



## PLANNING AND DEVELOPMENT DEPARTMENT FLS & FLD APPLICATION INFORMATION

### SUBMITTAL CHECKLIST

*Italics indicate item may not always be required. Confirm with Staff in writing prior to submittal.*

#### **To be submitted as DOCUMENTS (mandatory):**

- ☐ Completed FLS/FLD Application (Pages 1 through 5)
- ☐ Detailed description of requested flexibility (Page 1)
- ☐ Complete sentence responses for General Applicability Criteria (Page 3)
- ☐ Complete sentence responses for correct Specific Flexibility Criteria (Page 4)
- ☐ Affidavit completed and notarized. (Page 5)

#### **Companion Applications (if applicable)**

- ☐ *US 19 or Downtown addendum applications (Required for US 19 and DT Districts)*
- ☐ *Comprehensive Landscape program (Required for flexibility from landscaping)*
- ☐ *Public Amenities Incentive Pool (Required for density/intensity in the DT District)*
- ☐ *Transfer of Development Rights (Required if density/intensity is to be transferred)*
- ☐ *Preliminary Plat (Required for alteration of three or more lots or parcels)*

#### **Narratives & Reports (if applicable)**

- ☐ One Page Stormwater Narrative including Calculations
- ☐ Tree Inventory (Required for every site with protected trees)
- ☐ *Narrative for Beach by Design, US 19 and Downtown design standards (Required for T, US 19 and DT Districts)*
- ☐ *Parking Demand Study (Required if reducing required parking)*
- ☐ *Traffic Impact Study (Required if exceeding thresholds detailed below)*

#### **To be submitted as PLANS (mandatory):**

- ☐ Signed Survey
- ☐ Cover Sheet with Site Data Table
- ☐ *Demolition Plans*
- ☐ Site Plans with dimensions showing all new construction
- ☐ Paving, Grading and Drainage
- ☐ *Turning template plans (Required for certain vehicular movements)*
- ☐ Utility Plans (include solid waste receptacles and enclosure)
- ☐ *Landscape Plan (Tree planting plan for detached dwelling projects)*
- ☐ *Irrigation Plan (May not be required for detached dwelling projects)*
- ☐ Tree Survey
- ☐ Tree Protection Plan
- ☐ Floor Plans
- ☐ Architectural Elevations measuring height
- ☐ *Architectural elevations with dimensions and details required for Beach by Design, US 19 and Downtown.*



## PLANNING AND DEVELOPMENT DEPARTMENT FLS & FLD APPLICATION INFORMATION

### APPLICATION REQUIREMENTS DETAILS

A complete submittal is required. The City reserves the right to reject online submittals that deviate from the standards, and to require the documents to be resubmitted. Any exemption to these requirements must be confirmed in writing from city staff prior to submitting or the application may be incomplete and/or delayed.

Plans shall be set to landscape view, and oriented so that North is always at the top of the monitor; while documents shall be oriented either landscape or portrait view so that the top of the page is always at the top of the monitor. The Plan Sheets shall be named (online in ePermit submittal) in a logical and concise method (**C1.0, C1.1, LS1.1, LS 1.2, etc**). Resubmittals may be rejected due to incorrect naming as they must match sheet names or sheet versioning will be incorrect.

Submittals in ePermit shall be uploaded as either “APPLICATIONS” or “PLANS” type only, as detailed above.

#### ***Parking Demand Study***

If flexibility from the parking standards is requested that is greater than 50% (excluding those standards where the difference between the top and bottom of the range is one parking space), then a parking demand study must be provided. The proposed methodology of the parking demand study must be approved in writing by both Traffic Engineering and the Planning and Development Department prior to conducting the study and prior to submitting the study. The findings of the study shall be used in determining whether or not flexibility to the parking standards are supported and/or approved.

#### ***Traffic Impact Study***

A traffic impact study shall be required for all proposed developments if the total generated net new trips meet one or more of the following conditions:

- Proposal is expected to generate 50 or more new trips in any given hour (directional trips, inbound or outbound on the abutting streets) and/or 500 or more new trips per day (As per CDC Section 4-904.C3 & C.6); or
- Anticipated new trip generation degrades the level of service as adopted in the City’s Comprehensive Plan to unacceptable levels; or
- The study area contains a segment of roadway and/or intersection with five reportable accidents within a prior twelve-month period, or the segment and/or intersection exists on the City’s annual list of most hazardous locations, provided by the City of Clearwater Police Department; or
- The Traffic Operations Manager or their designee deems it necessary to require such assessment in the plan review process. Examples include developments that are expected to negatively impact a constrained roadway or developments with unknown trip generation and/or other unknown factors.

