, 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.

If a Preliminary Site Plan Review was processed, the next step will be the Final Site Plan Review, in which case the applicant will need to go to Step One a Pre-Application Conference meeting to review any changes (if any) made based on the completed Preliminary Site Plan Review process.



## SITE PLAN REVIEW APPLICATION

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

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

<b>SITE PLAN REVIEW - SCHEDULE OF FEES</b>	
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 (including all signatures and notarization)
- Site Plan Review Fee (Varies based on acreage or if administrative)
- Authorized Agent Affidavit (if applicable)
- Additional Owner Signature Sheet (if applicable)
- Six (6) copies of preliminary/final site plan (1:20 scale) per Sections 12-377 and 12-379
- Transportation Concurrency Application (including documentation for calculations)
- Stormwater/Drainage/Street/Access/Parking Improvements Plan
- Property Deed with Legal Description and Hillsborough County Tax Folio Record
- Boundary Survey or Sketch (Acreage, legal description, and signed and sealed by surveyor)
- Landscape and Irrigation Plan
- Tree Survey, Tree Removal Plan, and Existing & Proposed Tree Canopy Coverage
- Lighting Plan and Photometric Study
- Signage Plan, including colored sign graphics of all signs
- Colored Building Renderings/Elevations (height and facades of all sides of the building) –  
If in the Downtown Community Redevelopment Area, include horizontal and vertical dimensions of variations in facade and window areas of the building and floor plan.
- Cover letter – Summary of proposed project, including proposed waivers (if known)
- USB – Electronic copy of application materials (PDF, spreadsheet, etc)

Submittal Requests may also require:

- Traffic study (City may require after review of Transportation Concurrency Application)
- Drainage Calculation and Proof of SWFMD Approval
- School Concurrency Application (for residential projects)
- Other miscellaneous coordination letters (TECO, SWFWMD, 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 land use or zoning changes, site plans, or other non-permit development applications. 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 or Representative if corporation

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

**Notary for Owner’s or Representative’s Signature:**

**Notary for Authorized 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)



**ADDITIONAL OWNER or REPRESENTATIVE (IF CORPORATION)  
SIGNATURE SHEET**

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

I (we), the undersigned, attest and affirm that all representations made in this application are true and accurate to the best of my knowledge.

\_\_\_\_\_  
**Name** *(Please Print)*

\_\_\_\_\_  
**Signature**

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

\_\_\_\_\_  
**Name** *(Please Print)*

\_\_\_\_\_  
**Signature**

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

**STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH**

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me OR has produced \_\_\_\_\_ as identification. (type of identification produced)

\_\_\_\_\_  
(Notary Public Signature)

\_\_\_\_\_  
(print, name of Notary Public)

Notary Stamp