

**CITY OF BRISTOL**

DEVELOPMENT PERMIT APPLICATION

COVER PAGE

This application, together with ALL REQUIRED ATTACHMENTS, shall be completed by the applicant and submitted to the Development Administrator prior to beginning any development project within the City of Bristol. No development may begin without obtaining the appropriate permit from the City of Bristol. IT IS THE APPLICANT'S RESPONSIBILITY TO BE FAMILIAR WITH ALL APPLICABLE REQUIREMENTS CONTAINED IN THE LAND DEVELOPMENT CODE AND COMPLETION OF THIS APPLICATION IN NO WAY WAIVES THE APPLICANT'S RESPONSIBILITY.

TYPE or PRINT the following information:

Owner: \_\_\_\_\_

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

Phone No. (Business) \_\_\_\_\_

(Home) \_\_\_\_\_

Applicant: (if different than owner) \_\_\_\_\_

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

Phone No. (Business) \_\_\_\_\_

(Home) \_\_\_\_\_

I certify under penalty of perjury that all the information and materials submitted are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Owner/Applicant

\_\_\_\_\_  
Date

**CITY OF BRISTOL**

DEVELOPMENT PERMIT APPLICATION

Date \_\_\_\_\_

Applicant \_\_\_\_\_

Owner (if other than applicant) \_\_\_\_\_

Legal Description of Property

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_

Subdivision \_\_\_\_\_ # \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Parcel \_\_\_\_\_

Plat Book/Page Number \_\_\_\_\_

Size of Project

Size of parcel of land in acres (round to nearest hundredth) \_\_\_\_\_

Type of Project

- ( ) Zoning Action  
From: \_\_\_\_\_ To: \_\_\_\_\_ Other \_\_\_\_\_
- ( ) Site Plan Approval \_\_\_\_\_
- ( ) Subdivision Approval \_\_\_\_\_
- ( ) Building Permit \_\_\_\_\_
- ( ) Planned Unit Development \_\_\_\_\_
- ( ) Variance \_\_\_\_\_
- ( ) Conditional Use \_\_\_\_\_
- ( ) Other (Specify) \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

Development Potential

If Residential:      Type of Residential \_\_\_\_\_  
                                 Potential Dwelling Units \_\_\_\_\_  
                                 Number of Dwelling Units for each phase \_\_\_\_\_

If Non-Residential:	Specific Use(s)	Sq. Ft.
	_____	_____
	_____	_____
		_____ (Total)

## **Site Plan Review**

For developments requiring submission of a site plan, the City of Bristol may require any applications for the site plan review to be accompanied by any or all of the following information:

1. A site plan containing the title of the project, its date and scale, a north arrow and illustrations of the locations of all proposed buildings and structures, access and traffic flow, off-street parking and off-street loading areas, recreational facilities, landscaped buffer areas, refuse collection areas, and proposed utilities.
2. The location, size and character of any common open space, and the form of organization proposed to own and maintain any common open space.
3. Location, type, size, and height of fencing, retaining wall, and screen planting where required.
4. All off-street parking, loading space, and walkways; indicating the type of surfacing; size, angle, and width of stalls and aisles; together with a schedule showing the number of parking spaces provided and the number required.
5. Provisions for the adequate disposition of storm water in accordance with the adopted design criteria and standards of the City, indicating the location, size, type and grade of ditches, catch basins, and pipes and connections to the existing drainage system.
6. Provisions for the adequate control of erosion and sedimentation, indicating the proposed temporary and permanent control practices and measures that will be implemented during all phases of clearing, grading, and construction.
7. A landscape plan indicating the location, type, size, and description of all proposed landscape materials, including the limits and/or extent of tree removal and/or protection.
8. Any additional data, plans, or specifications which the applicant believes is pertinent and will assist in clarifying the application.

## **APPLICATION FOR CHANGE OF ZONING CLASSIFICATION**

The application submitted shall contain the following information (no application shall be accepted which does not contain each of the following applicable items):

