



PLANNING AND DEVELOPMENT DEPARTMENT FLS & FLD APPLICATION INFORMATION

SUBMITTAL CHECKLIST

Italics indicate item may not always be required. Confirm with Staff in writing prior to submittal.

To be submitted as DOCUMENTS (mandatory):

- Completed FLS/FLD Application (Pages 1 through 5)
- Detailed description of requested flexibility (Page 1)
- Complete sentence responses for General Applicability Criteria (Page 3)
- Complete sentence responses for correct Specific Flexibility Criteria (Page 4)
- Affidavit completed and notarized. (Page 5)

Companion Applications (if applicable)

- US 19 or Downtown addendum applications (Required for US 19 and DT Districts)*
- Comprehensive Landscape program (Required for flexibility from landscaping)*
- Public Amenities Incentive Pool (Required for density/intensity in the DT District)*
- Transfer of Development Rights (Required if density/intensity is to be transferred)*
- Preliminary Plat (Required for alteration of three or more lots or parcels)*

Narratives & Reports (if applicable)

- One Page Stormwater Narrative including Calculations
- Tree Inventory (Required for every site with protected trees)
- Narrative for Beach by Design, US 19 and Downtown design standards (Required for T, US 19 and DT Districts)*
- Parking Demand Study (Required if reducing required parking)*
- Traffic Impact Study (Required if exceeding thresholds detailed below)*

To be submitted as PLANS (mandatory):

- Signed Survey
- Cover Sheet with Site Data Table
- Demolition Plans*
- Site Plans with dimensions showing all new construction
- Paving, Grading and Drainage
- Turning template plans (Required for certain vehicular movements)*
- Utility Plans (include solid waste receptacles and enclosure)
- Landscape Plan (Not required for single family projects)*
- Irrigation Plan (Not required for single family projects)*
- Tree Survey
- Tree Protection Plan
- Floor Plans
- Architectural Elevations measuring height
- Architectural elevations with dimensions and details required for Beach by Design, US 19 and Downtown.*



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APPLICATION REQUIREMENTS DETAILS

A complete submittal is required. The City reserves the right to reject online submittals that deviate from the standards, and to require the documents to be resubmitted. Any exemption to these requirements must be confirmed in writing from city staff prior to submitting or the application may be incomplete and/or delayed.

Plans shall be set to landscape view, and oriented so that North is always at the top of the monitor; while documents shall be oriented either landscape or portrait view so that the top of the page is always at the top of the monitor. The Plan Sheets shall be named (online in ePermit submittal) in a logical and concise method (**C1.0, C1.1, LS1.1, LS 1.2, etc**). Resubmittals may be rejected due to incorrect naming as they must match sheet names or sheet versioning will be incorrect.

Submittals in ePermit shall be uploaded as either “APPLICATIONS” or “PLANS” type only, as detailed above.

Parking Demand Study

If flexibility from the parking standards is requested that is greater than 50% (excluding those standards where the difference between the top and bottom of the range is one parking space), then a parking demand study must be provided. The proposed methodology of the parking demand study must be approved in writing by both Traffic Engineering and the Planning and Development Department prior to conducting the study and prior to submitting the study. The findings of the study shall be used in determining whether or not flexibility to the parking standards are supported and/or approved.

Traffic Impact Study

A traffic impact study shall be required for all proposed developments if the total generated net new trips meet one or more of the following conditions:

- Proposal is expected to generate 50 or more new trips in any given hour (directional trips, inbound or outbound on the abutting streets) and/or 500 or more new trips per day (As per CDC Section 4-904.C3 & C.6); or
- Anticipated new trip generation degrades the level of service as adopted in the City's Comprehensive Plan to unacceptable levels; or
- The study area contains a segment of roadway and/or intersection with five reportable accidents within a prior twelve-month period, or the segment and/or intersection exists on the City's annual list of most hazardous locations, provided by the City of Clearwater Police Department; or
- The Traffic Operations Manager or their designee deems it necessary to require such assessment in the plan review process. Examples include developments that are expected to negatively impact a constrained roadway or developments with unknown trip generation and/or other unknown factors.



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Stormwater Narrative

The stormwater narrative shall describe the proposed stormwater control plan including location of onsite and offsite stormwater management facilities, including offsite elevations, as may be required by the Engineering Department to evaluate proposed stormwater management, as well as a narrative describing the proposed stormwater control plan. This shall include calculations not to exceed one page, additional calculations will be required at time of building construction permit. Additional data necessary to demonstrate compliance with the City of Clearwater Storm Drainage Design Criteria manual may be required at time of building construction permit.

