



Development Services Department

Processing of Development Applications  
Outside of Downtown Zone Districts

March 2023

# Process Summary - Outside Downtown Zone Districts

**Summary of Process for Development Applications Outside of Downtown Zone Districts**

		Location		Review Type		CW Required		Notification Sent to Properties Within 500' and Applicable Neighborhood/ Business Associations(s)		Development Review Committee (DRC) Review		Planning Board (PB) Public Hearing		City Commission (CC) Action Required			
		ODT	NTOD	Full	Admin	Yes	No	Yes	No	Yes	No	Yes	No	Public Hearing		Consent Agenda	
														Yes	No	Yes	No
<b>Application Type</b>	Pre-Application Conference										✓						
	Site Plan Review	✓	✓	✓		✓ (only if in NTOD)	✓	✓		✓		✓			✓		✓
	Amendment to Previously Approved Site Plan-Minor	✓	✓		✓		✓		✓		✓		✓		✓		✓
	Amendment to Previously Approved Site Plan-Major	✓	✓	✓		✓ (only if in NTOD)	✓	✓		✓		✓			✓		✓
	Major Conditional Use Review	✓	✓	✓		✓		✓		✓		✓				✓ <sup>1</sup>	
	Minor Conditional Use Review	✓	✓	✓		✓		✓		✓		✓			✓		✓
	Rezone/Rezone Without Site Plan Review	✓	✓	✓		✓		✓		✓		✓		✓			
	Rezone Ordinance Amendment Review	✓	✓	✓		✓		✓		✓		✓		✓			
	G-Zone Waiver Review	✓	✓	✓		✓		✓		✓		✓				✓ <sup>1</sup>	
	Subdivision/Plat Review	✓	✓	✓			✓	✓		✓		✓		✓			

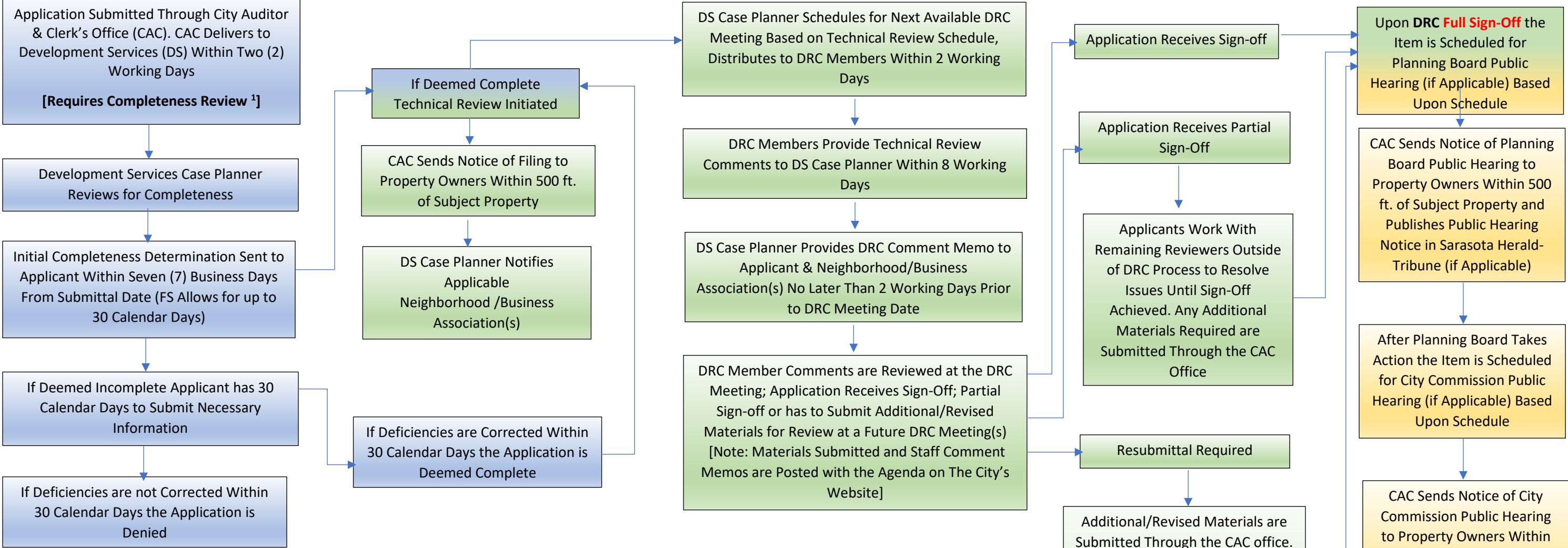
Full = Full Review by DRC, PB and/or CC  
ODT = Outside Downtown

Admin = Administrative Review  
NTOD = Within North Trail Overlay District

<sup>1</sup>CC affirms PB action or sets for public hearing

# Overall Process Outside of Downtown Zone Districts

**Development Application Submittal Through Completion – Outside of Downtown Zone Districts Overall Process**  
**Note: The City Auditor & Clerk’s Office (CAC) is the Official Public Records Custodian, and Ensures All Documents are Available in eDocs**



**<sup>1</sup>Applications That Require Completeness Review**  
**(Refer to City of Sarasota Development Application Forms, General Application Information [Form A])**

-Adjustments (Staff and Planning Board)	-G-Zone Waiver
-Amendment to Previously Approved Site Plan	-Rezoning (With or Without Site Plan)
-Administrative Site Plan	-Site Plan
-Conditional Use (Minor and Major)	-Subdivision

Note: Final Action on Applications That Require Public Hearing(s) Must be Completed Within 180 Calendar Days Unless an Extension Agreement is Agreed Upon by the City and the Applicant

Final Action on Applications That Do Not Require Public Hearing(s) Must be Completed Within 120 Calendar Days Unless an Extension Agreement is Agreed Upon by the City and the Applicant

Additional/Revised Materials are Submitted Through the CAC office. CAC Delivers to Development Services (DS) Within Two (2) Working Days; DS Case Planner Schedules for Next Available DRC Meeting Based on Technical Review Schedule, Distributes to DRC Members Within 2 Working Days. Process Repeats Until Full Sign-Off Achieved

**[Note: Notice of Filing/Notifications to Applicable Neighborhood/Business Association(s) are Not Sent to Property Owners Within 500 ft. of Subject Property for Resubmittals]**

