



- 1. Submittal review conference
Date _____ CC _____
- 2. Legal Department:
Date _____ Atty _____
- 3. Planner Review
Date _____ Plnr _____
- 4. Legal Department:
Date _____ Atty _____

Date Received _____

File Number: PUD-200 - _____

Date Adopted:

Petitioner: _____

Address: _____

Telephone #: _____ Fax #: _____ E-mail: _____

Agent for Petitioner: _____

Address: _____

Telephone #: _____ Fax #: _____ E-mail: _____

Owner of Property: _____

Address: _____

Telephone #: _____ Fax #: _____ E-mail: _____

Address/Location of Subject Property _____

Folio Number of Subject Property _____

Legal Description of Property Involved _____

Lot Size _____ Existing Use of Property _____

Existing Structures on Property (Include Height and Square Feet) _____

Existing Zoning _____ Requested Zoning _____

Existing Comprehensive Plan Designation _____

Reason for request (proposed use) _____

AFFIDAVIT

I, _____ certify that I am the owner or authorized representative of the property described herein, and that all answers to the questions in this application and any sketches, data or other supplementary matter attached to and made a part of this application, are honest and true to the best of my knowledge and belief.

KNOW ALL MEN THAT I, _____, do hereby constitute and appoint _____ my true and lawful attorney, to execute the foregoing instrument in my name, place and stead this _____ day of _____, _____.

Date: _____
Signature of owner or authorized agent

Print or type name of person signing above

Name of owner/agent entity if a corporation, L.L.C., partnership, or trust

Representative capacity of person signing Affidavit:
President of Vice President of Corporation
Managing Member of L.L.C.
General Partner
Trustee

STATE OF FLORIDA)
)
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by _____ who is personally known to me or who has produced _____ as identification and who did not take an oath.

Notary Public

Print or type name
My Commission Expires: _____

KNOW ALL MEN THAT I, _____, _____(Title), of the firm of _____, do hereby grant the City of LaBelle permission to reproduce all or a portion of all plans, drawings, etc., submitted in connection with the foregoing petition.

Signature
Title: _____
Date: _____

STATE OF FLORIDA)
)
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by _____ who is personally known to me or who has produced _____ as identification and who did not take an oath.

Notary Public

Print or type name
My Commission Expires: _____

**CONFIRMATION OF OWNERSHIP BY OWNER; AND
AUTHORIZATION FOR AGENT OR PETITIONER (WHEN A DIFFERENT ENTITY)**

The undersigned to hereby swear or affirm that they are the fee simple title holders and owners of the record of property commonly known as _____
And legally described in Exhibit A attached hereto.

The property described herein is the subject of a Rezone application. We hereby designate _____ as the legal representative of the property in the course of seeking approval of this application. This representative will remain the only entity to authorize development activity until such time as anew or amended authorization is delivered to the City.

Owner Signature

Printed Name

Name of owner entity if a corporation, L.L.C., partnership, trust

Representative capacity of person signing: President or Vice President of Corporation, Managing Member of L.L.C., General Partner, Trustee

Address of Owner

STATE OF FLORIDA)
COUNTY OF _____)

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 200__, by _____ (_____) capacity if applicable who is personally known to me or produced _____ as identification.

Notary Public
Notary Public – State of Florida
My commission expires _____

Name typed, stamped or printed

INSTRUCTIONS FOR FILING A PLANNED USE DEVELOPMENT PETITION

PROCEDURE:

1. Rezone petitions may be obtained at the City Clerk's office and may be initiated by the owner of the property involved or his legally designated representative. A petition must be completed and submitted to the City Clerk, together with the required fee and supportive materials, at least 14 days prior to the next scheduled City Commission meeting.

Petitioners are required to arrange a submittal-review conference with the City Clerk to take place at the time of submittal. Petitioners may arrange an appointment by calling 675-2872. Petitions received later than 14 days in advance of a meeting or petitions which are determined to be incomplete will be placed on the agenda of the next meeting. Therefore, early submittal and the submittal-review conference with the City Clerk will help ensure consideration of your petition by the City Commission

City Commission meetings are held regularly on the second Thursday of each month, beginning at 7:00 p.m.

2. After reviewing the petition for completeness, the City Clerk will discuss it with other City staff relative to their specific areas of responsibility as they relate to the request.
3. Once the application is deemed complete by the City Clerk, it will be forwarded to the City Attorney to determine its legal sufficiency.
4. After the City Attorney has signed off as to legal sufficiency the application shall be forwarded to the City Planner for review.
5. The City Attorney shall review the application prior to the date of hearing by the City Commission to ensure all statutory requirements have been met.
6. The petitioner or his authorized representative shall appear at the City Commission meeting. The City Commission will consider the recommendation of the staff and the comments by the petitioner and the public. The City may vote to approve, deny, or approve the petition with conditions
7. Action on a rezone petition is taken by resolution; action on the actual Rezoning of the property is taken by ordinance.