Plans Details:

Civil/Site/Drainage/Utility Plans General

The site plan shall prepared by a professional architect, engineer or landscape architect, be drawn to a minimum scale of one inch equals 50 feet, and shall include the following:

- Index sheet of the same size shall be included with individual sheet numbers referenced thereon.
- Property lines and zoning or future land use boundaries if multiple designations.
- Site Data Table including density, intensity, parking, impervious surface ratio, etc.
- North arrow, scale, location map and date prepared.
- Identification of the boundaries of phases, if development is proposed to be constructed in phases.
- Location of the Coastal Construction Control Line (CCCL), whether the property is located within a Special Flood Hazard Area, and the Base Flood Elevation (BFE) of the property, as applicable.
- Location, footprint and size of all existing and proposed buildings and structures on the site.
- Location and dimensions of vehicular and pedestrian circulation systems, both on-site and off-site, with proposed points of access.
- Location of all existing and proposed sidewalks, curbs, water lines, sanitary sewer lines, storm drains, fire hydrants and seawalls and any proposed utility easements.
- Stormwater Plan showing the location and details of onsite and offsite stormwater management facilities as referenced in the one page stormwater narrative including calculations which demonstrate the facility can meet Clearwater requirements.
- Location, dimensions and detailsof solid waste collection facilities, required screening and provisions for accessibility for collection.
- Location of off-street loading area, if required by Section 3-1406.
- All adjacent right(s)-of-way, with indication of centerline and width, paved width, existing median cuts and intersections and bus shelters.
- Dimensions of existing and proposed lot lines, streets, drives, building lines, setbacks, structural overhangs and building separations.



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- Identification and description of watercourses, wetlands, tree masses, specimen trees, and other environmentally sensitive areas.
- Turning templates for passenger vehicles (19 feet size), Fire apparatus, and solid waste vehicles. Specifically, solid waste vehicles are 12 feet wide mirror to mirror, 14 feet in height, require 30 feet of clearance when servicing a dumpster, 37 feet in length and Inter-Axle Diff lockout.

Landscape Plan

A landscape plan shall be provided for any project where there is a new use or a change of use; or an existing use is improved or remodeled in a value of 25% or more of the valuation of the principal structure as reflected on the property appraiser's current records, or if an amendment is required to an existing approved site plan; or a parking lot requires additional landscaping pursuant to the provisions of Article 3, Division 14.

The landscape plan shall be drawn to a scale consistent with the site plan, and shall include the following:

- Location, size, description, specifications (Florida Grades) and quantities of all existing and proposed landscape materials, including botanical and common names.
- Existing trees on-site and immediately adjacent to the site, by species, size and location, including drip line.
- Interior landscape areas hatched and/or shaded and labeled and interior landscape coverage, expressed both in square feet, exclusive of perimeter landscaped strips, and as a percentage of the paved area coverage of the parking lot and vehicular use areas.
- Location of existing and proposed structures and improvements, including but not limited to sidewalks, walls, fences, pools, patios, dumpster pads, pad mounted transformers, fire hydrants, overhead obstructions, curbs, water lines, sanitary sewer lines, storm drains, seawalls, utility easements, treatment of all ground surfaces, and any other features that may influence the proposed landscape.
- Location of parking areas and other vehicular use areas, including parking spaces, circulation aisles, interior landscape islands and curbing.
- Drainage and retention areas, including swales, side slopes and bottom elevations.
- Delineation and dimensions of all required perimeter landscape buffers and/or zones including sight triangles, if any.
- Details of bioswales or other Low Impact Development (LID) techniques as required in US 19 Zoning District.
- Table of tree inches diameter at breast height (DBH) to be removed rated 3 or better and any trees to be replanted (caliper inches) clearly listing any deficit.



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Tree Survey, Inventory, and Preservation Plan

The tree survey shall depict the location of all protected trees and palms by size, canopy and species. The tree inventory shall:

- Be prepared by a certified arborist and include the name and certification number of the arborist.
- Include all shade trees four inches diameter at breast height (DBH) and greater, all accent trees two inches DBH and greater, and any other planted tree part of an approved landscape plan
- Specify the size (DBH), canopy, and condition of such trees as per Community Development Code Section 3-1202.H.
- Rate trees and palms on a scale of zero to six as per the Community Development Code.