## PLANNING AND DEVELOPMENT DEPARTMENT FLS & FLD APPLICATION INFORMATION

### ***Stormwater Narrative***

The stormwater narrative shall describe the proposed stormwater control plan including location of onsite and offsite stormwater management facilities, including offsite elevations, as may be required by the Engineering Department to evaluate proposed stormwater management, as well as a narrative describing the proposed stormwater control plan. This shall include calculations not to exceed one page, additional calculations will be required at time of building construction permit. Additional data necessary to demonstrate compliance with the City of Clearwater Storm Drainage Design Criteria manual may be required at time of building construction permit.

### **Plans Details:**

#### ***Civil/Site/Drainage/Utility Plans General***

The site plan shall be prepared by a professional architect, engineer or landscape architect, be drawn to a minimum scale of one inch equals 50 feet, and shall include the following:

- Index sheet of the same size shall be included with individual sheet numbers referenced thereon.
- Property lines and zoning or future land use boundaries if multiple designations.
- Site Data Table including density, intensity, parking, impervious surface ratio, etc.
- North arrow, scale, location map and date prepared.
- Identification of the boundaries of phases, if development is proposed to be constructed in phases.
- Location of the Coastal Construction Control Line (CCCL), whether the property is located within a Special Flood Hazard Area, and the Base Flood Elevation (BFE) of the property, as applicable.
- Location, footprint and size of all existing and proposed buildings and structures on the site.
- Location and dimensions of vehicular and pedestrian circulation systems, both on-site and off-site, with proposed points of access.
- Location of all existing and proposed sidewalks, curbs, water lines, sanitary sewer lines, storm drains, fire hydrants and seawalls and any proposed utility easements.
- Stormwater Plan showing the location and details of onsite and offsite stormwater management facilities as referenced in the one page stormwater narrative including calculations which demonstrate the facility can meet Clearwater requirements.
- Location, dimensions and details of solid waste collection facilities, required screening and provisions for accessibility for collection.
- Location of off-street loading area, if required by Section 3-1406.
- All adjacent right(s)-of-way, with indication of centerline and width, paved width, existing median cuts and intersections and bus shelters.
- Dimensions of existing and proposed lot lines, streets, drives, building lines, setbacks, structural overhangs and building separations.

## PLANNING AND DEVELOPMENT DEPARTMENT FLS & FLD APPLICATION INFORMATION

- Identification and description of watercourses, wetlands, tree masses, specimen trees, and other environmentally sensitive areas.
- Turning templates for passenger vehicles (19 feet size), Fire apparatus, and solid waste vehicles. Specifically, solid waste vehicles are 12 feet wide mirror to mirror, 14 feet in height, require 30 feet of clearance when servicing a dumpster, 37 feet in length and Inter-Axle Diff lockout.

### ***Landscape Plan***

A landscape plan shall be provided for any project where there is a new use or a change of use; or an existing use is improved or remodeled in a value of 25% or more of the valuation of the principal structure as reflected on the property appraiser's current records, or if an amendment is required to an existing approved site plan; or a parking lot requires additional landscaping pursuant to the provisions of Article 3, Division 14.

The landscape plan shall be drawn to a scale consistent with the site plan, and shall include the following:

- Location, size, description, specifications (Florida Grades) and quantities of all existing and proposed landscape materials, including botanical and common names.
- Existing trees on-site and immediately adjacent to the site, by species, size and location, including drip line.
- Interior landscape areas hatched and/or shaded and labeled and interior landscape coverage, expressed both in square feet, exclusive of perimeter landscaped strips, and as a percentage of the paved area coverage of the parking lot and vehicular use areas.
- Location of existing and proposed structures and improvements, including but not limited to sidewalks, walls, fences, pools, patios, dumpster pads, pad mounted transformers, fire hydrants, overhead obstructions, curbs, water lines, sanitary sewer lines, storm drains, seawalls, utility easements, treatment of all ground surfaces, and any other features that may influence the proposed landscape.
- Location of parking areas and other vehicular use areas, including parking spaces, circulation aisles, interior landscape islands and curbing.
- Drainage and retention areas, including swales, side slopes and bottom elevations.
- Delineation and dimensions of all required perimeter landscape buffers and/or zones including sight triangles, if any.
- Details of bioswales or other Low Impact Development (LID) techniques as required in US 19 Zoning District.
- Table of tree inches diameter at breast height (DBH) to be removed rated 3 or better and any trees to be replanted (caliper inches) clearly listing any deficit.



