



CITY OF COCOA BEACH
 P.O. Box 322430 Cocoa Beach, FL 32932-2430
 Telephone 321 868-3217 Fax 321 868-3378
www.cityofcocoa.beach.com

SITE PLAN REVIEW APPLICATION

Site Plan Review Type: New (100) Amendment (110) Small (150)

Case# _____ Date _____

Applicant Information: (Please print legibly or type)

NOTE: (3) paper copies and one (1) electronic copy in PDF format by Land Development Code CHAPTER IV, ARTICLE I, Section 4-02, unless otherwise indicated.

“CBC” indicates Cocoa Beach Code. “LDC” indicates Land Development Code.

Applicant/Agent and Address: _____

Business Phone: _____ **Business Fax:** _____

Owner Name, Address, Phone: _____

E-Mail Address: _____ [Recommended]

Project Name: _____

Project Address: _____

Zoning: _____ **Future Land Use:** _____

Required Application Documents: Proof of Ownership _____ **Notarized Authorization** _____

Fee: \$ _____ **Survey (3 signed and sealed)** _____

NOTICE: An approval of the request made in this application does not entitle the owner to a development permit. All requirements of CBC and LDC, must be met and are applied to any application for, or processing of, a development order or development permit.

This application was prepared and approved with the full knowledge and consent of the undersigned (Owner) _____, and is a full and complete representation of the proposed actions/development of the subject property. The Owner authorizes the agent (Agent) _____ to pursue this request for zoning and/or building/planning review. The Owner further authorizes City Staff, as necessary, reasonable right of entry to the subject premises, for review purposes, based upon this application.

Date _____ **Signature of Owner** _____

Subscribed before me this _____ day of _____, _____

Personally known _____, or produced identification _____

Signature of Notary: _____

APPLICATION CHECKLIST

SUBMITTAL DOCUMENTS:

LDC CHAPTER IV, ARTICLE I, Section 4-02 – Application Requirements

- _____ (3) paper copies and one (1) electronic copy in PDF format of Site Plan, prepared, signed and sealed by an architect or professional engineer, licensed by the State of Florida in engineering standard document format (24" x 36") at a scale not less than one (1) inch to fifty (50) feet, unless (for larger projects) a larger scale is requested and authorized by the City.
- _____ (3) paper copies and one (1) electronic copy in PDF format of Boundary Survey, consistent with LDC Section 4-21 (must be signed and sealed by a licensed surveyor).
- _____ (3) paper copies and one (1) electronic copy in PDF format of Landscape Plan per LDC Chapter III, Article V.
- _____ (3) paper copies and one (1) electronic copy in PDF format of Traffic Impact Statement, signed and sealed by Florida Registered Professional Engineer. (See LDC Chapter I, Article IV, Definition No. 141 – Traffic Impact Statement.)
- _____ (3) paper copies and one (1) electronic copy in PDF format of Existing Tree Survey.
- _____ 1 Copy of Concurrency Form documents.
- _____ (3) paper copies and one (1) electronic copy in PDF format of Stormwater Management Plan (signed and sealed by Florida Registered P.E.).
- _____ 1 Copy of Proof of Ownership, and original letter of authorization letter from Owner allowing Agent to act on Owner's behalf.
- _____ 1 Copy of preliminary (ground and wall) sign plan (LDC Section 4-01)
- _____ 1 Copy of Lighting Plan, in engineering standard document format (24" x 36") at a scale not less than one (1) inch to fifty (50) feet, unless (for larger projects) a larger scale is requested and authorized by the City; OR, written statement from the Applicant that no plans currently exist to install lights on site.

The "lighting site plan" drawings must show:

- _____ Location of lights; elevation of lights on poles, buildings.
- _____ Light types; installation of light types; shielding proposed.
- _____ Table of fixtures, wattage, number, which can be cross referenced to the locations of lights on site plan.