The Tree Preservation Plan shall show or provide:

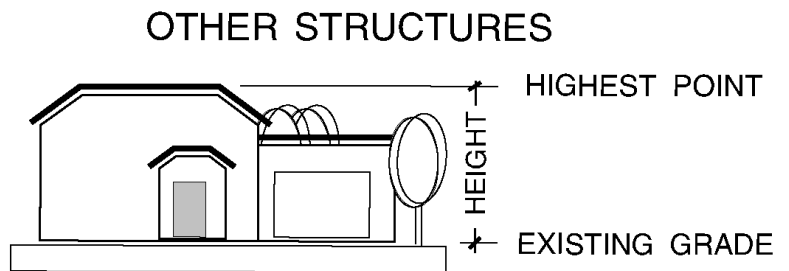
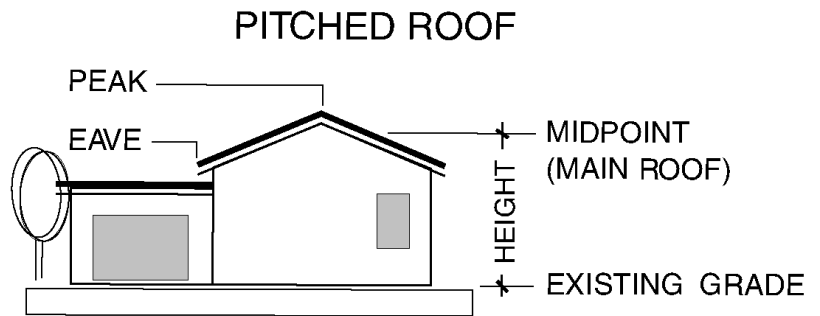
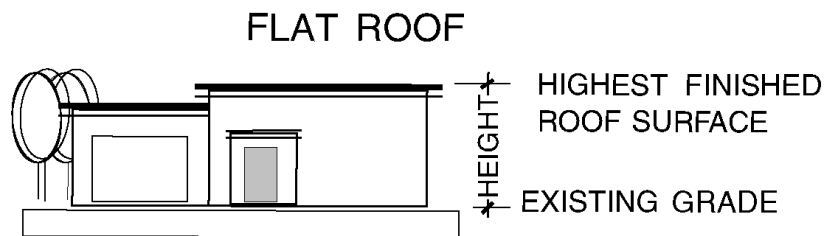
- Clearly show all trees proposed to be preserved,
- Existing and proposed structures, utilities, walks, driveways, and parking areas and other improvements.
- All impacts to trees including grade changes, utilities, and irrigation must be clearly shown to assess the realistic preservation of trees.
- Provide the dimensions of the tree barricades from the tree, based on the diameter at breast height of the tree, ensuring the critical root zone is protected. A minimum of nine inches of root area protection for every inch in diameter may be required.
- Include name and number of the ISA Certified arborist who prepared the tree preservation plan and if different, the name and number of the ISA Certified arborist who will be installing, inspecting and implementing the Tree Preservation Plan through the permitting process.

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Architectural Details

Building elevation drawings shall depict the building or structure elevations including height, consistent with the definition of height, below, and building materials. Typical floor plans shall be provided and shall include floor plans for each floor. Color Elevations are required for the Community Development Board. The architectural plans shall provide all dimensions, details, and perspectives required to ensure compliance with the Design Standards of US 19 and Downtown Zoning Districts as well as Beach by Design.

Height, building or structure, means for buildings, the vertical distance from the mean elevation of the existing grade to the highest finished roof surface in the case of a building with a flat roof, or the vertical distance from the existing grade to a point representing the midpoint of the peak and eave heights of the main roof structure of the roof of a building having a pitched roof. For other structures, the vertical distance from existing grade to the highest point of the structure above such existing grade. Where minimum floor elevations in flood prone areas have been established by law, the building height may be measured as though the required minimum floor elevations constitute existing grade. In addition, (1) linear radio and television antennas shall be permitted to project ten feet higher than the maximum height otherwise specified for the zoning district within which the antenna is located. Parabolic and other geometrically shaped antenna shall not be permitted this height increase. (2) Flagpoles located on top of buildings shall be permitted to project ten feet higher than the maximum height otherwise specified for the zoning district assigned to the property. (3) Elevator equipment rooms and like mechanical equipment enclosures shall be permitted to project up to 16 feet higher than the maximum height otherwise specified for the zoning district assigned to the property. (4) Parapet walls constructed on buildings with flat roofs shall be permitted to extend not higher than 42 inches over the maximum height specified for the zoning district in which the building is located. (5) Structures permanently affixed to the roof that accommodate rooftop occupancy shall only be permitted if within the maximum allowable height.





