



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)
Hardship Relief Review**

Applicable CDC References: Section 4.3 Level III, Hardship Relief Review Process

I. Applicability- This Section provides standards for consideration of requests for hardship relief from the strict application of one or more CDC requirements that would render a parcel incapable of reasonable economic use. Deviation from specified provisions or development standards may be allowed when, because of the particular physical surroundings, shape, or topographical condition of the property, compliance would result in an undue hardship for the owner.

II. Review Criteria

A. Peculiar, special conditions – Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are generally not applicable to other lands, structures, or buildings with the same Future Land Use Map classification.

B. Unavoidable and not a result of applicant(s) actions - The special conditions and circumstances do not result from the actions of the applicant, nor could the conditions or circumstances be corrected or avoided by the applicant.

C. Minimum degree of relief – The relief granted is the minimum degree of relief necessary to make possible the reasonable use of the land, building, or structure in compliance with all other applicable regulations.

D. Deprivation of literal interpretation – literal interpretation of the provisions of the CDC would deprive the applicant of rights commonly enjoyed by other properties with the same Future Land Use Map designation under the terms of this CDC and would work undue hardship on the applicant.

E. Non-violation of policy intent - The grant of the relief will not violate the general intent and purpose of this CDC nor the policies of the Comprehensive Plan.

F. Unsafe conditions not created – The grant of relief will not create unsafe conditions nor other detriments to the public welfare beyond the normal effects of development otherwise allowed.

G. Necessary to preserve the substantial property rights – The proposed development will occur on a parcel of land which, when combined with adjacent land of the same ownership, is not capable of reasonable economic use under the provisions of this CDC, thereby making hardship relief necessary to preserve the substantial property rights of the applicant. This criterion does not apply to hardship relief requests concerning signage.

Development Review Standard Operating Procedure (SOP)
Hardship Relief Review – aka Level III Review
Submission Requirement Checklist

Pre-application Submittal

- A. Meet with Case Planner or Planner-on-Call** to determine the need for a Hardship Relief Review and review Hardship Relief criteria
- B. Compile the required application material** (see below)
- C. Confirm application deadlines, notice deadlines and meeting dates** (see attached timeline).

Application Submittal

- A. The City's standard application form** - The application must include a notarized signature of the property owner or his/her agent with a letter of authorization from the property owner authorizing the agent to process an application on the owner's behalf;
- B. The required application fee** – Applicable fees must be paid at the time the application is submitted. \$300 (Residential), \$500 (Commercial/Multi-Family) and \$50 for each additional administrative issue. Checks should be made out to the City of Largo;
- C. Eight copies of a current certified survey** signed and sealed by a registered surveyor which includes the legal description of the subject property, which shall include all easements, encroachments and other conditions existing on the site;
- E. Eight copies of letter requesting the relief** and citing the Hardship Relief review criteria;
- F. Proof of mailing of Public Notice.** 30 days prior to the meeting date the applicant must send a public notice to all property owners within 500 feet of the subject property. The Case Planner will create the notice and mailing labels. The applicant is responsible for printing and mailing the notices and providing proof of mailing from USPS to the Case Planer;
- G.** Any other items, as may be required by the DCO, to completely describe or evaluate the request.

Development Review Standard Operating Procedure (SOP)
Hardship Relief Review – aka Level III Review
Meeting Dates and Deadlines

The applicant should be aware of the submittal deadlines, public notice requirements.

<u>Date</u>	<u>Process</u>	<u>Responsibility</u>
_____	1. Application Submittal Deadline - 45 days prior to meeting date	Applicant
_____	2. Written Public Notice Deadline - 30 days prior to the meeting date the applicant must send a public notice to all property owners within 500 feet of the subject property. The Case Planner will create the notice and mailing labels. The applicant is responsible for printing and mailing the notices and providing proof of mailing from USPS to the Case Planer.	Applicant
_____	3. Newspaper Ad Published (on or before) – 15 days prior	Case Planner
_____	4. Agenda Packets and Staff Report Available Online – 14 days prior. A link to the agenda and staff report will be sent to the applicant via email.	Case Planner
_____	5. Property Posting - 7 days prior to meeting date	Case Planner
_____	6. Planning Board Meeting Date – Case Planner will do a staff presentation. The applicant must be present and available to answer questions from the Board.	Case Planner