



Planning, Zoning & Building Department (941) 316-1966
501 Bay Isles Road
Longboat Key, Florida 34228
Fax Number: (941) 316-1970
Web: <http://www.longboatkey.org>

SITE PLAN EXEMPTION

The applicant is required to submit three (3) individual, collated sets (one being the original) of the Site Plan Exemption (SPE) application, supporting plans and documents. If the SPE application is also being utilized as the Zoning Exception application, four (4) individual, collated sets of the application shall be required.

The filing fee for the Site Plan Exemption application is \$75.00. At the conclusion of your plan review by the Town, you will be billed for additional staff time, Town Attorney cost, cost of advertising, and any other miscellaneous costs incurred with the processing of the application.

JOB SITE

Street Address: _____ Unit #: _____

Condominium/Complex Name: _____

Zoning Classification: _____ Site Plan Order (or Resolution) No. _____

PROPERTY OWNER

Name (as on property record) *: _____

Email Address: _____

Phone: _____ Fax: _____ Other: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

* If the proposed work is being done for a condominium or other property owner association, photocopies of the approval documents (i.e., board minutes, etc.) authorizing the work to be completed, is required.

APPLICANT (if not property owner)

Check One: Tenant Contractor
Engineer/Surveyor Design Professional Other

Name: _____

Email Address: _____

Company/Firm: _____

Phone: _____ Fax: _____ Other: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

SCOPE OF SITE PLAN EXEMPTION REQUEST

The request for a Site Plan Exemption, pursuant to Section 158.100, *Exemptions*, of the Code of Ordinances of the Town of Longboat Key, is to do the following:

PROPOSED SURFACE MATERIAL

If the work is for at-grade work only, please complete the following:

Check One: New Alteration
Check (all applicable): Deck Driveway*/Walkway Patio
*Driveways on Gulf of Mexico Drive shall require a photocopy of the FDOT permit.

Check (all applicable): Natural Concrete Asphalt
 Shell/Limestone Gravel Pavers
Other _____

SITE CALCULATIONS

Lot Area (sq. ft.): _____ Proposed Structure(s) (sq. ft.): _____
Existing Lot Coverage (sq. ft.): _____ Proposed At-Grade Area (sq. ft.): _____
Existing Non-Open Space (sq. ft.): _____ Proposed Lot Coverage (sq. ft.): _____
 Proposed Non-Open Space (sq. ft.): _____

SIGNATURE OF PROPERTY OWNER(S)/AGENT

(I) (WE) understand that this document becomes a part of the permanent records of the Town of Longboat Key. (I) (WE) hereby certify that the above statements and the statements or showings made in any paper or plans submitted herein are true to the best of (my) (our) knowledge and belief.

Signature of Owner

The Owner has hereby designated the above signed person to act as the 'agent' in regard to this document. (To be executed when the Owner designates another to act on their behalf)

Printed/Typed Name of Owner

Printed/Typed Name of Agent

NOTARIZATION OF OWNER'S SIGNATURE

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by

_____ (name of person
acknowledging).

(Notary Seal)

Signature

Printed Name

Personally Known OR Produced Identification

Type of Identification Produced _____

OFFICE USE ONLY

Date of Filed: _____ Receipt #: _____ Site Plan Exemption #: _____
Date of Approval: _____ Staff Member (int.): _____ Zoning Exception #: _____