

SITE IMPROVEMENT PLAN (SIP)

- ☐ Site Improvement Plan (SIP): LDC 10.02.03 E. and other applicable provisions & Chapter 4 I.3. of the Administrative Code
- ☐ Immokalee Non-conforming Mobile Home Parks or Mobile Home Sites Existing Conditions Site Improvement Plan: LDC subsection 2.03.07 G.6, and Chapter 4.I.3.a of the Administrative Code

Applicant Contact Information

Name of Owner: _____
Name of Applicant, if different than owner: _____
Address: _____ City: _____ State: _____ ZIP: _____
Telephone: _____ Cell: _____ Fax: _____
E-Mail Address: _____

Name of Agent: _____
Firm: _____
Address: _____ City: _____ State: _____ ZIP: _____
Telephone: _____ Cell: _____ Fax: _____
E-Mail Address: _____

Property Identification/Project Information

Project Name/Name of PUD: _____
Legal Description: _____
Parcel #: _____ Section/Township/Range: ____/____/____
Subdivision: _____ Unit: _____ Lot: _____ Block: _____

Detail of Request

On a separate sheet attached to the application, provide a cover letter describing in detail the proposed changes, including any discussions with the assigned planner that may be pertinent to the review of the application, and the sheet numbers of the plans affected by the change if applicable.

Submittal Requirement Checklist – SIP

The following Submittal Requirement checklist is to be utilized during the Pre-Application Meeting and at time of application submittal. See Chapter 4 of the Administrative Code for submittal requirements. **Incomplete submittals will not be accepted.** Documents shall be submitted electronically.

REQUIREMENTS FOR REVIEW:	REQUIRED
Application Form	<input checked="" type="checkbox"/>
Cover Letter , describing in detail the proposed project or changes	<input checked="" type="checkbox"/>
Proof of Ownership , including a copy of the <u>recorded</u> deed or contractor for sale	<input checked="" type="checkbox"/>
Addressing Checklist	<input checked="" type="checkbox"/>
Site Plan , depicting the following: <ul style="list-style-type: none"> ✓ The project title, property owner, address and telephone number ✓ Legal description, scale and north arrow ✓ Zoning designation of the subject site and adjacent sites and the proposed use of the subject site ✓ Location, configuration and dimensions of all building and lot improvements ✓ Location and configuration of parking and loading areas, and the directional movement of internal vehicle traffic ✓ Location and dimensions of access point(s) to the site ✓ Parking summary in matrix form, indicating the required and provided parking for each existing and proposed use ✓ Location and configuration of handicapped parking facilities and building accessibility features ✓ Location, dimensions and configuration of existing water management facilities ✓ Location of trash and recycling enclosures ✓ Location of existing and proposed landscaping with specifications as to size, quantity and type of vegetation ✓ All required and provided setbacks and separations between structures on the plan and in matrix form ✓ Any additional relevant information as may be required by the County Manager or designee ✓ Site clearing plan/vegetation inventory, if required 	<input checked="" type="checkbox"/>
Architectural Plans , including 1 color tendering, signed & sealed if required <ul style="list-style-type: none"> ✓ Building elevation with dimensions & floor plans, if required 	<input type="checkbox"/>
Landscape & Irrigation Plans: Signed & sealed by a landscape architect registered in the State of Florida	<input type="checkbox"/>
Boundary and Topographic Survey , signed & sealed, if required	<input type="checkbox"/>
Water and/or sewer availability letter	<input type="checkbox"/>
Engineer's Report , with assumptions and Explanations per ORD. 2001-57, if required	<input type="checkbox"/>
Engineer's Opinion of probable cost (OPC) , signed & sealed, if required	<input type="checkbox"/>

Submittal Requirement Checklist – Immokalee Non-conforming Mobile Home Parks or Mobile Home Sites Existing Conditions

The following Submittal Requirement checklist is to be utilized during the Pre-Application Meeting and at time of application submittal. See Chapter 4 I.3.a. of the Administrative Code for submittal requirements and LDC Section 2.03.07 G.6. for criteria. **Incomplete submittals will not be accepted.** Documents shall be submitted electronically.

