



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: _____

Required Submittal Items:

All documents listed below can be submitted electronically in PDF format.

- A.0 Site Plan Application / \$2,000.00 Fee*
- A.1 Property Card Printout (Include Parcel ID)
- A.2 Current Deed
- A.3 Aerial Photo / Location Map
- A.4 Future Land Use Map
- A.5 Zoning Map
- A.6 Legal Description (Microsoft Word format)
- A.7 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) (One (1) hard copy)
- B.4 Building Elevations (if buildings are proposed)
- C.1 Traffic Impact Study or Statement
- C.2 Concurrency Applications (as applicable)
- C.3 Environmental Assessment (as applicable)
- C.4 Stormwater / Drainage Calculations (as applicable)
- D.1 Sign Application (as applicable)
- D.2 Tree Removal Permit (as applicable)

* The fee for a Minor Site Plan is \$250.00. See Page 2 for Minor Site Plan criteria.

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. Failure to include the supporting data 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)).