1. Description (legal description, including lot and block number, and acreage of subject property).
2. Owner (the names and addresses of all owners of the subject property).
3. Zoning (the existing and proposed uses and Zoning classifications of the subject property).
4. Applicant interest (a statement of the applicant's interest in the subject property, including a copy of the latest recorded warranty deed and):
  - a. If joint and several ownership, a written consent to the rezoning petition by all owners of record;
  - b. If a contract to purchase, a copy of the purchase contract and written consent of the seller/owner;
  - c. If an authorized agent, a copy of the agency agreement or written consent of the principal/owner;
  - d. If a corporation or other business entity, the name of the officer of person responsible for the application and written proof that said representative had the delegated authority to represent the entity, or in lieu thereof, written proof that the person is, in fact, an officer of the corporation;
  - e. If a group of contiguous property owners, at least fifty-one (51) percent of the contiguous property owners of the property described in the petition must provide written consent.
5. Reason for application (a statement of the special reasons that the rezoning request is needed and justified).
6. Fee (payment of any filing fee set by the City Council to cover advertising, application review, and other administrative costs).
7. Comprehensive Plan designation (the current land use designation of the subject property under the adopted Comprehensive Plan).
8. Signature (a signed statement under penalty of perjury that all the materials submitted are true and correct to the best of the applicant's knowledge and belief).

## **APPLICATION FOR VARIANCE**

An application for a variance of property from the regulations of the Land Development Code shall be filed with the Development Administrator and shall include the following items or information (no application shall be accepted which does not contain each applicable item):

1. Owner (if the applicant is other than the owner of the entire parcel in question, written consent for such application must be signed by all the owners of the subject property).
2. Description (a complete legal description of the premises for which a variance is requested).
3. Survey (a survey or plot diagram indicating applicable setback lines and the location of the proposed construction).
4. Nature of variance (a statement as to the exact nature of the proposed variance and the physical nature/configuration of the premises which makes the variance necessary).
5. Hardship (a statement as to the hardship imposed by these regulations in the event no variance is granted).
6. Zoning (the current zoning classifications of the subject property).
7. Impact (a statement of the impact upon contiguous property owners of granting the variance).
8. Fee (a filing fee as set by the City Council to cover advertising, application review and other administrative costs).
9. Signature (a statement signed by the applicant under penalty of perjury that the information and materials submitted are true and correct to the best of the applicant's knowledge and belief).

## **APPEAL OF ADMINISTRATIVE ACTION**

Any person aggrieved by any decision of the Development Administrator or other administrative official under jurisdiction of the City under the Land Development Code may appeal such decision to the City Council. Such appeal shall be filed with the Development Administrator within thirty (30) days after the administrative order, requirement or decision is rendered. All documents regarding the appeal shall be provided to the City Council. The appeal shall include the following information:

1. Owner or Appellants name and address;
2. Nature of Appeal (a statement as to the exact nature of the appeal and the impact of the administrative decision on the appellant);
3. Description (a complete legal description of the property in question);
4. Other information (any other information pertinent to the appeal that the appellant feels is relevant);
5. Signature (a statement signed by the appellant under penalty of perjury that the information and material submitted are true and correct to the best of the appellant's knowledge and belief).

## **SPECIAL EXCEPTION PETITION**

A written petition for a Special Exception shall be submitted to the Development Administrator, identifying the specific exception requested. The petition should include material necessary to demonstrate that the grant of a special exception will be in compliance with the general intent and purpose of the zoning regulations, will not be injurious to the neighborhood or to adjoining properties, or be otherwise detrimental to the public welfare. Such material shall include, but not being limited to the following, where applicable:

1. Site plans at an appropriate scale showing proposed placement of structures on the property in question, provisions for egress and ingress, off-street parking and loading areas, refuse and service areas, and required yards and other open spaces;
2. Plans showing proposed locations for utility hook-up;
3. Proposed landscaping and plans for screening and buffering with reference to type, dimensions and character;
4. Proposed signs and lighting, including type, dimensions, and character;
5. Other information deemed necessary by the Development Administrator in order to adequately evaluate the impacts of the proposed use. Where this Code places additional requirements on specific special exceptions, the petition shall demonstrate that such requirements are met.

## **APPLICATION FOR SUBDIVISION PLAN APPROVAL**

The standards for subdivisions within the City of Bristol and the procedures for subdivision plan and plat approval are detailed within Chapter 5 of the Land Development Code. In order to ensure that the applicant is thoroughly familiar with all requirements, including preliminary and final plat approval procedures, the applicant should obtain a copy of Chapter 5 from the Development Administrator and follow the procedures as outlined in the Chapter.