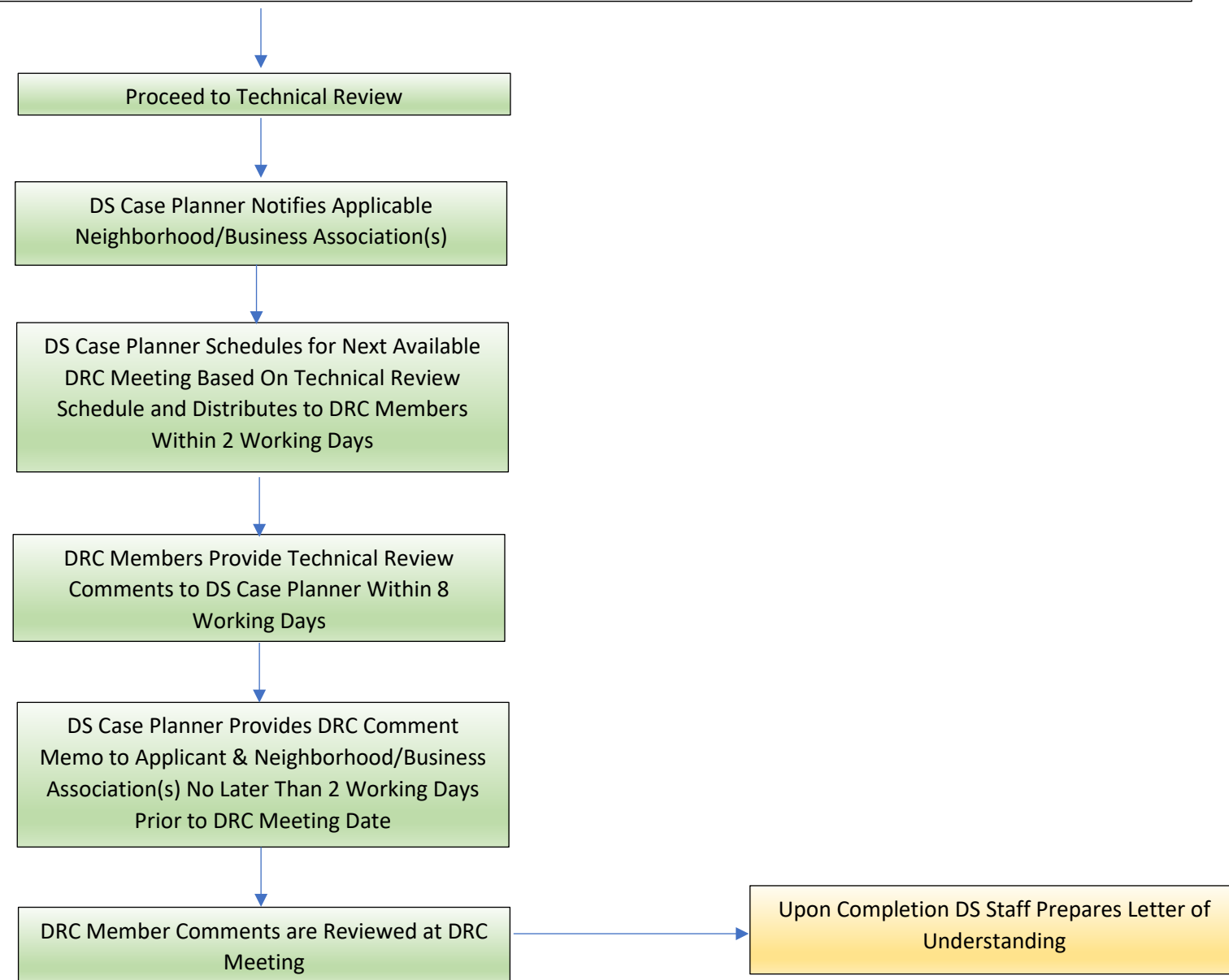
# Per Development Application Type

**Pre-Application Conference (Outside of Downtown Zone Districts)**

(Zoning Code Article IV-Division 2, Section IV-201(A)(3))

Development Application is Submitted Through City Auditor & Clerk's Office (CAC). CAC Delivers to Development Services (DS) Within Two (2) Working Days

[Does not Require Completeness Review]



**Sec. IV-201. - Applications and administrative review.**

*(a) Preapplication conference (optional)*

(1) *Request and scheduling.* An applicant for development approval may, at their option, file with the city auditor and clerk a request for an informal conference with a representative of the planning department or the development review committee (DRC) prior to filing an application for development approval.

(2) *Purpose of conference.* The preapplication conference shall be informal and its purpose shall be to discuss the proposals, views and concerns of the applicant, or whether any additional information will be required.

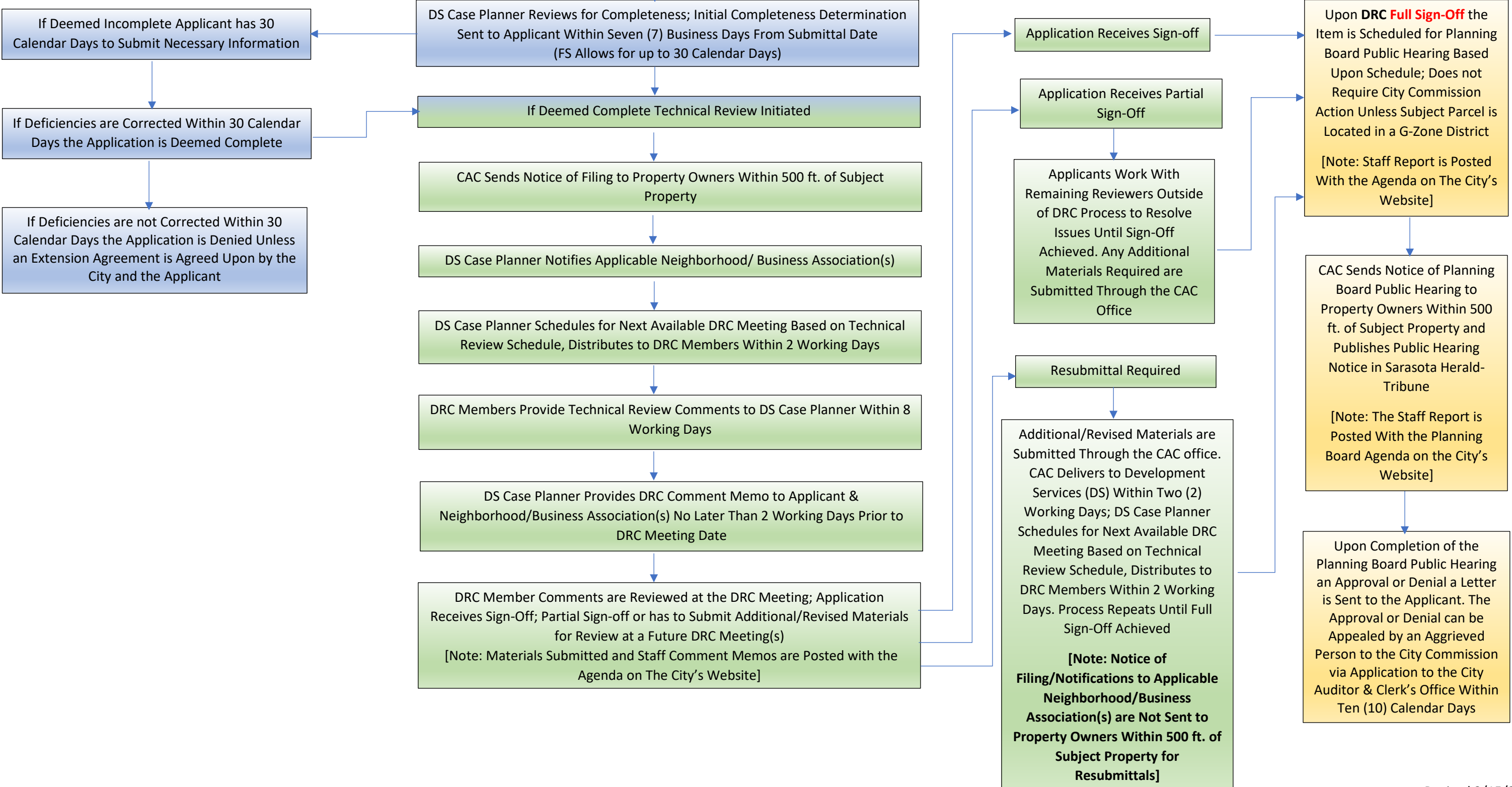
(3) *Letter of understanding.* After a preapplication conference, the director of neighborhood and development services shall transmit a letter of understanding to the applicant, with a copy to the city manager, setting forth the substance of the preapplication conference.