## PLANNING AND DEVELOPMENT DEPARTMENT FLS & FLD APPLICATION INFORMATION

### ***Tree Survey, Inventory, and Preservation Plan***

The tree survey shall depict the location of all protected trees and palms by size, canopy and species. The tree inventory shall:

- Be prepared by a certified arborist and include the name and certification number of the arborist.
- Include all shade trees four inches diameter at breast height (DBH) and greater, all accent trees two inches DBH and greater, and any other planted tree part of an approved landscape plan
- Specify the size (DBH), canopy, and condition of such trees as per Community Development Code Section 3-1202.H.
- Rate trees and palms on a scale of zero to six as per the Community Development Code.

The Tree Preservation Plan shall show or provide:

- Clearly show all trees proposed to be preserved,
- Existing and proposed structures, utilities, walks, driveways, and parking areas and other improvements.
- All impacts to trees including grade changes, utilities, and irrigation must be clearly shown to assess the realistic preservation of trees.
- Provide the dimensions of the tree barricades from the tree, based on the diameter at breast height of the tree, ensuring the critical root zone is protected. A minimum of nine inches of root area protection for every inch in diameter may be required.
- Include name and number of the ISA Certified arborist who prepared the tree preservation plan and if different, the name and number of the ISA Certified arborist who will be installing, inspecting and implementing the Tree Preservation Plan through the permitting process.

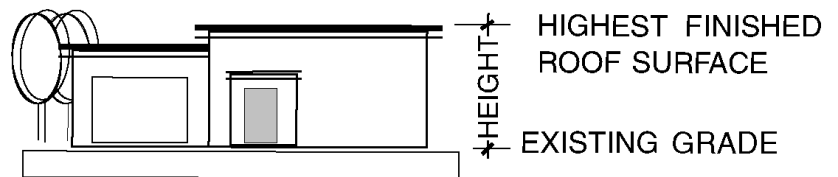
## PLANNING AND DEVELOPMENT DEPARTMENT FLS & FLD APPLICATION INFORMATION

### **Architectural Details**

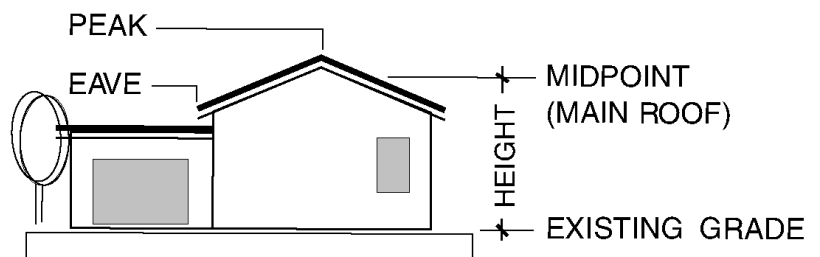
Building elevation drawings shall depict the building or structure elevations including height, consistent with the definition of height, below, and building materials. Typical floor plans shall be provided and shall include floor plans for each floor. Color Elevations are required for the Community Development Board. The architectural plans shall provide all dimensions, details, and perspectives required to ensure compliance with the Design Standards of US 19 and Downtown Zoning Districts as well as Beach by Design.

*Height, building or structure, means for buildings, the vertical distance from the mean elevation of the existing grade to the highest finished roof surface in the case of a building with a flat roof, or the vertical distance from the existing grade to a point representing the midpoint of the peak and eave heights of the main roof structure of the roof of a building having a pitched roof. For other structures, the vertical distance from existing grade to the highest point of the structure above such existing grade. Where minimum floor elevations in flood prone areas have been established by law, the building height may be measured as though the required minimum floor elevations constitute existing grade. In addition, (1) linear radio and television antennas shall be permitted to project ten feet higher than the maximum height otherwise specified for the zoning district within which the antenna is located. Parabolic and other geometrically shaped antenna shall not be permitted this height increase. (2) Flagpoles located on top of buildings shall be permitted to project ten feet higher than the maximum height otherwise specified for the zoning district assigned to the property. (3) Elevator equipment rooms and like mechanical equipment enclosures shall be permitted to project up to 16 feet higher than the maximum height otherwise specified for the zoning district assigned to the property. (4) Parapet walls constructed on buildings with flat roofs shall be permitted to extend not higher than 42 inches over the maximum height specified for the zoning district in which the building is located. (5) Structures permanently affixed to the roof that accommodate rooftop occupancy shall only be permitted if within the maximum allowable height.*