## **SIGN PERMIT APPLICATION**

All application for temporary or permanent sign permits shall be submitted to the Development Administrator. No permit shall be issued for an individual sign requiring a permit unless and until a signage plan for the property on which the sign will be erected has been submitted to and approved by the Development Administrator. The permit application shall contain the following information:

1. The names and addresses of the owners of the property.
2. The street address and legal description of the property, including lot and block number, and acreage of subject property.
3. The existing and proposed uses and Zoning classifications of the property.
4. The purpose of the sign(s) to be placed on the property.
5. Is the sign(s): ( ) Temporary ( ) Permanent
6. An accurate plot plan of the property at such scale as the Development Administrator may reasonably require that includes:
  - a. The location of any buildings, parking lots, driveways, and landscaped areas on such property;
  - b. The proposed location of each present and future sign of any type, whether requiring a permit or not, except that incidental signs need not be shown; and
  - c. Computation of the number of signs, the total size and height of individual signs.
7. Payment of any filing fee set by the City to cover administrative costs.
8. A signed statement under penalty of perjury that all the information and materials submitted are true and correct to the best of the applicant's knowledge and belief.

## **PLANNED UNIT DEVELOPMENT (PUD) APPLICATION**

In order to qualify as a PUD development, the property shall include no less than 2 ½ acres of contiguous land and shall be of such proportions as to properly accommodate all proposed uses in keeping with the general requirements of the City and the established objectives and policies of the adopted Comprehensive Plan. The other minimum dimensional and density requirements as contained in the Land Development Code for PUD developments must be met in order to qualify as a PUD development.

1. Prior to filing an application for PUD development, the applicant or authorized representative shall confer with the Development Administrator, as well as such other City Officials and representatives of other agencies as may be requested by them to participate in a pre-application conference to review and discuss the proposal.
2. The PUD petition shall be submitted in accordance with the general requirements for applications as set forth in the Land Development Code. In addition, the application shall include the following specific information and materials:
  - a. A statement identifying the owners of all property within the area of the proposed development, together with evidence of the unified control of said area. If submitted by other than the current owner(s) of the property, the statement shall be accompanied by satisfactory evidence of the existence of purchase or lease agreement(s) or other appropriate instrument(s) to indicate current or future unified control to indicate current or future unified control of the property. The statement shall include agreement:
    - (1) That the proposed development shall be in the accordance with the provisions of the application and all materials submitted therewith and supplied upon request, and in accordance with such specified modifications thereof as may be required by the City and agreed to by the applicant; and
    - (2) To provide acceptable surety bond, or letter of credit, or similar security to the City for each phase of the proposed development prior to the commencement of construction of each phase as to assure completion of such publicly owned and operated facilities required by the approval of the PUD development; and
    - (3) To file with the City copies of any condominium prospectus and the corresponding letter of approval from the Florida Department of Business Regulation in order to ensure that provision will be made for the continuing operation and maintenance of all common facilities and open areas; and
    - (4) To bind all successors of the applicant to such agreements.

- b. A general concept plan at an appropriate scale showing the character, extent, and general location of buildings and outdoor uses, including open space and recreation areas, parking areas, public facilities and buffers, and showing the uses of buildings.
  - c. An itemization of the number of dwelling units of different types and of the quantity (floor area) of space devoted to nonresidential uses, and a schedule showing the expected phasing plan (including the starting and ending dates of each phase) and the number of units and/or quantity of space to be included within each phase.
  - d. A schematic traffic flow plan showing estimated volumes (peak hours) of traffic on collector and arterial roads within the site and at all entrances to the site.
  - e. A report indicating how the proposed project will conform to the adopted Comprehensive Plan.
  - f. Such other materials as may be determined by the Development Administrator as being necessary for the review of the development based on its unique location, character or extent. Where appropriate, such materials shall include an identification of areas on the site characterized by floodplains, archaeological and historical sites, and/or habitats for threatened or endangered species of special concern.
3. The PUD application shall include payment of any filing fee set by the City to cover advertising, review of application and other administrative costs.
4. The PUD application shall include a signed statement under penalty of perjury that all information and materials submitted are true and correct to the best of the applicant's knowledge and belief.

## **APPLICATION FOR CONDITIONAL USE**

An application for a conditional use shall be submitted to the Development Administrator and shall contain the following information. No application shall be considered unless each of these items is included:

1. Description (the legal description and acreage of the premises for which the conditional use is requested);
2. Owner (the names and addresses of the owners, occupants and tenants of such property, and adjacent owners of property within five hundred (500) feet of the subject property if it is a residential use or within one thousand (1000) feet if it is a commercial use);
3. Description of use (a description of the conditional use desired, specifically and particularly describing the type, character, and extent of the proposed conditional use);
4. Authorization (a citation to the provision in the Land Development Regulations which allows such conditional use);
5. Conditions (a detailed statement of the proposed conditions on such use, and as to how those conditions are to be fulfilled);
6. Reason and existing use (a statement as to the existing use of the property and the reason for requesting the conditional use);
7. Site Plan (a proposed site plan for said parcel prepared in compliance with the development review requirements within the Land Development Regulations);
8. Fee (a filing fee for advertising, application review and other administrative costs, in an amount set by the City);
9. Signature (the applicant's signature under penalty of perjury that the information and materials submitted are true and correct to the best of the applicant's knowledge and belief).