PURPOSE: The Planned Unit Development process is intended to accommodate integrated and well designed developments in accordance with approved development plans. The district is intended to offer flexibility of design and to encourage imaginative, functional, high quality land planning development which is compatible with adjacent and nearby lands and activities. Lands proposed for development under the PUD may contain a mixture of residential, commercial, recreational and/or other uses provided the use is not in conflict with the Future Land Use.

STANDARDS: In their analysis of the rezone petition and the proposed development plan, and prior to official action recommending in favor of or approving the petition and plan, the Planning Advisory Board and City Council shall ensure that the following standards and conditions are met and shall deny the request if the following standards are not met:

1. Land uses within the development shall be appropriate in their proposed location, in their relationships to each other, and in their relationships with uses and activities on adjacent and nearby properties.
2. The development shall comply with applicable city plans and planning policies, and shall have a beneficial effect both upon the area of the city in which it is proposed to be established and upon the city as a whole.
3. The total land area within the development and the area devoted to each functional portion of the development shall be adequate to serve its intended purpose.
4. Streets; utilities; drainage facilities; recreation areas; building heights, sizes and yards; and vehicular parking and loading facilities shall be appropriate for the particular use or uses involved, and shall equal or exceed the level of design and construction quality required of similar land development elsewhere in the city.
5. Visual character and community amenities shall be equal or better in quality than that required by standard zoning districts for similar development.
6. Open space shall be adequate for the type of development and the population densities proposed.
7. Areas proposed for common ownership shall be subject to a reliable and continuing maintenance guarantee.
8. In the case of developments which are to be constructed in several units, the proposed units shall be shown on the overall development plan. The proposed construction units shall individually comply with the standards set forth in this section in order that, if for any reason construction ceases prior to completion of the entire planned development, the resulting partially complete project will adequately serve its purchasers and occupants and will not cause a general public problem.

PURPOSE OF GENERAL DEVELOPMENT AND SITE PLAN REVIEW: The purpose of the general development and site plan review is:

1. To encourage logic, imagination, innovation, and variety in the design process.
2. To make certain that the proposed development is compatible with its surrounding area.
3. To ensure appropriate planning and to require the necessary improvements with respect to:

- a. Vehicular entry and exit drives
- b. On-site vehicular circulation
- c. Access ways for emergency and service vehicles
- d. The impact of traffic generated by the project on traffic patterns and volumes on adjoining and nearby streets and the adequacy of such streets to accommodate such traffic
- e. The adequacy of public utilities
- f. The adequacy of buffers between the project and adjoining dissimilar uses
- g. Off-site improvements necessitated by the traffic or other aspects of the proposed project

REQUIRED SUPPORTIVE MATERIALS:

1. A check in the amount of the PUD application fee made payable to the City of LaBelle (see fee schedule).
2. A recitation of all covenants, both existing and proposed to run with the land.
3. A statement of proposed development criteria and standards.
4. A list and mailing labels of property owners within 500 feet, measured from the closest property boundary of the subject property.

SPECIFIC REQUIREMENTS

1. The name of the proposed development.
2. The name and address of the owner of the property with proof of ownership.
3. The name, address, and seal of the individual or firm which prepared the relevant plans.
4. The total tract boundary drawn in accordance with the minimum technical standards as required by the Florida Board of Land Surveyors with distances marked to at least the nearest foot that includes the following information:
 - a. Graphic scale.
 - b. North point or arrow.
 - c. Location of the front, side, and rear yards as required by the applicable zoning district.
 - d. All zoning district boundaries which divide, or abut, the property.
 - e. Location, ground floor elevations, and areas of all existing and proposed structures
 - f. Construction limit line, showing all areas to remain undisturbed.
 - g. Location of proposed buffer yards and usable open space.
 - h. Location and dimensions of all easements.
 - i. All existing and proposed points of motor vehicle access to the property.
 - j. All existing and proposed parking areas and loading spaces, including stalls, aisles, and driveways.
 - k. Location of bulk trash containers and dumpsters, screened as required.
 - l. All watercourses, wetlands, bogs, swamps, marshes, floodways and flood plain boundaries and environmentally sensitive zones, including source of data.
 - m. Existing and proposed fire hydrants, water, sewer, electric, and other utility lines and