**Site Plan Review (Outside of Downtown Zone Districts)**  
 (Zoning Code Article IV-Division 5)

Development Application is Submitted Through City Auditor & Clerk's Office (CAC). CAC Delivers to Development Services (DS) Within Two (2) Working Days

**NOTE: Development Application Submittal for Site Plan Approval Must Include a Completed Traffic Concurrency Initial Review; a Completed School Impact Analysis Determination if Residential Development is Proposed; and Proof of a Community Workshop if Within the North Trail Overlay District (NTOD)**



## Sec. IV-501. Purpose and applicability.

- (a) *Purpose.* The purpose of site plan review is to ensure that development is carried out in compliance with these regulations. In addition, a site plan both describing and portraying both existing and proposed conditions of the zoning lot(s) and the proposed new development is required so that the approving authority can make an informed decision.
- (b) *Applicability.* Site plan approval, whether at a public hearing or administrative, is required prior to the issuance of a building permit for any buildings other than single family and two family dwellings.
- (c) *Administrative site plans.* Unless the site plan is proffered as part of a rezoning application or is submitted in connection with a conditional use request, or on property in the "G" zone district, or processed as provided in section IV-1901 (downtown zone districts), the department of development services is authorized to administratively review and approve the following site plan applications.
  - (1) New residential development, except as noted in (b) above, that cumulatively results in fewer than eight units.
  - (2) Additions to existing residential units, except as noted in (b) above.
  - (3) New commercial developments that cumulatively result in:
    - a. Less than 10,000 square feet of gross floor area if not within 100 feet of a residential zoning district.
    - b. Less than 5,000 square feet of gross floor area if within 100 feet of a residential zoning district.
  - (4) Additions to commercial developments that cumulatively result in:
    - a. Less than 5,000 square feet of gross floor area if not within 100 feet of a residential zoning district and the addition does not result in the building being larger than 10,000 square feet of gross floor area.
    - b. Less than 5,000 square feet of gross floor area if within 100 feet of a residential zoning district and the addition does not result in the building being larger than 5,000 square feet of gross floor area.
  - (5) Notwithstanding the provisions of subsection IV-501(c)(4)a and b above, one addition to a commercial development totaling 500 square feet or less may be administratively approved once each five calendar years.
- (d) *Other site plans.* All other applications for site plan approval exceeding the thresholds set out in subsection (c) above and pertaining to properties located outside of the downtown zone districts shall be reviewed and approved or denied by the planning board. (See new subsection f.)
- (e) *Site plans proffered as part of a rezoning application.* For all site plans proffered as part of a rezoning application, the site plan shall be reviewed and approved or denied in accordance with the procedure set forth in article IV, division 11, as part of the rezoning application. The approval or denial shall be based on the criteria set forth in section IV-506.
- (f) *Site plans submitted with a conditional use application.* If the site plan application is for a use that requires a conditional use approval, the site plan shall be reviewed and approved or denied in accordance with the procedure set forth in article IV, division 9, as part of the conditional use application. The approval or denial shall be based on the criteria set forth in section IV-506.
- (g) *Site plans for development of property located in the G zone district.* If the site plan application is for development of property located in the G zone district, the site plan shall be reviewed by the planning board in accordance with the procedure set forth in article IV, subsection 504(d) and shall be reviewed and approved or denied by the city commission in accordance with the procedure set forth in article IV, section 505.

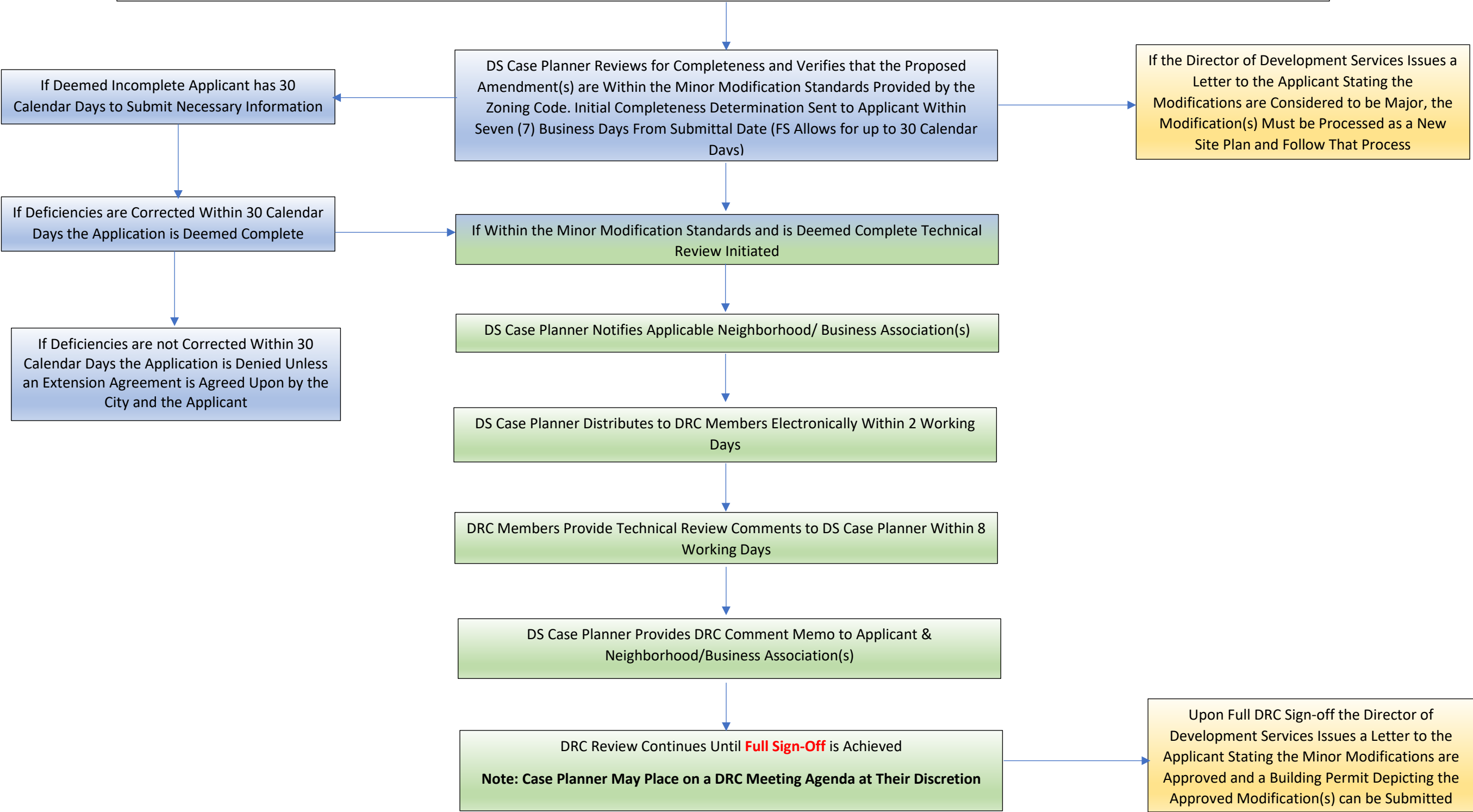
## Sec. IV-506. Standards for review.

