



CITY OF SANIBEL
Planning Department
APPLICATION FOR DEVELOPMENT PERMIT

**MINOR COSMETIC, NONSTRUCTURAL
ALTERATION TO A BUILDING EXTERIOR**
(WITH APPLICATION INFORMATION)

STAFF USE ONLY

APPLICATION No: _____ FILING DATE: _____ ACCEPTED BY: _____ FEE : _____

PART I. PARCEL IDENTIFICATION

TAX STRAP NUMBER: _____ - 46 - _____ - T _____ - _____ . _____

STREET ADDRESS OF PROPERTY: _____

PART II. OWNER & APPLICANT INFORMATION

NAME OF OWNER: _____

Owner's Mailing Address: _____

Owner's Phone No: _____ Business _____ Fax _____

Owner's **Email** Address: _____

NAME OF APPLICANT: _____

Applicant's Address: _____

Applicant's Phone No: _____ Business _____ Fax _____

Applicant's **Email** Address: _____

Applicant's Interest in Property: _____

PART III. PROVIDE A BRIEF DESCRIPTION OF THE PROPOSED DEVELOPMENT

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PART IV. ATTACHMENTS CHECKLIST:

The information and attachments requested as part of this application are the minimum necessary to determine compliance with the requirements of The Sanibel Plan and the Land Development Code (LDC). The City may require additional information, at any time during the application process, to determine compliance with the requirements of the Sanibel Plan and the LDC. Provide three copies of all surveys and plans. For a complete explanation of each item, refer to the Planning Department handout entitled "Instructions for Permits and Other Applications of the Sanibel Land Development Code".

- _____ DEED (COPY) OR LEE COUNTY OWNER OF RECORD
- _____ OWNER'S AUTHORIZATION (Certified Form Available in the Planning Department)
- _____ OTHER AGENCY PERMITS (Certified Statement RE: Required Permits and Copy of Applications/Permits)
- _____ VARIANCE REPORT WITH LIST/LABELS OF ALL PROPERTY OWNERS WITHIN 300 FT OF SUBJECT PROPERTY
(Obtain from Lee County Property Appraiser's Office)
- _____ COMPLETED BUILDING PERMIT APPLICATION
- _____ SURVEY (1"=20', With Raised Seal and Signature of Florida Registered Surveyor or Engineer)
- _____ LOCATION MAP
- _____ SITE DEVELOPMENT PLAN (1" = 20')
- _____ BUILDING ELEVATION PLANS SHOWING PROPOSED ALTERATIONS
- _____ DRAINAGE PLAN OR VERIFICATION OF EXISTING DRAINAGE IMPROVEMENTS
- _____ PLANS FOR STORMWATER & DEWATERING EROSION CONTROL
- _____ EXTERIOR LIGHTING PLAN
- _____ VEGETATION PLAN
- _____ WILDLIFE HABITAT IDENTIFICATION AND PLAN FOR PRESERVATION
- _____ VERIFY GOPHER TORTOISES ARE PROTECTED ON SITE OR HAVE BEEN REMOVED
- _____ OTHER INFORMATION REQUIRED FOR COMPLIANCE WITH THE LAND DEVELOPMENT CODE:

* * * * * **CERTIFICATION** * * * * *

I hereby certify that the information contained in this application and the attachments hereto are true and correct to the best of my knowledge and belief. Furthermore, I acknowledge that the City has the right to inspect the subject property in conjunction with this development permit application. (Please advise the City of any restrictions or limitations on the inspections.)

SIGNATURE OF OWNER / OWNER'S AUTHORIZED REPRESENTATIVE **DATE**

NOTE TO OWNER/APPLICANT: The proposed development may be subject to private deed restrictions or covenants. It is the applicant's responsibility to verify with the appropriate property owners association whether the proposed development complies with the applicable deed restrictions or covenants. **The City does not enforce deed restrictions or act as an arbitrator between the applicant and the association.**

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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***

- _____ **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.

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_____ **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.

_____ **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 footcandles 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;

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- 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.

_____ **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.

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*****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 94-1. 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.

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No accessory building or structure, and no building or structure designed or intended for use as an accessory to a permitted principal use, may be built or located on any lot or parcel of land upon which there is no principal building or structure, except for docks, boat davits, boat lifts and revetments; and except for accessory seawalls and erosion control structures which have been approved as conditional uses. Nothing in this section shall be construed to permit any building or structure in any zone where accessory uses are not permitted; where such accessory uses are otherwise prohibited by this Code; or, in the case of docks, boat davits or boat lifts, upon any lot or parcel which is unbuildable under this Code.

All accessory buildings and structures shall comply with the following requirements:

- (1) **Height.** Accessory structures shall comply with the height limitations for principal structures, but in no event shall an accessory structure exceed the height of a principal structure located on the same lot.
- (2) **Separation.** Accessory buildings or structures shall be at least ten (10) feet from any principal building located on the same lot, unless attached to and an integral part thereof, and shall be at least six (6) feet from any other accessory building or structure located on the same lot.
- (3) **Side and rear yard setbacks.** Accessory buildings and structures shall comply with the side and rear yard setback requirements for a principal structure, except as follows:
 - (a) Side and rear yard setback requirements shall not apply to accessory revetments, seawalls, or erosion control structures.
 - (b) Side yard setback requirements shall not apply to docks, boat davits, or boat lifts located along a side lot line.
 - (c) Rear yard setbacks requirements shall not apply to docks, boat davits, or boat lifts located along a rear lot line.
 - (d) Side and rear yard setback requirements shall not apply to docks, boat davits, or boat lifts located on Lots A through Q of Sanibel Harbors Subdivision.
- (4) **Front yards.** Accessory buildings are prohibited in actual front yard areas (between principal structure and front lot line), unless the accessory building is located more than one hundred fifty (150) feet from the front lot line. All accessory structures are prohibited within required front yard setbacks (including all street-side setbacks for multiple-frontage lots), except for:
 - (a) Ground-level walkways, driveways, bike paths, and parking areas (but not including those parking areas subject to Special Setbacks, Section I.E.13.);
 - (b) Utility facilities;
 - (c) Lamp posts and mailboxes;
 - (d) Planters and statuary up to three (3) feet in height; and
 - (e) Street graphics in accordance with Section I.E.1