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This application is REQUIRED for all Level One Flexible Standard Development (FLS) and Level Two Flexible Development (FLD) applications. All applications must be submitted online at: epermit.myclearwater.com

It is the responsibility of the applicant to submit complete and correct information. Incomplete or incorrect information may invalidate your application. All applications are to be filled out completely and correctly and submitted (including plans and documents, uploaded, processed and finalized) by 12 noon on the scheduled deadline date [submittal calendar](#). The applicant, by filing this application, agrees to comply with all applicable requirements of the Community Development Code. [Additional information on submittal requirements including worksheets and handouts, etc.](#)

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| FIRE DEPARTMENT PRELIMINARY SITE PLAN REVIEW FEE: | \$200 <i>(not applicable for detached dwelling or duplexes)</i> |
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|--------------------------|--|
| APPLICATION FEES: | \$100 <i>(FLS – accessory structures associated with a single-family or duplexes)</i> |
| | \$200 <i>(FLS – detached dwellings or duplexes)</i> |
| | \$475 <i>(FLS – attached dwellings, mixed-use, and nonresidential uses)</i> |
| | \$300 <i>(FLD – detached dwellings, duplexes, and their accessory structures)</i> |
| | \$1,205 <i>(FLD – attached dwellings, mixed-use, and nonresidential uses)</i> |

Property Owner (Per Deed): _____

Phone Number: _____

Email: _____

Applicant/Primary Contact Name: _____

Company Name: _____

Phone Number: _____

Email: _____

Address of Subject Property: _____

Parcel Number (s): _____

Site Area (Square feet and Acres): _____

Zoning: _____

Future Land Use: _____

Description of Request (must include **use**, requested flexibility, parking, height, etc) : _____



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General Information

Provide the following general information on the proposed project. If not applicable mark N/A. The maximum permitted or required amounts are listed in the Zoning District in the Community Development Code which is available online at:

https://library.municode.com/fl/clearwater/codes/community_development_code

Dwelling Units:

A dwelling unit is a building or portion of a building providing independent living facilities for one family including the provision for living, sleeping, and complete kitchen facilities.

Max. Permitted: _____ Proposed: _____

Hotel Rooms:

A hotel room is an individual room, rooms or suite within an overnight accommodations use designed to be occupied, or held out to be occupied as a single unit for temporary occupancy.

Max. Permitted: _____ Proposed: _____

Parking:

List parking spaces. Parking spaces must meet the requirements of the Community Development Code (CDC) including location, materials and dimensions. Back out parking is prohibited for most uses.

Required: _____ Proposed: _____

Floor Area Ratio (FAR):

Do not include parking garages, carports, stairwells and elevator shafts. Area is found by multiplying the length times the width dimension for each floor and should be expressed in square feet. Do not include parking garages, carports, stairwells and elevator shafts. FAR is not required for residential only projects unless in US 19 Zoning District.

Max. Permitted: _____ Proposed: _____

Impervious Surface Ratio (ISR):

ISR means a measurement of intensity of hard surfaced development on a site, basically any surface that is not grass or landscaped areas on private property. An impervious surface ratio is the relationship between the total impervious versus the pervious areas of the total lot area. [Link to additional information including ISR worksheet.](#)

Max. Permitted: _____ Proposed: _____
Please list percentage % and square feet.



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General Applicability Criteria

Provide complete responses to each of the six (6) General Applicability Criteria of Community Development Code Section 3-914.A.1 through 6, explaining how, IN DETAIL, the criteria is met. Use additional sheets as necessary:

1. The proposed development of the land will be in harmony with the scale, bulk, coverage, density and character of adjacent properties in which it is located.

2. The proposed development will not hinder or discourage the appropriate development and use of adjacent land and buildings or significantly impair the value thereof.

3. The proposed development will not adversely affect the health or safety or persons residing or working in the neighborhood of the proposed use.

4. The proposed development is designed to minimize traffic congestion.

5. The proposed development is consistent with the community character of the immediate vicinity of the parcel proposed for development.

6. The design of the proposed development minimizes adverse effects, including visual, acoustic, and olfactory and hours of operation impacts, on adjacent properties.



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Affidavit of Ownership

If multiple owners or properties, multiple affidavits may be required.

- 1. Provide names of all property owners on deed - PRINT full names:

Two horizontal lines for entering names.

- 2. That (I am/we are) the owner(s) and record title holder(s) of the following described property:

One horizontal line for describing the property.

- 3. That this property constitutes the property for which a request for (describe request):

Two horizontal lines for describing the request.

- 4. That the undersigned (has/have) appointed and (does/do) appoint:

as (his/their) agent(s) to execute any petitions or other documents necessary to affect such petition;

- 5. That this affidavit has been executed to induce the City of Clearwater, Florida to consider and act on the above-described property;
6. That site visits to the property are necessary by City representatives in order to process this application and the owner authorizes City representatives to visit and photograph the property described in this application;
7. That (I/we), the undersigned authority, hereby certify that the foregoing is true and correct.

Four horizontal lines, each labeled 'Property Owner' below it.

Notary Public section for the State of Florida, County of Pinellas, including fields for date, signature, and commission expiration.