In reaching a decision as to whether or not the site plan, as submitted, should be approved, approved with changes, approved with conditions or disapproved, the building, zoning and code enforcement department, planning board and the city commission shall consider the extent to which the application is consistent with these regulations, any conditions imposed by approval of a rezoning or conditional use, generally accepted site design principles and the extent to which the development furthers the goals and purposes of these regulations. In the event of an appeal, the planning board or the city commission may impose conditions on approval of a proposed development.

The building, zoning and code enforcement department, planning board and city commission shall use and be guided by the following criteria in the exercise of their discretion when evaluating a site plan submission:

- (1) Whether the proposed development, design and layout are in keeping with the intent and specific standards and criteria prescribed in pertinent sections of the land development regulations;
- (2) Whether, on balance, the proposed development, design and layout are compatible with the Sarasota City Plan, as amended;
- (3) Whether the required information has been furnished in sufficiently complete and understandable form to allow an accurate description of the proposed use(s) and structure(s) in terms of density, location, area, height, bulk, placement, setbacks, architectural design, performance characteristics, parking, and traffic circulation;
- (4) Whether there are ways in which the configuration of the development (e.g. location of use(s); intensity; density; scale; building size, mass, bulk, height and orientation; lot coverage; lot size/configuration; architecture; screening; buffers; setbacks; signage; lighting; traffic circulation patterns; loading area locations; operating hours; noise; odor; and other factors of compatibility) can be changed which would mitigate or improve the effect of the development on adjoining and nearby properties and on the community.
- (5) Whether the proposed development, design and layout has made adequate provisions for vehicular and pedestrian access, safety, and traffic circulation (both internal and external to the project), in addition to the requirements of section IV-203 pertaining to concurrency certificates;
- (6) Whether the proposed development, design and layout has made adequate provision for parking and loading and unloading areas; and
- (7) Whether the proposed development, design and layout has preserved the natural features and characteristics of the land; including but not limited to the regard given to existing large trees, natural groves, watercourses, and similar natural features that would add attractiveness to the property and environs if they were preserved, natural drainage systems, natural buffering, and the use of other techniques for the preservation and enhancement of the physical environment.
- (8) The city commission shall have sole discretion in determining whether the development standards proposed in association with any site plan for an attainable housing project located on G zoned property are consistent with the Sarasota City Plan, will be beneficial to and compatible with surrounding uses, and shall make such findings as a part of any site plan approval. However, attainable housing projects may not be located in existing parks.

**Amendment to a Previously Approved Site Plan (Outside of Downtown Zone Districts)**  
(Zoning Code Article IV-Division 5, Section IV-508)  
Development Application is Submitted Through City Auditor & Clerk's Office (CAC). CAC Delivers to Development Services (DS) Within Two (2) Working Days  
Note: If the Approved Site Plan was Proffered With a Rezoning, the Rezone Ordinance Amendment Process Must be Followed



**Sec. IV-508. - Changes to site plans.**

*(a) Minor revisions to site plan.* The director of development services is authorized to allow minor revisions to an approved site plan requiring planning board or city commission approval after receipt of comments from the DRC and to authorize the issuance of a building permit for construction in accordance with the revised site plan. A minor revision is one which:

- (1) Does not substantially alter the location of any points of access to the site;
- (2) Does not change the use of the property;
- (3) Does not increase the density or intensity of the development to occur on the property;
- (4) Does not result in a reduction of previously approved open space or setback landscaping area by more than ten percent;
- (5) Does not result in a change of building location by more than ten percent;
- (6) Is consistent with the general intent and purpose of these regulations and does not have any effect whatsoever on the initial determination of consistency of the site plan with the Sarasota City Plan, and will not affect or alter any finding or conclusion of compatibility;
- (7) Does not result in a substantial modification or the cancellation of any condition placed upon the site plan as originally approved;
- (8) Does not substantially change the external traffic pattern;
- (9) Does not add additional property to the site;
- (10) Does not increase the impervious area of the site by more than ten percent; or
- (11) Does not increase the height of the building(s) except for an increase of up to 25 percent in the height of rooftop appurtenance allowed by subsection VI-102(p).
- (12) In addition to criteria (1) through (10), does not increase the floor area by more than 500 square feet for any individual dwelling unit, inclusive of any accessory structure, in any attainable housing project located in a G zone.

*(b) Major revisions to site plans.* If the requested modification to an approved site plan is determined by the director of development services not to be a minor revision, the request shall be processed in the same manner as the original approval.

**Major/Minor Conditional Use Review (Outside of Downtown Zone Districts)**  
 (Zoning Code Article IV-Division 9)

Development Application is Submitted Through City Auditor & Clerk's Office (CAC). CAC Delivers to Development Services (DS) Within Two (2) Working Days

**NOTE: Development Application Submittal for Conditional Use Approval Must Include a Site Plan; Completed Traffic Concurrency Initial Review; a Completed School Impact Analysis Determination if Residential Development is Proposed; and Proof of a Community Workshop.**

If Deemed Incomplete Applicant has 30 Calendar Days to Submit Necessary Information

If Deficiencies are Corrected Within 30 Calendar Days the Application is Deemed Complete

If Deficiencies are not Corrected Within 30 Calendar Days the Application is Denied Unless an Extension Agreement is Agreed Upon by the City and the Applicant

DS Case Planner Reviews for Completeness; Initial Completeness Determination Sent to Applicant Within Seven (7) Business Days From Submittal Date (FS Allows for up to 30 Calendar Days)

If Deemed Complete Technical Review Initiated

CAC Sends Notice of Filing to Property Owners Within 500 ft. of Subject Property

DS Case Planner Notifies Applicable Neighborhood/Business Association(s)

DS Case Planner Schedules for Next Available DRC Meeting Based On Technical Review Schedule and Distributes to DRC Members Within 2 Working Days

