



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

Staff Use Only
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:

Current Future Land Use (FLU): Current Zoning:

Is the proposed project in a PD? Yes No If yes, provide ordinance number:

Required Submittal Items: All documents listed below can be submitted electronically in PDF format.

\*Site Plan Application fee - \$2,000, 3rd & subsequent resubmittals - \$1,000 each.

Minor Site Plan Application Fee - \$500, 3rd & subsequent resubmittals - \$250. See Page 2 for Minor Site Plan criteria.

- A.0 Site Plan Application\*
A.1 Property Card Printout (Include Parcel ID)
A.2 Current Deed
A.3 Aerial Photo/Location Map\*\*
A.4 Legal Description (Microsoft Word format)
A.5 Signed, Notarized Authorized Agent Form (If application is being submitted by any person other than the legal owner(s) of the property)
B.1 Signed and Sealed Boundary Survey
B.2 Plan Set, 24" x 36" (Provide Two (2) Hard Copies)
B.3 Landscaping Plan/Tree Survey (as applicable) (Two (2) hard copies)
B.4 Colored Building Elevations (if buildings are proposed)
C.1 Traffic Impact Study or Statement w/approval from Sumter County
C.2 Concurrency Applications (as applicable)
C.3 Environmental Assessment (as applicable)
C.4 Stormwater/Drainage Calculations (as applicable)
C.5 Construction Site Sediment & Erosion Control Affidavit (as applicable)
D.1 Sign Application (as applicable)
D.2 Tree Removal Permit (as applicable)

\*\*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 the Interactive Map at https://www.sumtercountyfl.gov/105/GIS. Legal descriptions MUST be Microsoft Word format and must comprise the ENTIRE development.

Please describe your request in detail:

Required Documents & Fees

The required submittal items listed above must be included when submitting the application package. Note: All PDF files MUST be numbered and labeled as shown above. Failure to include the above supporting documentation will delay processing of your application package. A sufficiency letter will be issued within seven (7) days of receipt of application package.

Signature: Print Name: Date:

## Required Site Plan Elements

All items listed below must be noted on the site plan. 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).

### Required on Front Page of Plans:

Name of Project  
Statement of Intended Use  
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)  
Linear Dimensions of Site  
Aerial Photograph with Source and Date

### Required if Buildings on-Site:

Intended Use of All Buildings  
Number of Stories and Heights of All Buildings  
Number of Dwelling Units and Density Calculated per § 3.4(B) (for Residential Development)  
Nonresidential Square Footage for Proposed Development Calculated per §3.4(B) (as applicable)  
Number of Seats and Occupancy Load (for Restaurants)  
Projected Number of Employees (as applicable)  
Fire Line Plan for Fire Suppression System (as applicable)

### Other Required Plan Elements:

Zoning Districts on and Adjacent to Site  
Bearings and Distances of Boundary Lines with a Heavy Line  
Easements, Right-of-Way Dedications and Reservations  
Building Setback Lines (where applicable) Transportation and Mobility Network on and Adjacent to Site  
Utilities on and Adjacent to Site  
Location and Access Provisions for Refuse Service, incl. Pad, Screening, Fencing, and Landscaping 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 Erosion Control - Location and description of the methods to be utilized before, during, and after all construction phases

### Additional Analyses (as applicable):

Tree Survey - List by type, all trees with DBH greater than 10" (measured at a height of 4' 6" above existing grade)  
Public Sites (if any)  
Proposed Public Improvements (if any)  
Planned Phases (if any)  
Dredge and Fill Permits (as applicable)

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 the planner assigned to the project, as noted on your sufficiency letter.

## 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)).