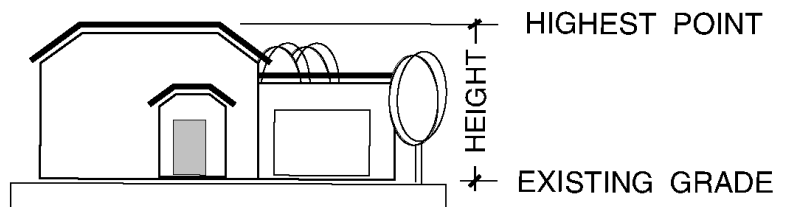
#### FLAT ROOF



#### PITCHED ROOF



#### OTHER STRUCTURES





## PLANNING AND DEVELOPMENT DEPARTMENT FLS & FLD APPLICATION

**THIS APPLICATION IS REQUIRED FOR ALL LEVEL ONE FLEXIBLE STANDARD DEVELOPMENT (FLS) AND LEVEL TWO FLEXIBLE DEVELOPMENT (FLD) APPLICATIONS. ALL APPLICATIONS MUST BE SUBMITTED ONLINE AT: [epermit.myclearwater.com](http://epermit.myclearwater.com)**

NOTE THAT THE APPLICANT AND/OR AGENT IS REQUIRED TO SUBMIT COMPLETE AND CORRECT INFORMATION AS INCLUDED IN THIS APPLICATION. THIS APPLICATION IS REQUIRED TO BE SUBMITTED IN PERSON OR ONLINE TO THE PLANNING & DEVELOPMENT DEPARTMENT (INCLUDING PLANS AND DOCUMENTS, UPLOADED, PROCESSED AND FINALIZED) BY NOON ON THE SCHEDULED DEADLINE DATE [SUBMITTAL CALENDAR](#). IF THE PROPERTY OWNER IS NOT A NATURAL PERSON, SUCH AS AN ORGANIZATION (COMPANY OR TRUST), THE NAME OF THE PERSON SIGNING ON BEHALF IS REQUIRED. IF THERE IS MORE THAN ONE AGENT OR REPRESENTATIVE, THE NAME OF EACH PERSON NEEDS TO BE PROVIDED. THE APPLICANT, BY FILING THIS APPLICATION, AGREES TO COMPLY WITH ALL APPLICABLE REQUIREMENTS OF THE COMMUNITY DEVELOPMENT CODE. [ADDITIONAL INFORMATION ON SUBMITTAL REQUIREMENTS INCLUDING WORKSHEETS AND HANDOUTS, ETC.](#)

### FIRE DEPARTMENT PRELIMINARY

SITE PLAN REVIEW FEE: \$200 (NOT APPLICABLE FOR DETACHED DWELLING OR DUPLEXES)

APPLICATION FEES: \$100 (FLS – ACCESSORY STRUCTURES ASSOCIATED WITH A SINGLE-FAMILY OR DUPLEXES)  
\$200 (FLS – DETACHED DWELLINGS OR DUPLEXES)  
\$475 (FLS – ATTACHED DWELLINGS, MIXED-USE, AND NONRESIDENTIAL USES)  
\$300 (FLD – DETACHED DWELLINGS, DUPLEXES, AND THEIR ACCESSORY STRUCTURES)  
\$1,205 (FLD – ATTACHED DWELLINGS, MIXED-USE, AND NONRESIDENTIAL USES)

PROPERTY OWNER (PER DEED): \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

APPLICANT/PRIMARY CONTACT  
NAME: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

