



APPLICATION FOR DESIGN REVIEW APPROVAL

FOR CITY USE ONLY
APPLICATION NO.: _____ DATE RECEIVED: _____ FEE RECEIVED: _____

OWNER / APPLICANT / REPRESENTATIVE INFORMATION
OWNER NAME: _____
OWNER ADDRESS/CITY/STATE/ZIP: _____
OWNER PHONE: _____ OWNER EMAIL: _____

APPLICANT NAME: _____
APPLICANT ADDRESS/CITY/STATE/ZIP: _____
APPLICANT PHONE: _____ APPLICANT EMAIL: _____

REPRESENTATIVE NAME: _____
REPRESENTATIVE ADDRESS/CITY/STATE/ZIP : _____
REPRESENTATIVE PHONE: _____ REPRESENTATIVE EMAIL: _____

PROPERTY INFORMATION
PROJECT NAME: _____
PROPERTY ADDRESS OR LOCATION: _____
TAX PARCEL ID NUMBER(S): _____
PROPERTY AREA: _____ GROSS ACRES (AC) _____ SQUARE FEET (SF)
CURRENT ZONING DISTRICT DESIGNATION: _____ LAND USE PLAN CATEGORY: _____
PROPOSED ZONING DISTRICT DESIGNATION: _____ LAND USE PLAN CATEGORY: _____

OWNER'S CERTIFICATION
I hereby certify that this application is a true representation of the facts concerning this request. In the event that the applicant/representative is different from the owner, I hereby authorize _____ to act on my behalf in representing this petition. I understand that the filing of this application does not constitute automatic approval by the City Commission. If the request is approved, I will obtain all necessary permits and comply with all applicable codes and regulations pertaining to the use of the subject property.
Signature of Owner: _____ Printed Name: _____
The foregoing instrument was acknowledged before me on this _____ day of _____, 20____ by _____, who is personally known to me or has produced _____ as identification.
(NOTARY STAMP)

NOTARY'S SIGNATURE

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Application Number: _____ Location: _____



SUBMITTAL REQUIREMENTS To be submitted at time of application. All documents must be submitted electronically, on USB/flash drive or via Dropbox.

- 1. Application Form:** Completed, signed and notarized.
- 2. Title Certification Letter:** Title certification by a title company or the title opinion of an attorney licensed in Florida showing present titleholder of record and initial date of acquisition, no more than 60 days old. Deeds, title insurance documents, tax bills, etc. are not acceptable forms of title certification.
- 3. Property Survey:** A recent (less than one year old) Boundary Survey of the property including full legal description.
- 4. Letter of Justification:** Please prepare a detailed description of the proposed project.
- 5. Fees:** Design Review Fee of \$2,000. Make check payable to City of Dunedin.
- 6. Site Plans:** Signed and sealed site plans that include all of the items listed in section [104-24.7.3](#) of the Land Development Code (LDC).
- 7. Architectural Renderings:** Set of architectural renderings that includes all of the items listed in section [104-24.7.4](#) of the LDC.
- 8. Greenspace Plan:** Set of greenspace plans that includes all of the items listed in section [104-24.7.5](#) of the LDC.
- 9. Report on Implementation of Citizen Participation Plan:** If applicable to your project, provide a written report on the results of the citizen participation efforts. Refer to section [104-24.6](#) of the LDC for guidance on applicability and the plan.
- 10. Traffic Impact Analysis:** A traffic impact analysis that includes, at a minimum, the items listed in section [104-24.7.6](#) of the LDC.
- 11. Sustainability Matrix:** A completed Sustainability Matrix found in section [105-28.4.4](#) for the project indicating the number of points being achieved as required by section [105-28.4.2](#) of the LDC.
- 12. Parkland Impact Fee (PIF) Application:** A completed Parkland Impact Fee Application including any necessary attachments.
- 13. Public Art Application:** A completed Public Art Application for Private Developers.

Letter of Notice: Once your complete application package is received, the Community Development Department will prepare the schedule for the Local Planning Agency (LPA) and City Commission meetings, and send to you via email. A Letter of Notice will also be prepared for you with instructions to send to property owners within 500 feet of your project. This requirement will be due 2 weeks prior to the first public hearing.

APPLICANT SUBMITTAL ACKNOWLEDGMENT

Application must be submitted as per the Design Review Application Process with all requirements at time of submittal. **City Commission hearings will be scheduled as permitted and are dependent upon additional City public hearings.**

- Quasi-Judicial procedures apply (with sufficient notice; interested parties have the right for a fair opportunity to be heard; interested parties have the right to an impartial decision-maker; initial burden is placed upon the interested parties to ensure that proper record of the proceeding is preserved).
- Failure of the owner/applicant/representative to appear and present substantial evidence under oath at all scheduled public hearings shall be cause to deny the request due to lack of evidence.
- The owner/applicant/representative may not have any ex-parte contact (outside of the public hearing) with any board member or City Commissioner regarding this application.
- An informational sign will be posted on the property referencing the request and public hearing date. Signage should be maintained as posted and shall only be removed by city staff after the hearings.
- If any person decides to appeal the decision made by the board, he or she may need to ensure that a verbatim record of the proceedings is made per Florida Statute 286.0105.
- All data and exhibits submitted with this application become a permanent part of the public records.

I hereby acknowledge that approval of this application by the Local Planning Agency (LPA) and City Commission, if granted, does not constitute final approval for the project. The purpose of the Design Review process is to quickly gain support for the project before it enters the more costly technical site infrastructure permit process. I further acknowledge that should any walls or fencing be required to contain the stormwater retention areas, such walls and fencing shall match the architectural style of the project as approved, if approval is granted, in the Design Review application.

Signature of Owner/Applicant/Representative

Printed Name

Date

Please submit application and requirements via email to:

Joan McHale, Business Manager
Community Development Department

jmchale@dunedinfl.net

Dunedin City Hall
737 Loudon Avenue, Dunedin, FL 34698

Website: www.dunedingov.com