## CONCURRENCY EVALUATION APPLICATION

A concurrency evaluation shall be made prior to any development application for site plan, subdivision plat, or building permit approval. A finding of non-deficiency only entitles the owner to apply for development permits pursuant to the time parameters and other requirements established in the Land Development Code.

In addition to the information required in the general development permit application, a concurrency evaluation must be made for sanitary sewer, potable water, transportation (roads), drainage, solid waste, and parks and recreation facilities (the latter for residential development only). Using the information generated in the Capacity Reservation requests, the Development Administrator will be able to determine if the proposed development can be served by the above referenced facilities and services within the Level of Service Standards adopted in the Comprehensive Plan and outlined in Attachment 4 of the Concurrency Chapter (Chapter 7) of the Land Development Regulations.

If the proposed development cannot be served within the Level of Service Standards at the time of the impact of such development upon the facilities and services, a development permit shall not be issued until such time as adequate facilities and services are available to serve the proposed development.

In conducting a concurrency evaluation, the following specific information shall be included in the application for concurrency evaluation:

### 1. Sanitary Sewer Service

- a. Is the proposal within an Existing Service Area?

If Yes, ( ) Identify Service Area: \_\_\_\_\_  
and attach Certificate of Reserve Capacity.

If No, ( ) Attach copy of Septic Tank Permit of confirmation  
from the County Health Department that soils are  
suitable for septic tanks.

- b. Name and Design Capacity of Plant: \_\_\_\_\_
- c. Available Capacity of Plant: \_\_\_\_\_
- d. Acceptable Level of Service Standard (in gallons): \_\_\_\_\_
- e. Reserved Capacity for this Project: \_\_\_\_\_

**2. Potable Water**

a. Is the Proposal within an Existing Service Area?

If yes, ( ) Identify Service Area: \_\_\_\_\_

If No, ( )

b. Name and Design Capacity of Plant: \_\_\_\_\_

c. Acceptable Level of Service Standard (in gallons): \_\_\_\_\_

d. Reserved Capacity for this Project: \_\_\_\_\_

**3. Transportation Facilities**

a. Primary Access Street Characteristics:

Classification \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b. Current PHT (Per Hour Trips): \_\_\_\_\_

c. Current V/C (Volume/Capacity): \_\_\_\_\_

d. Current LOS: \_\_\_\_\_

e. Project PHT: \_\_\_\_\_

f. V/C Ration (including project): \_\_\_\_\_

g. LOS (including project): \_\_\_\_\_

h. Explanation of Impact of Project on the Roadway Network:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. Drainage**

a. Do storm water management facilities meet Level of Service Standard?

Yes ( )

No ( )

**5. Solid Waste**

a. Solid Waste Facility to be Used: \_\_\_\_\_

b. Available Facility Capacity: \_\_\_\_\_

c. Acceptable Level of Service Standard (in pounds): \_\_\_\_\_

d. Reserved Capacity for this Project: \_\_\_\_\_

**6. Parks and Recreation**

(For review of residential proposals only)

a. Recreation Planning Area: \_\_\_\_\_

b. Potential Population of Proposal: \_\_\_\_\_

If phased, distribute population by phase:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Park Acreage Impact: \_\_\_\_\_

d. Existing Level of Service in the Planning Area: \_\_\_\_\_

## **FACILITY and SERVICE AVAILABILITY**

Using the information generated in the Capacity Reservation Requests, will the proposed development be served by the following facilities and services within the Acceptable Levels of Service adopted in the Comprehensive Plan?

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

	<b>YES</b>	<b>NO</b>
<b>Transportation</b>	( )	( )
<b>Drainage</b>	( )	( )
<b>Sanitary Sewer</b>	( )	( )
<b>Potable Water</b>	( )	( )
<b>Solid Waste</b>	( )	( )
<b>Parks and Recreation</b>	( )	( )

**Concurrency Evaluation Results:**

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