



The City of Melbourne



Planning and Economic Development
900 E. Strawbridge Ave. • Melbourne, FL 32901 • Fax (321) 674-5743
Phone (321) 953-6209 • E-Mail: p&z@melbourneflorida.org • Internet: melbourneflorida.org

APPLICATION FOR SITE PLAN REVIEW

DATE RECEIVED: _____ **SITE PLAN NO.:** _____

This Site Plan review application must be completed and returned with all attachments referenced in items below to the Planning and Economic Development Department of the City of Melbourne, Florida. This application will then be referred to the Planning and Zoning Board for study and recommendation. It will then be sent to the City Council for its review and approval/disapproval. All applications shall comply with City Code, Appendix B, Zoning and Appendix D, Land Development Code.

(Please Print)

1. APPLICANT NAME: _____
CONTACT PERSON (If Corporation): _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: _____ FAX: _____
E-MAIL ADDRESS: _____

2. OWNER OF PROPERTY: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: _____ FAX: _____
E-MAIL ADDRESS: _____

3. If Applicant or Owner cannot attend the Planning and Zoning Board and/or City Council Meetings, please list the name of a Representative who will make the presentation, answer questions or make decisions for the Applicant or Owner.

REPRESENTATIVE NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: _____ FAX: _____
E-MAIL ADDRESS: _____

4. NAME OF PROJECT: _____

5. PARCEL ID NUMBER (PROPERTY ID NUMBER):
TWP _____ RNG _____ SEC _____ BLK _____ LOT(s) _____
Parcel Numbers: _____
Tax Account Number(s): _____

6. HIGHWAYS & STREET BOUNDARIES: _____

7. Size of specific area covered by application: (acreage must agree w/legal and survey: _____

8. Future Land Use: _____ Zoning: _____

9. ADJACENT DEVELOPMENTS:

10. TYPE OF PROPOSED DEVELOPMENT: _____

Height of Building: _____

Number of structures proposed: _____

Total area of structures (s.f.): _____

Density: _____

11. VARIANCES EXISTING OR APPLIED FOR ON SUBJECT PROPERTY: _____

12. Is this project proposed as an affordable housing development? _____ Yes _____ No
(If Yes, submit Notice of Affordable Housing Project)

13. A permit for building or building expansion of the following types of development shall not be issued prior to following the appropriate city approval process listed below. Development plans below these thresholds shall only require city staff approval:

Proposed Use	P&Z Board Consideration	City Council Consideration
Commercial building sites	3-10 acres	10 acres or more
Industrial building sites	5-10 acres	10 acres or more
Multi-family developments	20-40 acres	40 or more units
Mobile home parks	--	All
New development in the downtown redevelopment area*	Less than an acre	1 acre or more
Institutional developments	Less than 10 acres	10 acres or more
Conditional uses	--	All

*For the purposes of this subsection the term "new development in the downtown redevelopment area" shall include renovation of any facility requiring an increase of twenty-five (25) per cent or more of the gross square footage of the floor area.

14. THE FOLLOWING ITEMS ARE NEEDED TO COMPLETE THIS APPLICATION FOR REVIEW:

- a. _____ A Site Plan Reproducible signed by applicant or legal representative. (Submitted after initial staff review)
- b. _____ 12 Site Plans (two (2) of which must be signed and sealed). (The site plan shall contain, at a minimum, those requirements found in Article IX, Appendix B, City Code). Resubmittal will require 22 sets (two (2) of which must be signed and sealed).
- c. _____ Rendering or photograph of proposed development.
- d. _____ One copy of the site plan on an 8½" x 11" sheet or disc/e-mail attachment. (jpeg or bmp)
- e. _____ Two Certified Surveys of the property (same scale as Site Plan) and a written legal description of specific area in question with exact acreage.
- f. _____ Affidavit of Ownership, if applicable.
- g. _____ Two (2) copies of the Environmental Impact Assessment (in accordance with Appendix D,

Chapter 9, Article IV, City Code), including TWO Certified Tree Surveys of the property (same scale as Site Plan). If the site is already developed, please submit an official request for exemption pursuant to City Code, Appendix D, Chapter 9, Article IV.

h. _____ The completed Concurrency Review Application.

i. **Fee Submittal**

_____ Residential Development:

20 – 40 Units	681.00
40+ Units	1,362.00

_____ Non-Residential Development

Commercial (three to 10 acres)	681.00
Industrial (five to 10 acres)	681.00
Institutional (less than 10 acres)	681.00
Commercial, industrial or institutional (over 10 acres)	1,362.00

_____ Other Development

Site plan in conjunction with a conditional use	1,362.00
Mobile home park	1,362.00
Mixed use project	1,362.00
Project in Downtown Melbourne CRA	
Less than one acre	681.00
One acre or more	1,362.00

_____ Substantial deviation during plan review 50% of original site plan review

_____ I AM THE OWNER

_____ I AM THE LEGAL REPRESENTATIVE OF THE OWNER (Attach Affidavit of Ownership) of the property described which is the subject of matter of this application. Under penalties of perjury, I declare that I have read the foregoing application and that all the answers to the questions in said application and all sketches and data and matter attached to and made a part of said application are honest and true to the best of my knowledge and belief. I understand that by signing this document, I am giving the City or agent thereof the authority to duplicate, disseminate, and reproduce any and all items submitted as part of this request, whether copyrighted or not.

Please submit fee in **CASH or CHECK** drawn to the order of the City of Melbourne.

DATE

SIGNATURE OF APPLICANT

SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of _____, 20____ By _____
(Applicant)
who is personally known to me or produced _____ I.D. and did take an oath.

NOTARY PUBLIC, State of Florida at Large

My commission expires: _____

This application must be completed and returned to the Planning and Economic Development Department with all the required exhibits. The Planning and Zoning staff and other applicable City departments will then review it. Following staff review, your request and a staff recommendation will be sent to the Planning and Zoning Board for a public hearing, consideration, findings of fact and a recommendation. The request, staff recommendation and findings and the Planning and Zoning Board's findings and recommendation will then be forwarded to City Council for action. This will also be a public hearing. The applicant, owner, and representative, as identified on the application, will be advised of all of the dates and times of the public hearings by mail, or by facsimile (fax), and will receive an agenda and staff recommendation. The Council may approve the request, approve the request with conditions, or deny the request. After final Council action, the applicant will receive a letter from the City Clerk notifying the applicant of the final action (development order) by the City Council.

The applicant, the applicant's representative as stated on the application, or the applicant's attorney should appear at the public hearings. If photographs, documents, maps or other materials are provided to the Board or the Council as evidence at the hearing, the Board Secretary or the City Clerk must retain these instruments. By law those instruments become public record and cannot be returned to you (copies of the original can be made).

Public hearings before the Planning and Zoning Board and City Council regarding land development are considered quasi-judicial in nature. This means that the Board or Council is sitting as a judge would sit in a courtroom and that the decision made should be a result of the evidence presented at the hearings. All evidence should be presented at the public hearings. Appeals to the court are based on the evidence presented at the public hearings. Applicants or interested individuals may **contact in person, by phone, or in writing, any of the planning and zoning board members and/or city council members who will be making decisions on the action. However, such board member or council member is required to publicly disclose such contact, conversation or letters received.**

If you wish to appeal any determination of the City Council, you will need a verbatim transcript of the record and copies of all the evidence presented. It will be your responsibility to make arrangements for the preparation of that verbatim record at your expense.

Attachment to all land development applications: Zoning, rezoning, conditional use, site plan approval, plat approvals, parking lot in a residential district, vested rights, and comprehensive plan amendment.