ADDRESS OF SUBJECT  
PROPERTY: \_\_\_\_\_  
PARCEL NUMBER (S): \_\_\_\_\_  
SITE AREA (SQUARE FEET AND  
ACRES): \_\_\_\_\_  
ZONING: \_\_\_\_\_  
FUTURE LAND USE: \_\_\_\_\_  
DESCRIPTION OF REQUEST: \_\_\_\_\_  
(MUST INCLUDE USE,  
REQUESTED FLEXIBILITY,  
PARKING, HEIGHT, ETC) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





## PLANNING AND DEVELOPMENT DEPARTMENT FLS & FLD APPLICATION

### GENERAL INFORMATION

PROVIDE THE FOLLOWING GENERAL INFORMATION ON THE PROPOSED PROJECT. IF NOT APPLICABLE MARK N/A. THE MAXIMUM PERMITTED OR REQUIRED AMOUNTS ARE LISTED IN THE ZONING DISTRICT IN THE COMMUNITY DEVELOPMENT CODE WHICH IS AVAILABLE ONLINE AT:

[HTTPS://LIBRARY.MUNICODE.COM/FL/CLEARWATER/CODES/COMMUNITY DEVELOPMENT CODE](https://library.municode.com/fl/clearwater/codes/community_development_code)

#### **DWELLING UNITS:**

A DWELLING UNIT IS A BUILDING OR PORTION OF A BUILDING PROVIDING INDEPENDENT LIVING FACILITIES FOR ONE FAMILY INCLUDING THE PROVISION FOR LIVING, SLEEPING, AND COMPLETE KITCHEN FACILITIES.

MAX. PERMITTED: \_\_\_\_\_

PROPOSED: \_\_\_\_\_

#### **HOTEL ROOMS:**

A HOTEL ROOM IS AN INDIVIDUAL ROOM, ROOMS OR SUITE WITHIN AN OVERNIGHT ACCOMMODATIONS USE DESIGNED TO BE OCCUPIED, OR HELD OUT TO BE OCCUPIED AS A SINGLE UNIT FOR TEMPORARY OCCUPANCY.

MAX. PERMITTED: \_\_\_\_\_

PROPOSED: \_\_\_\_\_

#### **PARKING:**

LIST PARKING SPACES. PARKING SPACES MUST MEET THE REQUIREMENTS OF THE COMMUNITY DEVELOPMENT CODE (CDC) INCLUDING LOCATION, MATERIALS AND DIMENSIONS. BACK OUT PARKING IS PROHIBITED FOR MOST USES.

REQUIRED: \_\_\_\_\_

PROPOSED: \_\_\_\_\_

#### **FLOOR AREA RATIO (FAR):**

DO NOT INCLUDE PARKING GARAGES, CARPORTS, STAIRWELLS AND ELEVATOR SHAFTS. AREA IS FOUND BY MULTIPLYING THE LENGTH TIMES THE WIDTH DIMENSION FOR EACH FLOOR AND SHOULD BE EXPRESSED IN SQUARE FEET. DO NOT INCLUDE PARKING GARAGES, CARPORTS, STAIRWELLS AND ELEVATOR SHAFTS. FAR IS NOT REQUIRED FOR RESIDENTIAL ONLY PROJECTS UNLESS IN US 19 ZONING DISTRICT.

MAX. PERMITTED: \_\_\_\_\_

PROPOSED: \_\_\_\_\_

#### **IMPERVIOUS SURFACE RATIO (ISR):**

ISR MEANS A MEASUREMENT OF INTENSITY OF HARD SURFACED DEVELOPMENT ON A SITE, BASICALLY ANY SURFACE THAT IS NOT GRASS OR LANDSCAPED AREAS ON PRIVATE PROPERTY. AN IMPERVIOUS SURFACE RATIO IS THE RELATIONSHIP BETWEEN THE TOTAL IMPERVIOUS VERSUS THE PERVIOUS AREAS OF THE TOTAL LOT AREA. [LINK TO ADDITIONAL INFORMATION INCLUDING ISR WORKSHEET.](#)

MAX. PERMITTED: \_\_\_\_\_

PROPOSED: \_\_\_\_\_

PLEASE LIST PERCENTAGE % AND SQUARE FEET.





