

**INSTRUCTIONS FOR PERMITS AND OTHER APPLICATIONS OF THE SANIBEL LAND DEVELOPMENT CODE**

**EXPLANATION OF CHECKLIST ATTACHMENTS TO BE PROVIDED WITH APPLICATION FORMS  
FOR RESIDENTIAL STRUCTURES AND NON-RESIDENTIAL STRUCTURES**

**VERIFICATION OF PERMITTED RESIDENTIAL DENSITY** NOTE: Recorded deeds and other historical property records which may be required for verification of permitted residential density are available at the Official Records Department in the Lee County Courthouse.

**For any vacant, unplatted parcel (not in a modern platted subdivision)**, provide a certified statement identifying any contiguous lands which were under common ownership with the subject parcel on December 1, 1975.

**For any vacant parcel in a modern platted subdivision (listed below)**, provide a certified statement identifying any contiguous lands which were in common ownership with the subject parcel on July 8, 1976. (**Note**: Any lot in a subdivision marked by an asterisk [\*] having 10,000 net square feet or more is exempt from this requirement.)

Anchors Aweigh*	Gulf Shores*	Sanibel Lake Estates*
Beachview Country Club	Gumbo Limbo	Sanibel Pines
Belle Meade	Kearn's*	Sanibel River Estates*
Betts	Lagoon Estates*	Sanibel Shores
Bright Water	Lake Murex*	Sanibel Woodlands
Bryant Michigan*	Leisure Acres	Sawyer's
Caloosa Shores	Little Lake Murex	Seaside*
Cardinal Ridge	Los Conchas	Sedgemoor
Castaways	Palm Lake*	Shell Basket*
Chateau Sur Mer*	Periwinkle Properties	Shell Harbor*
Del Sega	Poinciana Circle	Southwinds*
Dinkin's Bayou	Ranchos Way	Terrill Ridge
Dunes - Phase I	O.L. Richardson's*	Tradewinds*
Dunes - Phase II	Sanibel Center	Water Shadows*
East Rocks*	Sanibel Estates*	West Rocks*
Gulf Pines	Sanibel Harbours*	Windrow
	Sanibel Isles*	S.B. Woodring's*

**For any vacant parcel in the following subdivisions approved by the City**, each platted lot is entitled to a dwelling unit.

Anhinga Estates	Heron's Landing	Sea Gate
Butterknife	Huschka	Sea Oats
Dunes - Phase III	Island Woods	Seagull Estates
Eastwood Landings	Kinzie Island	Seaspray
Foley	Lane-Cochran	South Capers
Gopher Walk	Long Acre Lake	Whisperwood Cove
Gulf Ridge	Sanctuary at Wulfert	
Gulf Ridge East	Sanibel Bayous	

**For any other vacant parcel in a subdivision approved by the City**, identify a development permit issued after July 19, 1976, which approved a subdivision establishing the subject parcel as a lot.

**For all subdivision, duplex, and multifamily applications**, provide actual calculations determining the number of dwelling units permitted on the parcel, carried to the hundredths place.

\_\_\_\_\_ **DEED** Copy of the owner's deed to the property included within this application as recorded in public records; and if the applicant is not the owner of record, a certified authorization from all the owners of record to the applicant to apply for permits on behalf of the owner.

\_\_\_\_\_ **OWNER'S AUTHORIZATION** If someone other than the owner will serve as the applicant in connection with the permitting process, a certified statement which authorizes that person to represent the owner and to bind the owner.

\_\_\_\_\_ **OTHER AGENCY PERMITS** A certified statement by the applicant setting forth all other permits that are required by any other governmental agencies in connection with the proposed development. If no other permits are required, the statement shall clearly indicate none are required. If any other such permits are required, the applicant shall submit, along with the application, a copy of the application submitted, or to be submitted, for each other required permit or, if available, a copy of the permit received.