DRC Members Provide Technical Review Comments to DS Case Planner Within 8 Working Days

DS Case Planner Provides DRC Comment Memo to Applicant and Neighborhood/Business Association(s) No Later Than 2 Working Days Prior to DRC Meeting Date

DRC Member Comments are Reviewed at the DRC Meeting; Application Receives Sign-off, Partial Sign-off, or Requires Resubmittal  
 [Note: Materials Submitted and Staff Comment Memos are Posted With the Agenda on The City's Website]

Application Receives Sign-off

Application Receives Partial Sign-Off

Applicants Work With Remaining Reviewers Outside of DRC Process to Resolve Issues Until Sign-Off Achieved. Any Additional Materials Required are Submitted Through the CAC Office

Resubmittal Required

Additional/Revised Materials are Submitted Through the CAC office. CAC Delivers to Development Services (DS) Within Two (2) Working Days; DS Case Planner Schedules for Next Available DRC Meeting Based on Technical Review Schedule, Distributes to DRC Members Within 2 Working Days. Process Repeats Until Full Sign-Off Achieved

**[Note: Notice of Filing/Notifications to Applicable Neighborhood/Business Association(s) are Not Sent to Property Owners Within 500 ft. of Subject Property for Resubmittals]**

Upon **DRC Full Sign-Off** the Item is Scheduled for Planning Board Public Hearing Based Upon Schedule

CAC Sends Notice of Planning Board Public Hearing to Property Owners Within 500 ft. of Subject Property and Publishes Public Hearing Notice in Sarasota Herald-Tribune

Upon Completion of the Planning Board Public Hearing for a **Minor Conditional Use** a Resolution is Prepared by the City Attorney's Office. Once executed an Approval or Denial Letter is Sent to the Applicant. The Approval or Denial can be Appealed by an Aggrieved Person to the City Commission via Application to the City Auditor & Clerk's Office Within Ten (10) Calendar Days.

Once the Planning Board Makes a Recommendation on a **Major Conditional Use** Application, a Resolution is Prepared by the City Attorney's Office. Applications are Scheduled as a Consent Agenda 2 Item on the Next Available City Commission Meeting Agenda. The City Commission May Affirm the Planning Board's Action or Set the Applications for Public Hearing.

Once the City Commission Takes Action on the Applications a Resolution is Recorded in the Official Records of Sarasota County and a Letter is Sent to the Applicant.

## **Sec. IV-901. - Purpose and applicability.**

- (a) *Purpose.* Certain uses are conditional uses instead of being allowed by right, although they may have beneficial effects and serve important public interests. They are subject to the conditional use regulations because they may, but do not necessarily, have significant adverse effects on the environment, overburden public services, change the desired character of an area, or create major nuisances. A review of these uses is necessary due to the potential individual or cumulative impacts they may have on the surrounding area or neighborhood. The conditional use review provides an opportunity to allow the use when there are minimal impacts, to allow the use but impose mitigation measures to address identified concerns, or to deny the use if the concerns cannot be resolved.
- (b) *Authority.* The building, zoning and code enforcement department may, in accordance with the procedures, standards and limitations of this section and subject to such rights of appeal as are provided, approve applications for temporary uses. The planning board may, in accordance with the procedures, standards and limitations of this section and subject to such rights of appeal as are provided, approve applications for minor conditional uses. The city commission may, in accordance with the procedures, standards and limitations of this section, approve applications for major conditional uses.

The planning board or the city commission, whichever is appropriate may approve a conditional use that modifies the setback requirements, height requirements, landscaping requirements, parking requirements, or buffering requirements by no more than ten percent, provided that the board or city commission expressly finds that the modification will enhance the ability of the proposed conditional use to meet the general standards for all conditional uses. Additionally, the city manager may approve technical deviations from the regulations contained in the EDCM, based upon a detailed study prepared by the applicant which demonstrates why the technical deviations will result in preferable environmental or design impacts.

- (c) *Authorized conditional uses.* Only those uses which are authorized in each zoning district in Article VI, may be approved as conditional uses. The designation of a use in a zoning district as a conditional use does not constitute an authorization or an assurance that such use will be approved; rather, each proposed conditional use shall be evaluated by the DRC, the planning board, and the city commission for compliance with the standards and conditions set forth in this section and for each district. Wherever a use existing on the effective date of these regulations is terminated or demolished, subsequent use of the property upon which the use was located, by a use which these regulations classifies as a conditional use, shall be permitted only in conjunction with an approved conditional use.

## **Sec. IV-906. - Standards for review.**

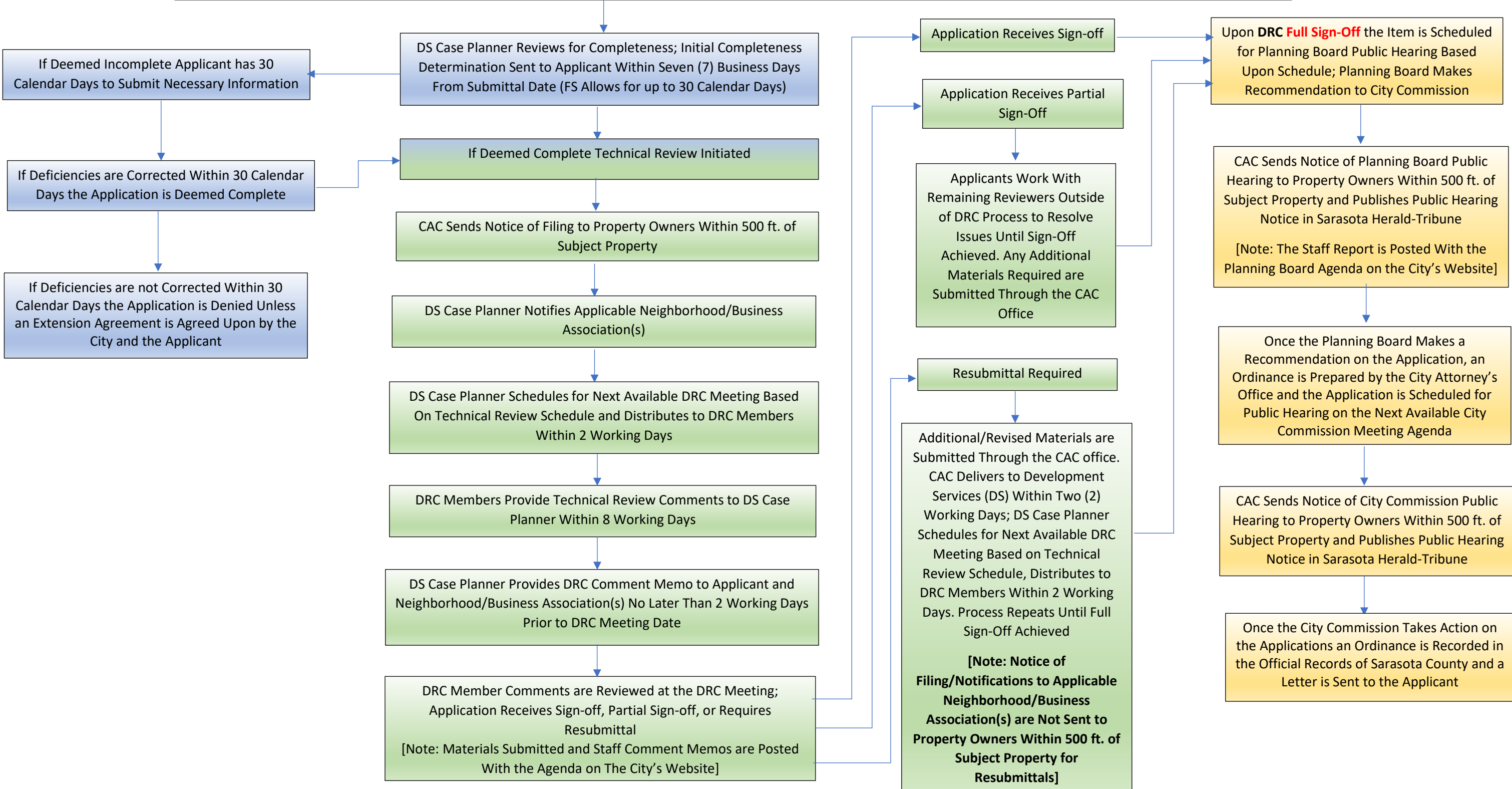
- (a) *Standards applicable to all conditional uses.* When considering an application for approval of a conditional use, the building, zoning and code enforcement department, the planning board and the city commission, shall review such an application with consideration for the following factors:

- (1) Whether the conditional use is consistent with the area's future land use designation and the goals, objectives, action strategies and standards of the Sarasota City Plan, any adopted special area plan and these regulations;
- (2) The character of the existing area, including existing structures and structures under construction, existing public facilities and public facilities under construction, and private, commercial and/or service facilities available within the existing area. More specifically:
  - a. Whether, if applicable, the overall residential appearance and function of the area will not be significantly lessened due to the increased proportion of non-residential uses in the residential area. Consideration includes the application itself and in combination with other non-residential uses in the area and is to be based on the number, size, and location of the non-residential uses and the intensity and scale of the proposed and existing non-residential uses in the area;
  - b. Whether the application will preserve any city, state or federally designated historic, scenic, archaeological, or cultural resources;
  - c. Whether the application will be compatible with adjacent residential development, if any, based on characteristics such as size, building style and scale; or whether such incompatibilities are mitigated through such means as screening, landscaping, setbacks, and other design features; and
  - d. Whether the application will not have significant adverse impacts on the livability and usability of nearby land due to: noise, dust, fumes, smoke, glare from lights, late-night operations, odors, truck and other delivery trips, the amount, location, and nature of any outside displays, storage, or activities, potential for increased litter, and privacy and safety issues.
- (3) Whether the transportation system is capable of safely supporting the proposed use in addition to the existing uses in the area. Evaluation factors include street capacity and level of service, access to arterials, transit availability, on-street parking impacts, if any, zoning lot access requirements, neighborhood impacts, and pedestrian safety;
- (4) Whether the minimum off-street parking area required and the amount of space needed for the loading and unloading of trucks, if applicable, has been provided and will function properly and safely;
- (5) Whether generally, the public health, safety and welfare will be preserved, and any reasonable conditions necessary for such preservation have been made;
- (6) Whether the applicant has demonstrated the financial and technical capacity to complete any improvements and mitigation necessitated by the development as proposed and has made adequate legal provision to guarantee the provision such improvements and mitigation; and
- (7) Whether the proposed use complies with all additional standards imposed on it by the particular provision of these regulations authorizing such use and by all other applicable requirements of the regulations of the city, including, but not limited to, section IV-506, site plan standards for review.

**Rezone/Rezone Without Site Plan Review (Outside of Downtown Zone Districts)**  
 (Zoning Code Article IV-Division 11)

Development Application is Submitted Through City Auditor & Clerk's Office (CAC). CAC Delivers to Development Services (DS) Within Two (2) Working Days

**NOTE: Development Application Submittal for Rezone Approval Must Include a Completed Traffic Concurrency Initial Review; a Completed School Impact Analysis Determination if Residential Zone District is Proposed; and Proof of a Community Workshop.**



#### **Sec. IV-1101. - Purpose and applicability.**

The city commission is hereby authorized to rezone property in accordance with the Florida Statutes and applicable case law.

#### **Sec. IV-1106. - Standards for review.**

In reviewing all applications for rezoning, the planning board and city commission shall consider whether the proposed rezoning is consistent with and furthers the goals, objectives and action strategies of the Sarasota City Plan, and shall consider whether the proposed change will further the purposes of these regulations and other city ordinances, regulations and actions designed to implement the Sarasota City Plan.

(a) For rezonings classified as legislative under section IV-202(b), the planning board and city commission shall consider whether the rezoning serves the public interest and is rationally related to the achievement of a valid municipal objective.

(b) For rezonings classified as quasi-judicial under section IV-202(b), the planning board and city commission shall consider the following:

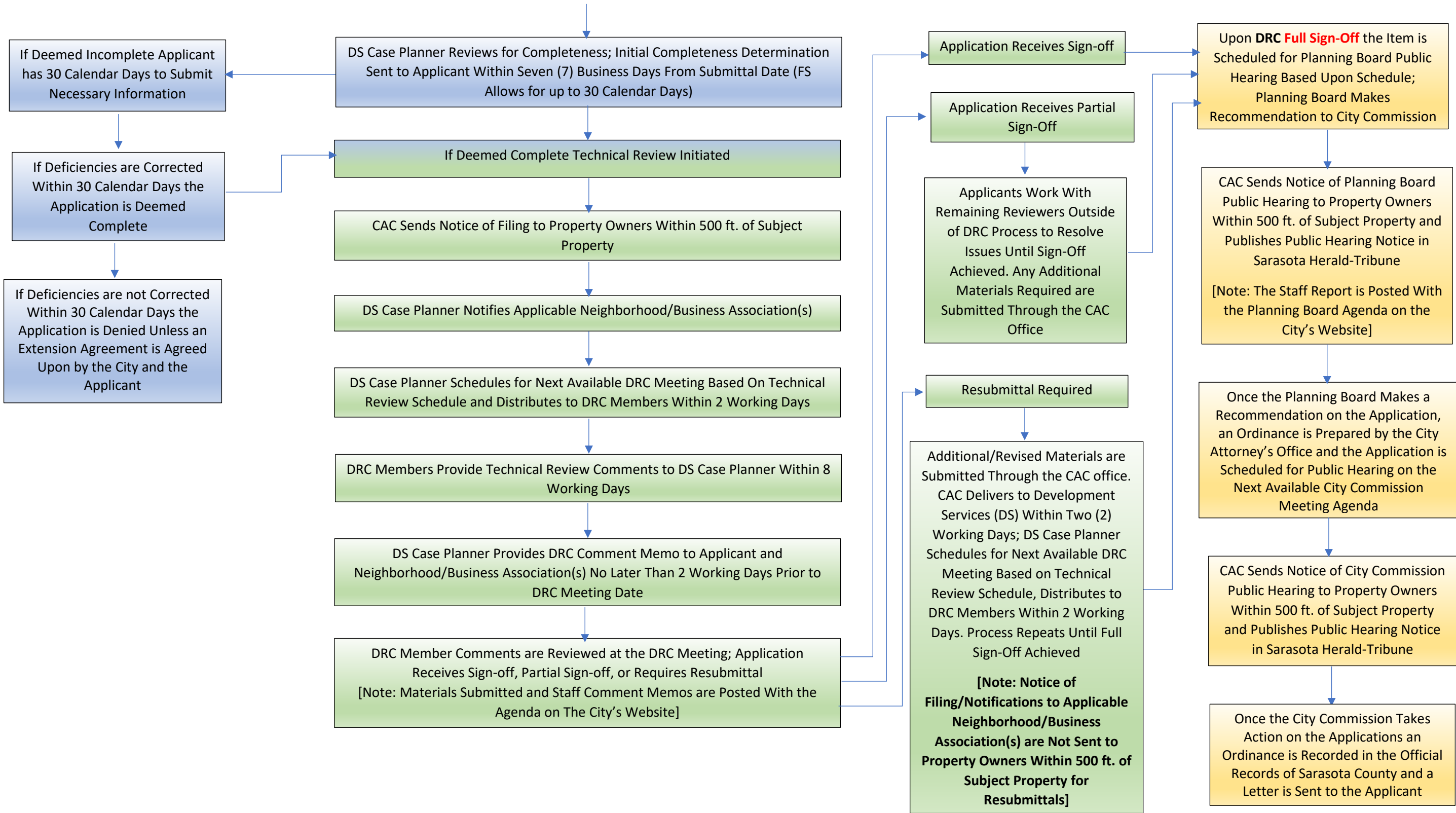
- (1) Whether the proposed change would be contrary to the future land use plan and would have an adverse effect on the Sarasota City Plan; in a non-use proffered rezoning, the planning board and city commission shall review the request considering the most intense use permitted in the requested zone district;
- (2) Compatibility with the existing land use pattern;
- (3) Possible creation of an isolated district unrelated to adjacent and nearby districts;
- (4) The population density pattern and possible increase or overtaxing of the land on public utilities;
- (5) Any increase and possible overloading of the city's sewage collection, treatment and disposal facilities;
- (6) Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change;
- (7) Whether changed or changing conditions make the passage of the proposed amendment necessary;
- (8) Whether the proposed change will create a drainage problem;
- (9) Whether the proposed change will seriously reduce the flow of light and air to adjacent areas;
- (10) Whether the proposed change will be a deterrent to the improvement or development of adjacent property in accordance with existing regulations;
- (11) Whether the proposed change will constitute a grant of special privileges to an individual owner as contrasted with the public welfare;
- (12) Whether the change suggested is out of scale with the needs of the neighborhood or the city; and
- (13) Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.



**Rezone Ordinance Amendment Review (Outside of Downtown Zone Districts)**  
 (Zoning Code Article IV-Division 11, Section IV-1108)

Development Application is Submitted Through City Auditor & Clerk's Office (CAC). CAC Delivers to Development Services (DS) Within Two (2) Working Days

**NOTE: Development Application Submittal for Rezone Ordinance Amendment Approval Must Include a Completed Traffic Concurrency Initial Review; a Completed School Impact Analysis Determination if Residential Zone District is Proposed; Proof of a Community Workshop; and a Revised Site Plan if one was Proffered as Part of the Previous Rezone**



**Sec. IV-1108. - Changes to rezonings and rezonings with proffered site plans.**

A modification to any ordinance that rezones real property shall require a public hearing before the planning board and a separate public hearing before the city commission in accordance with the notice and public hearing requirements of sections IV-201 and IV-202 of these regulations. Revisions to site plans proffered as part of a rezoning application other than revisions determined to be minor pursuant to section IV-508, shall require the submission of an amended site plan to the planning board and city commission. A separate analysis of consistency of the revised site plan with the Sarasota City Plan (1998) shall be performed by the planning department and a separate finding of consistency shall be required by the planning board of the revised site plan with the Sarasota City Plan (1998). Approval of the revised site plan shall be evidenced by adoption of an ordinance amending the initial rezoning ordinance to reflect approval of the amended site plan, along with any additional conditions.

In the event a site plan, proffered as part of a rezoning application, expires pursuant to section IV-509, then any new site plan shall be submitted to the planning board and city commission and adoption of an ordinance amending the initial rezoning ordinance to reflect approval of a new site plan shall be required.

**Sec. IV-1109. - Expiration of approval.**

An ordinance rezoning property shall have no expiration date, unless otherwise specified in the approval.

**G-Zone Waiver Review (Outside of Downtown Zone Districts)**  
 (Zoning Code Article IV-Division 17)

Development Application is Submitted Through City Auditor & Clerk's Office (CAC). CAC Delivers to Development Services (DS) Within Two (2) Working Days

**NOTE: Development Application Submittal for G-Zone Waiver Approval Must Include a Completed Traffic Concurrency Initial Review; and Proof of a Community Workshop.**

If Deemed Incomplete Applicant has 30 Calendar Days to Submit Necessary Information

DS Case Planner Reviews for Completeness; Initial Completeness Determination Sent to Applicant Within Seven (7) Business Days From Submittal Date (FS Allows for up to 30 Calendar Days)

If Deficiencies are Corrected Within 30 Calendar Days the Application is Deemed Complete

If Deemed Complete Technical Review Initiated

If Deficiencies are not Corrected Within 30 Calendar Days the Application is Denied Unless an Extension Agreement is Agreed Upon by the City and the Applicant

CAC Sends Notice of Filing to Property Owners Within 500 ft. of Subject Property

DS Case Planner Notifies Applicable Neighborhood/Business Association(s)

DS Case Planner Schedules for Next Available DRC Meeting Based On Technical Review Schedule and Distributes to DRC Members Within 2 Working Days

DRC Members Provide Technical Review Comments to DS Case Planner Within 8 Working Days

DS Case Planner Provides DRC Comment Memo to Applicant and Neighborhood/Business Association(s) No Later Than 2 Working Days Prior to DRC Meeting Date

DRC Member Comments are Reviewed at the DRC Meeting; Application Receives Sign-off, Partial Sign-off, or Requires Resubmittal  
 [Note: Materials Submitted and Staff Comment Memos are Posted With the Agenda on The City's Website]

Application Receives Sign-off

Application Receives Partial Sign-Off

Applicants Work With Remaining Reviewers Outside of DRC Process to Resolve Issues Until Sign-Off Achieved. Any Additional Materials Required are Submitted Through the CAC Office