- easements.
 - n. Location of public and private existing and proposed water mains and waste water facilities, including pump stations, storage tanks and related facilities.
 - o. Location of any areas to be commonly owned and/or used and the method by which they will be owned managed and maintained.
 - p. Areas, if any, proposed to be converted, dedicated, or reserved for public use.
 - q. Location and width of all existing and proposed sidewalks.
 - r. Location of all rights-of-way dividing or abutting the property.
5. Grading / Water Management Plan that includes:
- a. Existing topography with sufficient information to determine existing drainage patterns. Spot elevations shall be provided at a minimum of twelve per acre.
 - b. Topographic contours to be depicted by solid lines wherever grade changes are proposed. Sufficient information shall be provided to determine drainage patterns and the impact the proposed project will have on all adjacent properties.
 - c. Location, size, and materials of all existing and proposed retaining walls.
 - d. Provisions for storm drainage, including catch basins, retention ponds, detention ponds, drywells, energy dissipaters, manholes, culverts, and similar facilities with storm water management calculations therefore.
 - e. A statement of all surfacing and curbing material to be used in parking and loading areas.
6. Vicinity map showing all lots, streets, and driveways within 500 feet from the exterior boundary of the lot.
7. Detailed architect's elevations for all facades at a scale of not less than 1/8" = 1'- 0" and renderings of the principal facades. A general sketch showing the proposed building in relationship to adjacent buildings shall also be provided.
8. A narrative that includes the following information:
- a. Proposed use of the property.
 - b. Total size of each lot to the nearest square foot.
 - c. Provisions for potable water distribution and sewerage disposal, including location and size of existing and proposed mains and laterals, pump stations and related sewerage treatment facilities.
 - d. Names of all existing and proposed public and/or private streets.
9. Landscape plan showing location, species type, size, and quantity.
10. A block on the site plan with the following written information, as applicable.
- a. Zoning district(s) in which the property lies.
 - b. Total size of the property to at least the nearest square foot.
 - c. Gross floor area of each building.
 - d. Proposed percentage of building lot coverage.
 - e. Height of all buildings and other structures in feet and stories.
 - f. Number of parking spaces required and provided for each use and method of calculation.
 - g. Number of handicapped parking spaces required and provided
 - h. Proposed overall density for each lot (number of dwelling units per acre)
 - i. Minimum usable open space required, and provided, in square feet.

11. One colored site plan for meeting presentation purposes.
12. 10 (ten) SETS* of the following:
 - a. Completed petition form (*Original and 9 copies*);
 - b. Proof of ownership (10 copies of deed, property tax receipt, etc.).
 - c. A site plan. Ten (10) copies of a site plan must be submitted with thirty-five (10) copies of the petition and any other necessary supportive materials (i.e 10 complete sets). This plan must be at a suitable scale and be no smaller in size than 8-1/2" x 11" and no larger in size than 34" x 36". Plans larger than 8-1/2" x 11", MUST BE FOLDED. The architectural, engineering or other firm preparing the plans MUST SIGN permission to reproduce on Page 3 of the application and have his or her signature notarized. The site plan must show all data pertinent to the proposed rezone, including at least the following:
 - (1) Date of drawing
 - (2) Scale
 - (3) North arrow
 - (4) Name of person or firm who drew the plan
 - (5) Location of existing parcels of land within 500 feet of the property proposed to be rezoned and other information which may be pertinent
 - (6) All properties immediately adjacent to and across an alley or street: show location of building footprints, access points, other significant features
 - (7) Existing zoning districts and land uses within 500 feet of the property that is the subject of this petition
 - (8) Graphic illustration of area/property to be rezoned
13. One legible reduced plan (either 8½" x 11" or 11" x 17").
14. All 8½ x 11" papers must be three-hole punched to accommodate packets for City Council. All plans or supplemental material that is larger than 8½ x 11" must be placed in plastic sleeves that are three-hole punched or presented in a way that is suitable for inclusion in a three-ring binder.
15. A residential impact statement petition may also be required.

*For example, one petition, one site plan, one landscape plan, and one each of other supportive materials should be put together to comprise a set. Do not submit, for example, one stack of 9 site plans, one stack of 9 landscape plans, and one stack of 9 petitions separate from each other supportive material, as this is not a set.

PLEASE NOTE: If the petition is continued *for any reason*, additional folded plans *may* be required OR, if any changes are made, an additional 10 folded plans will absolutely be required. The City of LaBelle reserves the right to refuse to accept a petition if incomplete on the filing deadline date. The complete petition may be submitted for the following month's PAB meeting.

It is recommended that the typical architectural elevations be in color.