\_\_\_\_\_ **SURVEY** An up-to-date (accurately reflecting present conditions), certified survey of the subject parcel bearing the signature and raised seal of a Florida registered land surveyor or professional engineer. If the land borders or contains an open body of water, the survey must be dated within six months prior to the date the application is filed. The survey must indicate or comply with the following: **(3 copies)**

- a) Scale must be 1" = 20'.
- b) Property lines, bearings and dimensions.
- c) Area of parcel in square feet.
- d) Coastal Construction Control Line (if applicable).
- e) Legal description of the property.
- f) North arrow, which shall be the same orientation on all pages.
- g) Abutting streets, indicating width of right-of-way, edge and width of pavement or traveled way, and whether public or private.
- h) Existing structures.
- i) Location of the percolation test and soil log (if applicable).
- j) Ground elevations (sufficient in number to accurately depict the site contours), referenced to NAVD of 1988.
- k) Easements, with use and dimensions noted, and whether public or private.
- l) Location and description of on-site well (if applicable), and whether active or inactive, public or private, and used for potable water, irrigation, or other purpose.
- m) If the parcel contains open bodies of water, roads or road rights-of-way or easements, the area (in square feet) of each, indicated separately. The surface area of an open body of water shall be calculated to the contour of the average elevation of the groundwater of the water table aquifer. The edge of an open body of water shall be represented by the mean high water line.
- n) Survey purporting to establish the local tidal datum or determination of the location of mean-high or mean-low water line shall provide certification by Florida registered land surveyor or professional engineer that such document was prepared in compliance with Florida Statutes, Chapter 177, Part II.
- o) Information on or accompanying the survey identifying the existing uses of all land and buildings shown thereon and indicating any structures to be removed.
- p) The delineation of all local drainage areas, open bodies of water, drainage ways, and any other area in which the seasonal high water table is at or above the ground surface.
- q) A note or statement the property is located in a special flood hazard area on the National Flood Insurance Program's Flood Insurance Rate Maps.

\_\_\_\_ **LOCATION MAP** A location plan indicating the relation of the development site to streets and well-known landmarks, existing zoning district(s) of the development site, and zoning districts within 200 feet of the development site.

\_\_\_\_ **SITE PLAN** Site development plan (**3 copies required**), indicating or complying with the following:

- a) Scale must be 1" = 20'.
- b) North arrow, which shall have the same orientation on all pages.
- c) Property lines, with dimensions.
- d) Coastal Construction Control Line (if applicable).
- e) Abutting road rights-of-way and easements, with dimensions.
- f) Proposed structures and existing structures which are to remain on the site, showing elevations of lowest floors.
- g) Proposed driveway, parking, loading, and turn-around areas, with dimensions, including any loading docks or platforms, and all other developed areas.
- h) Existing and proposed ground elevations, referenced to NGVD of 1929.
- i) Detailed specifications and location of proposed drainage swales or retention areas (including cross-sections and method of soil stabilization on all slopes).
- j) A plan view of all wastewater facilities. (The development permit application must be accompanied by the completed application for a wastewater disposal permit, where applicable).
- k) Total square footage of lot.
- l) Total square footage of impermeable coverage proposed (excluding up to a 4 foot-wide roof overhang).
- m) Total square footage of developed area proposed.
- n) Total square footage of areas to be cleared of vegetation.
- o) All existing and proposed utility structures and lines, such as, but not limited to, telephone lines, electric lines, water lines, sewer lines, gas lines, cable television lines, and fire hydrants, with locations and dimensions.
- p) All proposed easements.
- q) All means of vehicular access to adjoining streets.
- r) Any necessary improvements to adjoining streets, including acceleration and deceleration lanes, paving, traffic control markings, and land dedication for street purposes.

\_\_\_\_ **USE IDENTIFICATION** Identify all proposed uses of all land and structures on the development site.

\_\_\_\_ **REFUSE/GARBAGE DISPOSAL PLAN** A plan for refuse and garbage disposal, including location and size of receptacles and provisions for visual screening, pollution control, and protection from weather.

