



City of Wildwood, Florida
 Development Services Department
 100 N. Main St., Wildwood, FL 34785
 Tel: 352.330.1334 Fax: 352.330.1338
 www.wildwood-fl.gov

<i>Staff Use Only</i>	
Case No.:	_____
Fee Paid:	_____
Receipt No.:	_____

Site Plan Application

Contact Information:

Applicant Name: _____ Phone: _____
 Address: _____ E-mail: _____
 Owner Name: _____ Phone: _____
 Address: _____ E-mail: _____
 Engineer Name: _____ Phone: _____
 Address: _____ E-mail: _____

Property and Project Information:

PROJECT NAME*: _____
 *A project name is required for all submissions. Please choose a unique name for your project.
 Property Address: _____
 List Parcel Number(s): _____
 Current Use of Property: _____ Proposed Use of Property: _____
 Do You Currently have City Utilities? _____ Nearest Intersection: _____

Required Items for All Submittals:

- SumterGIS/Property Appraiser Website:
 - Property Card Printout
 - Current Deed
 - Aerial Photo / Location Map Printout
 - Future Land Use and Zoning Map Printout
 - Legal Description in Microsoft Word format

Required for Site Plan Submittals:

- Five (5) sets of plans, 24" x 36", with outside agency permits on cover page
- Five (5) sets of Landscaping Plan / Tree Survey
- Five (5) sets of Building Elevations
- Two (2) copies Signed and Sealed Boundary Survey
- Traffic Impact Study or Statement
- Stormwater/Drainage Calculations

Additional Materials (as applicable):

- Environmental Assessment
- Sign Application
- Tree Removal Permit
- An executed copy of any existing agreements with the City which affect this project.

Note: All maps are required to depict adjacent properties at a minimum. Failure to provide adequate maps may delay the application process. Most maps are accessible through www.sumtergis.com/gis/. Legal descriptions MUST include the legal description for the ENTIRE development.

- Two (2) CDs containing ALL of the above required submittal materials in PDF format; for plans, drawings in DWG format are acceptable in addition to PDF. **Note: All files on the CD MUST be labeled as shown above and numbered in the order they appear above. Failure to do so will result in a delay in processing your application.**

Please describe your request in detail: _____

Required Data, Documents, Forms & Fees

Attached to this application is a list of **REQUIRED** data, documents and forms for each application type as well as the adopted fee schedule. These items must be included when submitting the application package. Failure to include the supporting data will deem your application package **INCOMPLETE** and will not be processed for review. Per Sec. 14-3 of the Wildwood Code of Ordinances, all charges for engineering plan review, site inspections/visits, and other engineering services deemed necessary shall be paid by the developer at cost.

Signature: _____ Date: _____

If application is being submitted by any person other than the legal owner(s) of the property, the applicant must provide a notarized Authorized Agent form(available on the City's Website) from the owner to submit application.

Required Site Plan Elements

All Site Plans Shall be prepared on sets of sheets sized 24" x 36". A key map must be provided for easy navigation through the individual sheets. All site plans are required to meet the City's design district standards. Plans shall contain the following information at a minimum (For a more comprehensive listing, see the City of Wildwood Land Development Regulations, §4.4).

General Information

- Name of Project
- Statement of Intended Use of Site
- Legal Description of Property and Size of Parcel in Acres or Square Feet
- Name, Address, and Phone Number of Owner of Record
- Name, Address, and Phone Number of Owner's Agent
- Name, Address, Signature, and Registration of the Professionals Preparing the Plan
- Date, North Arrow, Scale, Number of Sheets Designated on All Sheets
- Vicinity Map Showing Relationship to Surrounding Streets (Scale of Not Less than 1 inch = 1,000 feet)
- Bearings and Distances of Boundary Lines with a Heavy Line
- Linear Dimensions of Site
- Easements, Right-of-Way Dedications and Reservations
- Aerial Photograph with Source and Date

Buildings and Structures

- Intended Use
- Number of Stories and Height of Building
- Number of Dwelling Unites and Density Calculated per §3.4(B)
- Number of Seats and Occupancy Load (for Restaurants)
- Projected Number of Employees
- Nonresidential Square Footage for Proposed Development Calculated per §3.4(B)
- Building Elevations

Regulatory

- Boundary Survey
- Zoning Districts on and Adjacent to the Site
- Public Sites (if any)
- Building Setback Lines, where applicable
- Transportation and Mobility Network on and Adjacent to Site
- Utilities on and Adjacent to Site
- Proposed Public Improvements (if any)
- Location and Access Provisions for Refuse Service, incl. Pad, Screening, Fencing, and Landscaping
- Planned Phases (if any)

Environmental Information

- Landscaping Plan
- Stormwater Management System - Flow direction; location of detention and retention areas
- Soil Classification Map
- Topography
- Other Conditions on Site, incl. Wetlands, Preservation Areas, Wooded Areas, Houses, Barns, Shacks, etc.
- Flood Elevation of 100-year flood as established by FEMA; actual acreage within floodplain shall be listed
- Dredge and Fill permits (if applicable)
- Erosion Control - Location and description of the methods to be utilized before, during, and after all construction phases
- Tree Survey - List by type, all trees with DBH greater than 10" (measured at a height of 4', 6" above existing grade)

Additional Analyses (as applicable*)

- Traffic Impact Study, pursuant to LDR §1.17
- Environmental Assessment
- Sign Application
- Tree Removal Permit
- Stormwater Calculations
- Agreements
- Preliminary Concurrency Determination

*Note: These requirements shall only be required as needed, and as a result are not applicable to every project.

IMPORTANT: You will be issued a Project Number and Project Name after submitting your application. All future correspondence regarding your project, including additional submittals or requests for additional documentation, should be directed to Development@wildwood-fl.gov with your Project Number and Project Name in the subject line.

Are You Submitting a Minor Site Plan?

Minor Site Plans are required for residential and nonresidential development that has been determined by the Development Services Director to have limited potential for off-site impacts. Due to this, **minor site plan submittals are not required to provide all required information listed on this application or in LDR §4.4.** However, **interested applicants are required to confer with the Development Services Director on the information that is required for minor site plan approval.** Minor site plans may include the following, but are not limited to:

1. Single-family detached and attached dwelling units or minor additions such as swimming pools or screen enclosures,
2. Additions to existing structures that are less than 50% of the total square footage of the existing structure and do not exceed 2,500 square feet
3. Changes in use without addition to existing structures but requiring other on-site improvements such as stormwater or parking
4. Minor modifications to approved site plans
5. Accessory structures used for storage adhering to specific criteria (LDR §4.3(5)).

If application is being submitted by any person other than the legal owner(s) of the property, the applicant must provide a notarized Authorized Agent form (available on the City's Website) from the owner to submit application.