



CITY OF LARGO PROJECT REVIEW APPLICATION

FOR COMMUNITY DEVELOPMENT USE ONLY	
Case#:	S/T/R#:
Application Fee: \$	
Filing Date:	Acceptance Date:
Review Type:	Admin___ PB___ CC___

NOTE: THE DATE OF ACCEPTANCE IS THE DATE THE APPLICATION IS CONFORMANCE WITH ALL OF THE SUBMISSION REQUIREMENTS OF THE CODE.

I. Project:

- A. Project Name: _____
- B. Project Description: _____
- C. Address of Subject Property: _____
- D. Parcel I.D. No (s): _____
- E. Legal Description: _____
Full legal description attached Yes _____ No _____
- F. Existing use(s) of property: _____
- G. Concurrency Impact Questionnaire attached: Yes _____ No _____ N/A _____

Information provided in sections II and III is required to ensure that public officials do not violate conflict-of-interest laws.

II. Application:

- A. Applicant's Status: *Attach Proof of Ownership (Deed)* _____ *Owner (title holder)* _____ *Agent* _____
- B. Name of Applicant(s)/Contact Person(s): _____ Title: _____
Company (if applicable): _____
Mailing Address: _____
City _____ State _____ Zip Code _____
Telephone No.(_____) _____ FAX No.(_____) _____ e-mail _____
- C. If applicant is agent for property owner: *Attach proof of agent authorization*
Name of owner (title holder): _____
Mailing Address: _____
City _____ State _____ Zip Code _____

III. Additional Information:

- A. Is there any existing contract for sale of, or options to purchase, subject property? Yes _____ No _____
If "yes," list names of all parties involved: _____

- Is the contract/option contingent or absolute? _____

I/WE CERTIFY AND ACKNOWLEDGE THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY/OUR KNOWLEDGE.

Signature of Applicant _____ Signature of Applicant _____

 (Print Name and Title of Applicant) (Print Name and Title of Applicant)

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____,
by _____, who is/are personally known to me or has/have produced identification.

Type of identification produced: _____

(NOTARY SEAL)

 Notary Public Signature Notary Public Print Name

Development Review Standard Operating Procedure (SOP)
Small Scale Site Plan Review – aka Level I Review
Applicable CDC References: Section 5001(2) Small Scale Additions

I. Applicability- Non-residential and multifamily properties. It does not apply to single family property.

II. Types of Proposals Reviewed- The following types of proposals are considered to be subject to the level I review process. Regardless of specific proposal type, *no development shall be allowed to exceed the allowable cumulative total for gross floor area alterations*. The total amount of allowable alterations of total gross floor area conducted/permitted on a particular property in accordance with C and D will be computed on a cumulative basis for five (5) year periods of time. The initial five (5) year period started on November 1, 2011 and will end on November 1, 2016. At the end of each five (5) year period occurring thereafter, the cumulative total of allowable alterations that may be made to the gross square footage of buildings or structures located on a particular site that are completed in accordance with C and D shall reset to zero. The new cumulative total gross square footage at the end of a five (5) year period shall comprise the base gross square footage applicable to any site improvements conducted within the subsequent five (5) year period.

A. Interior improvements that intensify the use of the site. This generally encompasses renovations that will attract more demand. It includes conversion to mixed use but typically does not include renovations to businesses in an established shopping plaza.

B. Pole- or column-supported roofs subject to all the following:

- (1) The proposed roof must be over an impervious surface and may not have enclosed sides.
- (2) The roof addition complies with all applicable setback standards.
- (3) The roof addition is not for the purpose of conducting a separate business on the site.

C. Alterations to small structures - Alterations of buildings or structures with a cumulative total gross floor area of up to 25,000 square feet, result in a cumulative addition of either twenty five (25) percent or less or 2,500 square feet or less of the gross floor area

of the structure(s), whichever is less, and which comply with all applicable requirements, including, but not limited to, setback, parking and Building Code standards. The gross floor area must be under one (1) ownership but may include more than one (1) structure on a single parcel. *Verify allowable cumulative total.*

D. Alterations to large structures - Alterations of building or structures with a cumulative total gross floor area of 25,000 square feet or larger which result in a cumulative addition of ten (10) percent or less of the gross floor area of the building(s) or structure(s), and which comply with all applicable requirements including, but not limited to setback, parking and Building Code standards. The gross floor area must be under one (1) ownership and may include more than one (1) structure on a single parcel. *Verify allowable cumulative total.*

E. Increasing the ISR - Site improvements (including, but not limited to, parking lots, walkways, patios, and decks) that increase the impervious surface ratio (ISR) of the site up to, but not exceeding, the maximum permitted ISR in the applicable land use designation. All site improvements must comply with all applicable requirements, including but not limited to setback, parking and Building Code standards.

F. Telecommunication facilities on City-owned property.

Development Review Standard Operating Procedure (SOP)
Small Scale Site Plan Review – aka Level I Review
Submission Requirement Checklist

Submission Requirements - If a proposal qualifies as a small scale addition (see CDC requirements) all of the following items must be submitted prior to approval.

- A. The City's standard application form** - completely executed.
- B. The required application fee** - (\$200), Checks should be made out to the City of Largo.
- C. Seven (7) copies of a site plan, or as-built survey, drawn to scale, showing the following information:**
 - (1) Street address and boundaries of subject property and any easements, with dimensions;
 - (2) Locations and exterior dimensions of all existing buildings on the site, labeled to indicate present use, with a summary of total existing building coverage (in square feet);
 - (3) Locations and exterior dimensions of all proposed structural additions, labeled to indicate intended use, with a summary of total proposed additional building coverage (in square feet).
- D. Southwest Florida Water Management District (SWFWMD) stormwater management permit approval or letter of exemption**, if pervious (unpaved) surfaces will be effected.
- E. If in the CRDs** - A copy of the primary building facade elevation.