REQUIREMENTS FOR REVIEW:	REQUIRED
Application Form	<input checked="" type="checkbox"/>
Site Plan, See Chapter 4 I.3.a of the Administrative Code for Site plan requirements	<input checked="" type="checkbox"/>

Fee Calculation Worksheet

Site Improvement Plan (SIP):

- ☐ Site Improvement Plan Review (SIP): \$ 1,000.00 (plus Engineering review fees) \$ _____
- ☐ Fire Review: \$200.00 \$ _____
- ☐ Site Clearing (first acre or fraction thereof): \$250.00 \$ _____
 - ☐ For each additional acre or fraction thereof: \$50.00 (\$3,000.00 maximum)
- ☐ Utility Plan Review and Inspection, if required: \$ _____
 - ☐ Construction Document Review: 0.75% of probable water and /or sewer costs.
Cost Estimate \$ _____ Due at Application Submittal.
 - ☐ Construction Inspection: 2.25% of probable water and/or sewer construction costs.
Cost Estimate \$ _____ Due at Application Submittal.
- ☐ Engineering Site Plan Review Fee, if applicable: \$ _____
 - ☐ Construction document review: 0.75% of probable Paving, Grading, Drainage, Lighting, Code Minimum Landscaping, and any other appurtenant cost of construction.
Cost Estimate \$ _____ Due at Application Submittal.
 - ☐ Construction Inspection: 2.25% of probable Paving, Grading, Drainage, Lighting, Code Minimum Landscaping, and any other appurtenant cost of construction.
Code Estimate \$ _____ Due at Application Submittal.

Immokalee Nonconforming Mobile Home Parks or Mobile Home Sites Existing Conditions Site Improvement Plan:

- ☐ Immokalee Nonconforming Mobile Home Parks or Mobile Home Sites – Existing Conditions Site Improvement Plan: \$750.00 \$ _____
 - ☐ Fire Review: \$200.00 \$ _____
- Fee Subtotal** \$ _____
Pre-application fee credit, if applicable \$ _____
Total Fees Required: \$ _____

SIP Data Table – Recommended Format

Zoning, Subject Property & Surrounding (example)

SUBJECT PROPERTY: PUD (Westview Plaza)

SURROUNDING:	N	I (Industrial)
	S	Gail Blvd ROW, the E (Estates)
	E	RSF-3 (Residential)
	W	PUD (Westview Plaza)

Setbacks, Interior Lots (example)

SITE DATA	REQUIRED	PROVIDED
FRONT YARD	25'	50'
SIDE YARD #1 (N*)	15' or ½ BH (BH = 30)	15.5'
SIDE YARD #2 (S)	15' or ½ BH (BH = 30)	25'
REAR YARD	25' (PRESERVE SETBACK**)	25'

Setbacks, Corner Lots/Lots having more than one street frontage (example)

SITE DATA	REQUIRED	PROVIDED
FRONT YARD #1 (NE*)	25'	25.5'
FRONT YARD #2 (SE)	20' (REDUCED 2 ND FY SETBACK PER PUD DOC, SEC 3.4.5**)	20'
SIDE YARD #1 (SW)	15'	5.5'
SIDE YARD #2 (NW)	15'	30'

*Use closest corresponding compass point: N, NW, S, SE, etc.

**Explain special yard requirements or allowances & cite PUD document where applicable

Separation of structures (example)

REQUIRED	PROVIDED
15'	17'

or

15' or ½ sum of building heights (SBH)	20' (SBH = 40' ½ X 40' = 20')
--	----------------------------------

Building height (example)

REQUIRED	PROVIDED ZONED	PROVIDED ACTUAL
75'	50'	55'

Residential minimum floor area (example)

REQUIRED	PROVIDED
1,200 sq. ft	1,850 sq. ft

Links

[Online Payment Guide](#) – Help with payments

[GMCD Public Portal](#) – Submit completed application

[E-Permitting Guide](#) – For help with submitting on portal

Checks payable to: Board of County Commissioners