\_\_\_\_ **DRAINAGE PLAN** A drainage plan and map, demonstrating compliance with Land Development Code Chapter 126, Article XIII. Environmental Performance Standards and Chapter 118, Article IV. Standards for Stormwater Control.

\_\_\_\_ **EROSION/SEDIMENT CONTROL PLAN** A plan for erosion and sediment control, which shall use good development techniques to prevent soil erosion and water pollution.

\_\_\_\_ **EXTERIOR LIGHTING PLAN** A plan for exterior lighting, including the size, nature of construction, height, area and direction of illumination, and wattage to be used or foot-candles produced, if exterior lighting is proposed. The plan shall demonstrate compliance with Land Development Code Chapter 126, Article XIV. Division 4. Outdoor Lighting.

\_\_\_\_ **VEGETATION PLAN** A vegetation plan (**2 copies**) demonstrating compliance with the Land Development Code, including verification that the site has been prepared for vegetation inspection in accordance with the City's adopted vegetation standards. The vegetation plan shall generally describe all vegetation within the area to be disturbed by the proposed development, and shall:

- a) Include an inventory of all native vegetation or native plants, as defined in this code, (number and species) within the area to be disturbed. Native vegetation or native plants, as defined in this code, outside areas to be disturbed must be preserved in place;

- b) Locate and identify on a site plan all native vegetation or native plants, as defined in this code, within the area to be disturbed that is either two (2) inches or greater in diameter at any point more than two (2) feet above ground level or six (6) feet or more in height; locate and identify all native shrub-like plants (such as wild olive, wild coffee, white indigo berry and ferns, etc.) that are more than two (2) feet in height, and locate and identify any threatened or endangered species listed by the Florida Game and Freshwater Fish Commission, regardless of size;
- c) Provide a description of native trees within the area to be disturbed that are two (2) feet or more in height, by species, estimated number and general location;
- d) Describe the proposed treatment of the native vegetation or native plants, as defined in this code, within the area to be disturbed, i.e., transplant on- or off-site or destroy.
- e) State whether there exists upon the parcel any Brazilian pepper, Melaleuca, Earleaf Acacia, Lead Tree, Java Plum, Air Potato, Exotic Inkberry or Mother-in-Law's Tongue/Bowstring Hemp. If so, the vegetation plan shall include a plan for removal of these exotics, and for keeping the parcel permanently free of these exotics. The developer may omit from such a plan provisions for exotic removal and maintenance on any portions of a parcel which are donated to a bona fide organization dedicated to conservation, and which has a management plan for exotic removal; or to the city.

\_\_\_\_\_ **WILDLIFE PLAN** Identification and location of wildlife habitats of gopher tortoises, eastern indigo snakes, eagles, ospreys, loggerhead turtles, alligators, pileated woodpeckers, and river otters on the lot or parcel to be developed, to be verified through a field inspection by the City. In the case of the development of a single-family dwelling, the City, upon request of the owner, shall conduct the field inspection;

**AND**

A plan to preserve a portion of any existing indigenous wildlife habitat or to provide evidence of additional sanctuary area on or off the property to mitigate unavoidable destruction. Such plan, sanctuary, or mitigation is to be at the applicant's expense.

\_\_\_\_\_ **GOPHER TORTOISE PROTECTION** Verification that gopher tortoises have been protected on the site or have been removed from the proposed area of construction by a city authorized handler according to a plan approved by the City.

\_\_\_\_\_ **WATER AVAILABILITY** Documentation establishing the availability of water for the proposed development from the Island Water Association, Inc.

\_\_\_\_\_ **WASTEWATER TREATMENT** If connection to an existing package plant or to the Sanibel Sewer System is proposed, documentation of the availability of service from the owner of the wastewater facility. If a septic system or alternative system is proposed, submit a separate application for a City of Sanibel Wastewater Disposal Permit pursuant to Land Development Code Chapter 118, Article III.