Resubmittal Required

Additional/Revised Materials are Submitted Through the CAC office. CAC Delivers to Development Services (DS) Within Two (2) Working Days; DS Case Planner Schedules for Next Available DRC Meeting Based on Technical Review Schedule, Distributes to DRC Members Within 2 Working Days. Process Repeats Until Full Sign-Off Achieved  
**[Note: Notice of Filing/Notifications to Applicable Neighborhood/Business Association(s) are Not Sent to Property Owners Within 500 ft. of Subject Property for Resubmittals]**

Upon **DRC Full Sign-Off** the Item is Scheduled for Planning Board Public Hearing Based Upon Schedule

CAC Sends Notice of Planning Board Public Hearing to Property Owners Within 500 ft. of Subject Property and Publishes Public Hearing Notice in Sarasota Herald-Tribune  
 [Note: The Staff Report is Posted With the Planning Board Agenda on the City's Website]

Once the Planning Board Makes a Recommendation on the Application, a Resolution is Prepared by the City Attorney's Office and the Application is Scheduled as a Consent Agenda 2 Item for the Next Available City Commission Meeting. The City Commission May Affirm the Planning Board's Action or Set the Applications for Public Hearing.

Once the City Commission Takes Action on the Application a Resolution is Recorded in the Official Records of Sarasota County and a Letter is Sent to the Applicant

**Sec. IV-1701. - Purpose and applicability.**

The city commission is hereby authorized to grant such waivers from the literal terms of these regulations where there are practical difficulties or unnecessary hardships so that the spirit of these regulations shall be observed, public safety and welfare secured, and substantial justice done.

**Sec. IV-1706. - Standards for review.**

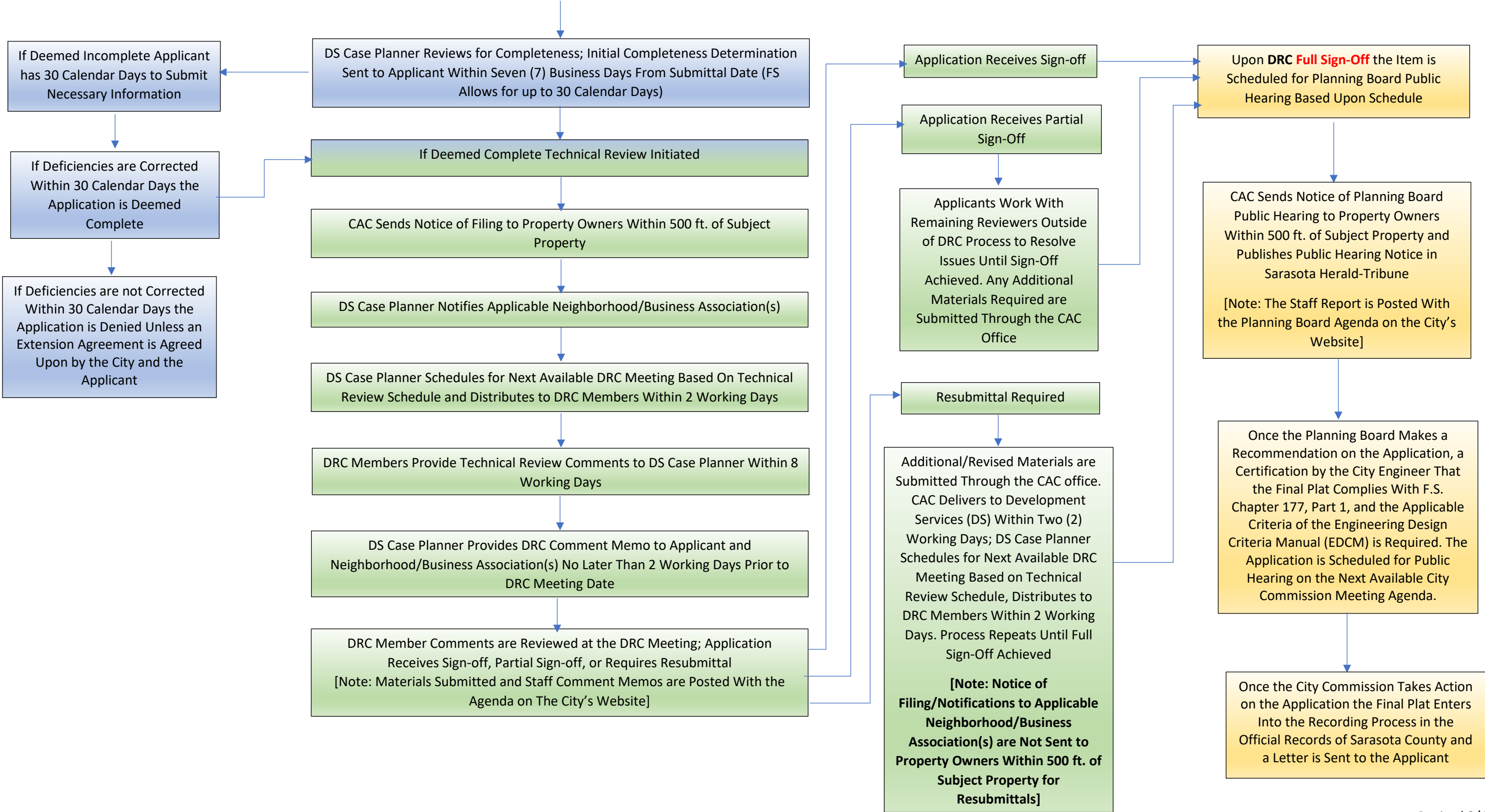
In reaching a decision as to whether or not the waiver application should be approved, approved with changes, approved with conditions, or disapproved, the planning board and the city commission shall consider:

- (1) Whether the requested waiver will enhance or improve the site, structure or building design;
- (2) Whether the requested waiver will allow the reasonable use of the land; and
- (3) Whether the requested waiver will be injurious to the neighborhood or otherwise detrimental to the public welfare.

**Subdivisions/Plat Review (Outside of Downtown Zone Districts)**  
 (Zoning Code Article IV-Division 10)

Development Application is Submitted Through City Auditor & Clerk's Office (CAC). CAC Delivers to Development Services (DS) Within Two (2) Working Days

**NOTE: Development Application Submittal for Subdivision/Plat Approval Must Include a Completed Traffic Concurrency Initial Review; and a Completed School Impact Analysis Determination.**



**Sec. IV-1001. - Purpose and applicability.**

(a) *Purpose.* These regulations are adopted for the general purpose of establishing standards and procedures to assure the orderly subdivision of land within the city, consistent with the requirements of F.S. ch. 177. No real property shall be divided into three or more zoning lots, parcels, tracts, or any other division of land, unless a final plat has been approved.

(b) *Authority.* The engineering department is authorized to review and accept the zoning lot layout of any preliminary plat applications. Final plat approval shall require approval by the city commission.

**Sec. IV-1007. - Standards for review.**

The city commission shall consider, during its review of the final plat, whether the proposed design and layout meets the purpose and intent of these regulations, the EDCM, and the requirements of F.S. ch. 177, pt. 1.