



# CITY OF BELLEVIEW

City with Small Town Charm

[www.belleviewfl.org](http://www.belleviewfl.org)

## Development Services

5525 SE 119<sup>th</sup> St.

Belleview, FL 34420

Office: 352-245-7021

Fax: 352-307-7708

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## SITE PLAN APPLICATION/CHECKLIST FORM (Basic and Full Site Plans/Utility Plan Review)

NOTE: To ensure better customer service and minimize delay in processing applications, all applications and submittal packages must be complete; incomplete applications will be returned to the applicant with a listing of the items incomplete or missing from the application or submittal package.

### Contact Information:

Applicant (person to contact for information):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Owner (if different):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Project Engineer (Full Site Plans):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

### Development Information:

Development Name: \_\_\_\_\_

Marion County Parcel Identification Number(s): \_\_\_\_\_

Development Type (e.g. Retail Shopping Center, Apartment Building, Restaurant, etc.): \_\_\_\_\_

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Check **one** of the following:

- Basic/Minor Site Plan - change of use/no change to lot coverage: \$400 Application fee\*
- Full Site Plan - Basic New Construction: \$1,200 Application fee\*  
(\$1,300 Shopping Centers under 10,000 Sqft, \$2,300 Shopping Centers over 10,000 sqft, \$3,300 Shopping Centers over 25,000 sq. feet)
- Utility Plan Review – Public Works review only: \$300 Application fee\*

*\*All fees Include 2 site plan reviews and 2 site inspections. Additional fees will be required for additional reviews or inspections. Engineering Review fees (if review required): Actual cost.*

### **Checklist:**

The following Items are among those required by the Belleview City Code and must be included (and complete) with the application for the package to be considered complete. City staff will review the application for completeness within 3 full working days from the received date and contact the applicant upon making a finding that the application is incomplete:

#### Site Plans:

- Proof of ownership or notarized authority to act on behalf of owner
- 4 copies minimum (signed and sealed Site Plans on 24" x 36" sheets) with the owners certification and architect/engineers certification in accordance with Section 127-34).
- Location map
- North arrow, scale (not to exceed 1" to 100'), and legend
- Existing site/structures/uses shown
- Proposed site/structures/uses shown
- Parking calculations
- Site data/calculations (lot size, coverage, floor area ratio...etc.)
- Landscaping plan (existing tree plan should be a separate sheet if heavily wooded)
- Tree preservation (plan, prepared by a tree professional, showing existing/proposed tree removal and replacement)
- Zoning (subject property)
- Legal description of the subject property
- Information for water and sewer services
- Application fee

#### Full Site Plans require the additional information:

- 2 Copies of drainage plans completed (signed and sealed by the design engineer)
- Soil boring information
- Utility plans (signed and sealed by design engineer)
- Transportation concurrency application form (fees at cost from 3<sup>rd</sup> party review)

#### Utility Plan Review:

- 2 Copies of plans (signed and sealed by design engineer)

PARTIAL LIST: The above list is intended merely to assist applicants with their submissions and does not include all required site plan items as found in Division II of Chapter 127 of the Belleview Land Development Regulations. Even though a site plan may include all items set forth in this form, all site plan applications must include the minimum information specified in Division II, Chapter 127 of the City of Belleview Land Development Regulations. The City of Belleview Land Development Regulations may be found online at: [www.municode.com](http://www.municode.com) (go to State of Florida, City of Belleview).

NOTICE: City staff cannot give legal advice. If you have any questions regarding your application, site plans or this process you should consult the attorney of your choice.

CONSENT: By you or your representatives (applicant) signature and filing this site plan application with the City, the owner/applicant acknowledges and consents to allow agents, representatives and employees of the City permission access to the subject property, regarding the application, at any time during the application review period.

By making application to the City of Belleview for site plan approval I (*please print name and use ink*) \_\_\_\_\_ acknowledge and do hereby affirm that I have authority to make this application and that my application package is complete in accordance with the minimum requirements (as found in Division II of Chapter 127 of the Land Development Regulations).

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_