\_\_\_\_\_ **FLOOR PLANS** Floor plans at a scale of one-quarter inch equals one foot, showing interior walls, identifying the use of all rooms, and showing all window and door openings and points of ingress and egress.

\_\_\_\_\_ **TYPICAL WALL SECTION** A typical wall section, at a scale of one-quarter inch equals one foot, showing compliance with Land Development Code, Chapter 94, Flood and Storm Proofing.

\_\_\_\_\_ **BUILDING ELEVATIONS** Elevations of all buildings, front, back and side, showing compliance with height restrictions and applicable setbacks, including "angle of light" restrictions.

\_\_\_\_\_ **FLOODPROOFING CERTIFICATION** Flood-proofing certification, by a Florida registered professional engineer or architect, of compliance with Land Development Code, Section 94-53., if applicable.

\*\*\*\*\*OTHER ITEMS APPLICABLE TO MULTIFAMILY AND NONRESIDENTIAL DEVELOPMENT\*\*\*\*\*

\_\_\_\_\_ **ECONOMIC AND TRAFFIC IMPACT STATEMENTS** Any commercial development proposal which includes more than twelve thousand (12,000) square feet of retail floor area shall require, as part of the development permit application, the submission of an impact statement which shall include the following information:

**Economic Impact:** Based on the supply and demand analysis provided in the commercial market study prepared for the city in 1981 (and any subsequent update reports prepared by or for the city), the applicant shall demonstrate that there is sufficient demand for the proposed development, without the necessity of any increase in traffic from outside of the city, and that the proposed development will not have a significant adverse impact on the economy of the city as a whole.

**Traffic Impact:** The applicant shall provide a professional traffic analysis that estimates the number of trips expected to be generated to and from the development, on an average day and a peak day during the peak season. This analysis of the impacts on traffic flow shall be quantified. Opportunities to mitigate potential traffic problems shall be identified. Estimates of the cost to implement these opportunities shall also be identified and a plan presented to implement them.

\_\_\_\_\_ **FLOOR AREA** Commercial structures - All the area of the floor surfaces in a structure, under roof, exclusive of overhangs and walkways, measured to the inside of the exterior walls, plus any area within a screened enclosure utilized for commercial activity, excluding the area contained below the lowest floor, as defined in Section 94-2 and any screened area used solely as an entryway or corridor.

\_\_\_\_\_ **FLOOR AREA RATIO (FAR)** Commercial structures - The ratio of total permitted floor area on the parcel to the total area of the commercially designated portion of the parcel.

\_\_\_\_\_ **VEGETATION BUFFERS FOR COMMERCIAL AND INSTITUTIONAL USES** All commercial and institutional development and uses (including special uses not exempted from compliance with this requirement) shall include strips of vegetation (i.e., vegetation buffers) to provide a barrier to both light and sound created by such uses and for the purpose of maintaining a rural, natural environment along city streets. Refer to Land Development Code Chapter 122, Article II, Division 2, for standards regarding the location, planting and maintenance of such vegetation buffers.

\_\_\_\_\_ **VEGETATION BUFFERS FOR RESIDENTIAL DEVELOPMENT ALONG ARTERIAL AND COLLECTOR ROADS** In approving a development permit for major subdivisions or residential development of more than five (5) dwelling units, a vegetation buffer shall be required along rural arterial and rural collector roads (See Land Development Code Section 78-1 for road classifications). Refer to Land Development Code Chapter 122, Article II, Division 3, for standards for location and size of buffers, as well as types, varieties and numbers of plants required in the buffer.

\_\_\_\_\_ **INTERIOR LANDSCAPING FOR OFF-STREET PARKING AREAS** Off-street parking areas shall have at least twenty (20) square feet of interior landscaping for each parking space. Such landscaped areas shall be located in such a manner as to divide and break up the expanse of the parking lot at strategic points to guide traffic flow and direction. Landscaped areas shall not be separated by more than ten (10) continuous parking spaces. Refer to Land Development Code Section 126-1405. for standards for the location and size of interior landscaping areas, as well as the types, varies and numbers of plants required in these areas.