# PLANNING AND DEVELOPMENT DEPARTMENT FLS & FLD APPLICATION

## GENERAL APPLICABILITY CRITERIA

PROVIDE COMPLETE RESPONSES TO EACH OF THE SIX (6) GENERAL APPLICABILITY CRITERIA OF COMMUNITY DEVELOPMENT CODE SECTION 3-914.A.1 THROUGH 6, EXPLAINING HOW, IN DETAIL, THE CRITERIA IS MET. USE ADDITIONAL SHEETS AS NECESSARY:

1. THE PROPOSED DEVELOPMENT OF THE LAND WILL BE IN HARMONY WITH THE SCALE, BULK, COVERAGE, DENSITY AND CHARACTER OF ADJACENT PROPERTIES IN WHICH IT IS LOCATED.

---

---

---

2. THE PROPOSED DEVELOPMENT WILL NOT HINDER OR DISCOURAGE THE APPROPRIATE DEVELOPMENT AND USE OF ADJACENT LAND AND BUILDINGS OR SIGNIFICANTLY IMPAIR THE VALUE THEREOF.

---

---

---

3. THE PROPOSED DEVELOPMENT WILL NOT ADVERSELY AFFECT THE HEALTH OR SAFETY OR PERSONS RESIDING OR WORKING IN THE NEIGHBORHOOD OF THE PROPOSED USE.

---

---

---

4. THE PROPOSED DEVELOPMENT IS DESIGNED TO MINIMIZE TRAFFIC CONGESTION.

---

---

---

5. THE PROPOSED DEVELOPMENT IS CONSISTENT WITH THE COMMUNITY CHARACTER OF THE IMMEDIATE VICINITY OF THE PARCEL PROPOSED FOR DEVELOPMENT.

---

---

---

6. THE DESIGN OF THE PROPOSED DEVELOPMENT MINIMIZES ADVERSE EFFECTS, INCLUDING VISUAL, ACOUSTIC, AND OLFACTORY AND HOURS OF OPERATION IMPACTS, ON ADJACENT PROPERTIES.

---

---

---



PROVIDE COMPLETE RESPONSES TO THE APPLICABLE FLEXIBILITY CRITERIA (OR USE SPECIFIC CRITERIA IN US 19 AND DOWNTOWN ZONING DISTRICTS). THESE CRITERIA ARE SPECIFIC TO THE USE AND THE ZONING DISTRICT OF THE SUBJECT PROPERTY AND ARE PART OF THE COMMUNITY DEVELOPMENT CODE AVAILABLE ONLINE AT [MUNICODE.COM](http://MUNICODE.COM) :

**IF YOU NEED HELP FINDING THE CRITERIA OR STANDARDS PLEASE CONTACT A DEVELOPMENT REVIEW PLANNER AT THE ZONING LINE 727-562-4604. USE ADDITIONAL SHEETS AS NECESSARY:**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



# PLANNING AND DEVELOPMENT DEPARTMENT

## AFFIDAVIT TO AUTHORIZE AGENT/REPRESENTATIVE

1. Provide names of all property owners on deed – PRINT full names:

\_\_\_\_\_  
\_\_\_\_\_

2. That (I am/we are) the owner(s) and record title holder(s) of the following described property:

\_\_\_\_\_

3. That this property constitutes the property for which a request for (describe request):

\_\_\_\_\_  
\_\_\_\_\_

4. That the undersigned (has/have) appointed and (does/do) appoint:

\_\_\_\_\_

as (his/their) agent(s) to execute any petitions or other documents necessary to affect such petition;

5. That this affidavit has been executed to induce the City of Clearwater, Florida to consider and act on the above described property;
6. That site visits to the property are necessary by City representatives in order to process this application and the owner authorizes City representatives to visit and photograph the property described in this application;
7. That (I/we), the undersigned authority, hereby certify that the foregoing is true and correct.

\_\_\_\_\_  
Property Owner/ Registered Agent of Organization

\_\_\_\_\_  
Property Owner/ Registered Agent of Organization

\_\_\_\_\_  
Property Owner/ Registered Agent of Organization

\_\_\_\_\_  
Property Owner/ Registered Agent of Organization

STATE OF FLORIDA  
COUNTY OF PINELLAS

The foregoing instrument was acknowledged before me by means \* physical presence or \* online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_ by (\_\_\_\_\_) as (\_\_\_\_\_) of (\_\_\_\_\_), who \_\_\_\_\_ is/are personally known to me or \_\_\_\_\_ who has/have produced a driver's license as identification.

NOTARY PUBLIC

Signature: \_\_\_\_\_

My Commission expires: \_\_\_\_\_