



SITE CONSTRUCTION PLAN APPLICATION
CITY OF LABELLE, FLORIDA

APPLICATION NUMBER: SIT_ - _____ (Assigned by City)
DATE RECEIVED: _____

1. APPLICANT: _____
(as shown on deed or Articles of Incorporation)

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone Number: _____ Home Phone Number: _____

Fax number: _____ Email: _____

2. PROPERTY OWNER (if different from Applicant): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone Number: _____ Home Phone Number: _____

Fax number: _____ Email: _____

NOTE: The application must include all pertinent information (Name, address, phone numbers, etc.) for all owners of land affected by this application. If the space provided above is not sufficient to list all of the owners then, the additional information must be provided on a separate sheet(s).

3. SPECIFIC LOCATION OF SUBJECT PROPERTY AFFECTED BY THIS APPLICATION:

Township: _____ Range: _____ Tax Parcel I. D. #: _____

Lot: _____ Block: _____ Plat Book: _____ Page Number: _____

Site Address: _____

4. SITE DETAILS:

Total acreage of the Property: _____ Existing Use of Property: _____

Future Land Use Designation: _____ Zoning District: _____

5. SUMMARY OF APPLICANT’S REQUEST (Proposed Development/No. and Type of Dwelling Units/Square Footage and Type of Non-Residential, Etc.):

6. PLEASE PROVIDE TEN (10) SETS OF THE FOLLOWING ITEMS TO CITY HALL, 481 WEST HICKPOCHEE AVENUE, LABELLE, FLORIDA 33935:

_____ **Completed Application Form**

_____ **Application Fee:** Check made payable to “City of LaBelle” with fee per adopted Fee Schedule.

_____ **Pre-Application Meeting Notes** as provided by the City of LaBelle, or evidence the pre-application meeting was waived.

_____ **Affidavit of Ownership and Agent Authorization:** The name of all parties having interest in the subject property and certification that the applicant is authorized to sign the application as owner or authorized agent.

_____ **Proof of Ownership:** A copy of the warranty deed, tax bill or a printout from the Property Appraisers office is required.

_____ **Site Plan:** Drawing demonstrating the property boundary and location and type of form of proposed development on 24”X36” paper with legible text showing all data pertinent to the application, including at least the following:

1. Date of drawing
2. Scale
3. North arrow
4. Name of person or firm preparing the plan
5. Property boundary
6. Proposed physical improvements including, but not limited to: existing and proposed buildings, off-street parking areas, pavement including calculation of pervious and impervious areas, landscaping, utilities, on-site recreation, stormwater management facilities, water bodies, wellheads, walls, poles, towers, signs, and the distances of all these improvements from the boundaries of the property

_____ **Landscape Plan:** Drawing demonstrating the property boundary and all required landscaping improvements on 24”X36” paper at the same scale at the Site Plan. The

plan must provide legible text showing all data pertinent to the proposed landscaping, including at least the following:

1. Date of drawing
2. Scale
3. North arrow
4. Name of person or firm preparing the plan
5. Property boundary
6. Proposed physical improvements including but not limited to: existing building, access points, driveways, parking areas, easements (utility, drainage, electric)
7. All proposed plantings, size of plants at time of planting, and name of species.
8. Location and widths of landscape buffer easements.
9. Locations, sizes and species name of all significant oaks, existing and proposed for removal, with mitigation planting information.

_____ **Significant Oak Removal Permit:** A copy of the administrative or city commission approval and/or PUD zoning approval for any significant oak trees proposed for removal.

_____ **Traffic Impact Statement (TIS).** For projects generating greater than 50 p.m. peak hour trips, or where required by the Superintendent of Public Works as part of the pre-application meeting process, a traffic impact study (TIS) must be submitted based upon a methodology accepted by the City. For projects generating less than 50 p.m. peak hour trips, a trip generation table demonstrating the number of trips based upon the project density/intensity and relevant ITE code(s) is required.

_____ **Boundary Survey.** A boundary survey and legal description, less than one year old, that is signed, sealed, and prepared by a Florida professional surveyor and mapper, showing the location and dimensions of all property lines, existing streets or roads, easements, rights-of-way, and areas dedicated to the public. In the case of improved property, the survey is to show all vertical improvements.

_____ **Florida Land Use Cover (FLUCCS) Map.** The map shall be drawn at the same scale as the site plan and demonstrate existing vegetation communities on the property. A Protected Species Survey may also be required, as determined by the City at the time of pre-application meeting.

_____ **Other permits.** Copies of all necessary state and federal permits must be submitted prior to the commencement of construction work on the site. The City is not responsible for determining applicable state and federal permits.

_____ **Additional data.** Any additional data, materials or information deemed necessary by the Superintendent of Public Works to make a determination, as determined at the pre-application meeting in accordance with subsection 5-20(b)(1) of this code.

_____ **Electronic copy of all checklist items in one (1) PDF file:** Please provide on CD or flash drive.

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 site plans, 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.

_____ 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 or Vice President of Corporation, Managing
Member of L.L.C., General Partner, or Trustee

STATE OF _____
COUNTY OF _____

The foregoing instrument was sworn to (or affirmed) and subscribed before me on _____ (date) by (name of person providing oath or affirmation), who is personally known to me or who has produced _____ (type of identification) as identification.

NOTARY PUBLIC STAMP/SEAL:

Signature of Notary Public

Printed Name of Notary Public

AGENT AUTHORIZATION

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.

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.

_____ 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 or Vice President of Corporation, Managing
Member of L.L.C., General Partner, or Trustee

STATE OF _____
COUNTY OF _____

The foregoing instrument was sworn to (or affirmed) and subscribed before me on _____ (date) by (name of person providing oath or affirmation), who is personally known to me or who has produced _____ (type of identification) as identification.

NOTARY PUBLIC STAMP/SEAL:

Signature of Notary Public

Printed Name of Notary Public

ATTENTION

This application must be completed (please type or legibly print) and resubmitted, with all requirements herein, to the Superintendent of Public Works, City Hall, City of LaBelle. This application must be filled out completely and must be signed by the owner or his designated agent. If the applicant is different than the owner of the subject property, then an agent affidavit in a form approved by the City is required from the owner of the property that is requesting the vacation. The agent affidavit must be completely filled out and submitted with this application. If the property is in multiple-ownership, then all of the owners or their designated agent(s) must sign this application. All owners of property that will be affected by this application must either sign this application or fill out an agent affidavit.

This application will reviewed by City staff for completeness and permit approval/denial.

The applicant is fully responsible for researching and knowing any and all laws, which may be applicable and affect the outcome of the any decision on the application request. The City assumes no responsibility or liability relating to the failure to research and know all applicable laws including, but not limited to, state, federal and city laws, codes, land development regulations or the adopted comprehensive plan.

NOTE: The entire process can take approximately 2-3 months from start to finish. The Applicant will be responsible for all expenses for outside consultants.