\_\_\_\_\_ **FLOOR PLANS OF EXISTING BUILDING** Floor plans of the existing building, clearly dimensioned showing all exterior and interior walls and identifying the use of all rooms; indicate all window and door openings. Provide square footage calculations for existing floor area. A scale of one quarter (1/4) inch equals on (1) foot is preferred.

\_\_\_\_\_ **FLOOR PLANS OF PROPOSED REMODELING, IMPROVEMENTS AND ADDITIONS:**

**For Minor Remodeling Not Involving Floor Plan Changes** Submit a clearly dimensioned floor plan and a clearly written description of the proposed work.

**For Minor Remodeling Involving Floor Plan Changes** Submit a clearly dimensioned floor plan indicating the existing structure and new improvements, including doors, windows, openings, new bearing walls, columns, beams, floor and roof framing. Identify plumbing fixtures and electrical outlets, where appropriate to accurately document total scope of improvements, along with a written description of the proposed work. Provide square footage calculations for proposed floor area.

**For Major Remodeling And Additions** Submit a complete, detailed set of plans and specifications (Preferably at a scales of 1/4" = 1'0") clearly indicating the existing structure and new improvements, including doors, windows, openings, new bearing walls, columns, beams, floor and roof framing. Identify plumbing fixtures and electrical outlets where appropriate to accurately document total scope of improvements, along with a written description of the proposed work. Provide square footage calculations for proposed floor area.

\_\_\_\_\_ **SECTION DRAWINGS OF EXISTING STRUCTURE** Two building sections, one front to back, one side to side, indicating primary rooms, basic structure (i.e., concrete block, tie beams, roof trusses, wood framing, and finish materials).

\_\_\_\_\_ **SECTION DRAWINGS OF PROPOSED REMODELING, IMPROVEMENTS AND ADDITIONS** Two building sections, one front to back, one side to side, indicating primary rooms and basic existing structure (i.e., concrete block, tie beams, roof trusses, wood framing, and finish materials). Identify new structural connections, primary structure, columns, roof trusses, beams, floor joist, and additional sections as required to clearly locate all structural components of the building.

\_\_\_\_\_ **DEMOLITION DRAWINGS OF THE EXISTING STRUCTURE** This information may be incorporated into the required drawings submitted for documentation of the existing structure provided they do not prevent a clear, concise evaluation of the existing building. The demolition drawings are to indicate all areas required for removal or modification, including those areas required for sanitary, vent and water piping.

\_\_\_\_\_ **PHOTOGRAPHS** Photographs of the principal structure as it exists at the time the application is filed. Three photos of four principal elevations; label as noted 1A, 1B, etc.

Front	1A Left Corner	1B Center	1C Right Corner
Rear	2A Left Corner	2B Center	2C Right Corner
Right	3A Left Corner	3B Center	3C Right Corner
Left	4A Left Corner	4B Center	4C Right Corner

\_\_\_\_\_ **COST ESTIMATE FORM** For residential construction, attach a completed copy of the City of Sanibel "Form For Estimating the Cost of Residential Additions and Remodeling" (two copies). For all other construction, attach a completed copy of the City of Sanibel "Form for Cost Estimates for Additions, Extensions, Alterations, Reconstructions, Remodeling, Repairs and Improvements" (two copies). Blank forms are available from the Planning Department.

\_\_\_\_\_ **APPRAISAL REPORT** An appraisal report directed to the City from the appraiser containing an opinion as to market value of the structure before the remodeling or addition is started. Refer to Land Development Code Chapter 94 for requirements.

\_\_\_\_\_ **MARKET VALUE CERTIFICATION** A letter from an appraiser certifying familiarity with Flood Regulations and giving opinion as to the market value of the structure. Refer to the "Sample Letter" attached to the application form. This may be included with the appraisal report.