



City of Dunedin

City of Dunedin DRC
(Development Review Committee)
Handbook

Lael Giebel, Assistant to the City Manager
Phone 727-298-2755 - lgiebel@dunedinfl.net
www.dunedingov.com

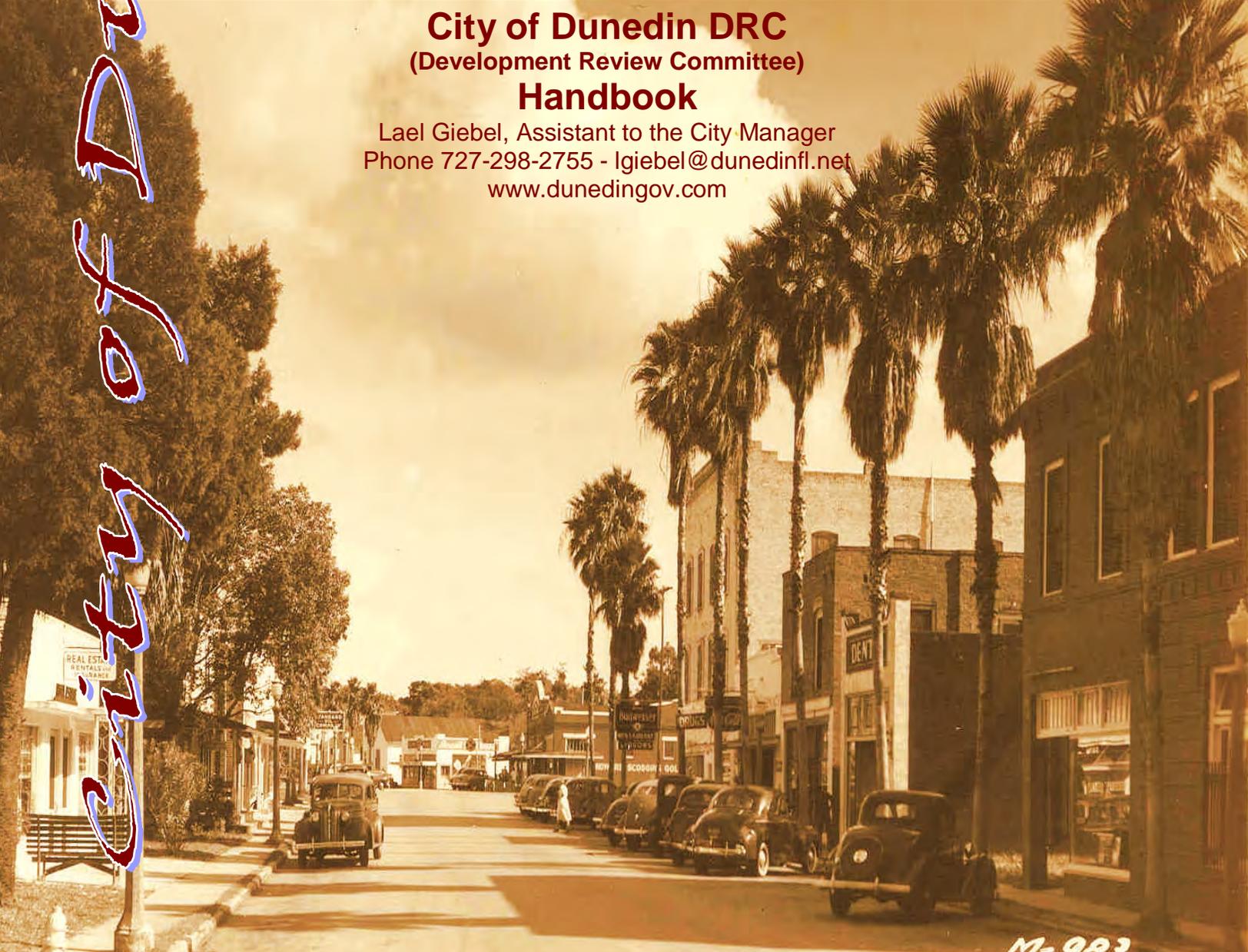


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**Project Info Sheet For Development Review Committee (DRC) Meeting
1920 Pinehurst Rd, Community Center Meeting Room, Dunedin, FL 34698
Contact: Lael Giebel, Assistant to the City Manager: 727-298-2755**

This meeting establishes among other things, the compatibility of the proposed development to the surrounding area and the natural environment; conformity to the land development code and the comprehensive plan; the health, safety and welfare of city residents; adequacy of existing facilities to serve the development; and the identification of procedural guidelines. The owner or authorized representative shall not in any way interpret the remarks or statements, expressed or implied, of the city departments or employees as being binding upon the city. **LDC 104-24.6.1**

****The owner/developer is strongly encouraged to attend this initial development meeting****

Project name and address: _____

Property Location Parcel ID: _____

Owner name: _____

Owner Telephone: _____

Applicant name: _____

Applicant Telephone: _____

Email: _____

Gross Acres: _____

Current Zoning: _____ Proposed Zoning: _____

Current Land Use: _____ Proposed Land Use: _____

Current Use: _____ Proposed Use: _____

Proposed Building(s) : _____

Square Footage: _____ Project Value: _____ Height: _____

Plan details/questions: _____

All of the following documents should be submitted in an electronic format (.pdf or .jpeg), or provide 12 hard copies if larger than 11" x 17":

Basic Site Plan- The plan should include all of the following items:

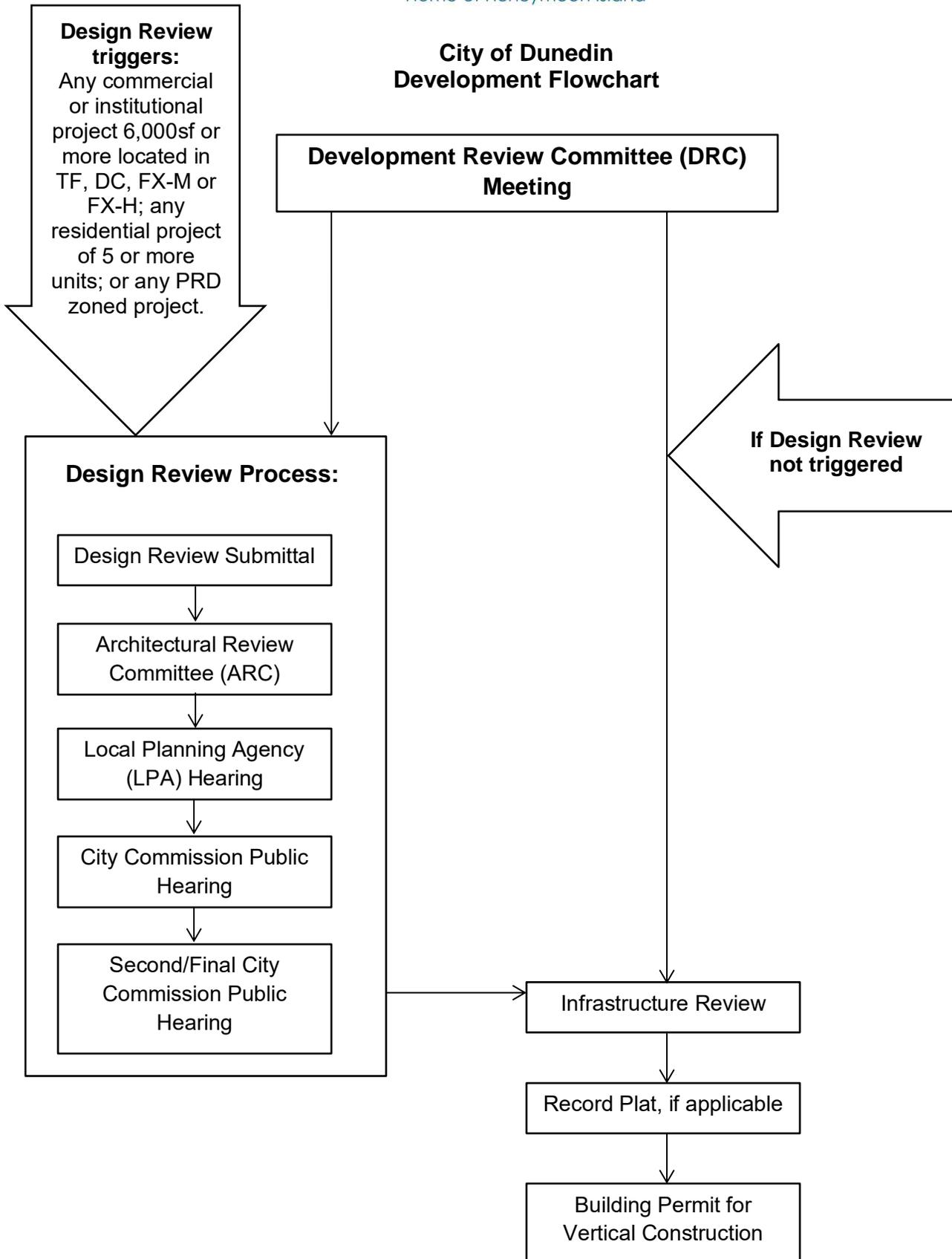
- Property size
- Building size by square footage of use, and building height
- Percentage of lot covered by building footprint
- Setbacks; front, rear, and side
- Number of parking spaces per use; required and provided
- Vicinity of map, date, north arrow, and scale

Architectural Rendering, If possible (color elevation renderings are preferred)

****At time of actual building plan submittal, all signage and tree removals require a separate plan, under a separate permit.**



City of Dunedin Development Flowchart





Development Review Committee

Name:	Phone:	Email:	Position/Department:
Lael Giebel	298-2755	lgiebel@dunedinfl.net	Asst to the City Manager
Joey DiPasqua	298-3193	jdipasqua@dunedinfl.net	Interim Comm Dev Director
Bob Ironsmith	298-3204	rironsmith@dunedinfl.net	Economic Dev Director
Tai Truong	298-3182	ttruong@dunedinfl.net	Engineering
Jorge Quintas	298-3175	jquintas@dunedinfl.net	Public Works Director
Mike Handoga	298-3090	mhandoga@dunedinfl.net	Fire Marshal
Craig Wilson	298-3279	cwilson@dunedinfl.net	Arborist
Bill Pickrum	298-3215	wpickrum@dunedinfl.net	Solid Waste Director
Lanie Sheets	298-4529	lsheets@dunedinfl.net	Parks
Frances Leong-Sharp	298-3200	fsharp@dunedinfl.net	Community Development
Lucy Fuller	298-3194	lfuller@dunedinfl.net	Planning/Zoning
Whitney Marsh	298-3232x1481	wmarsh@dunedinfl.net	Stormwater
Natalie Gass	298-3215 ext.1324	ngass@dunedinfl.net	Sustainability
Paul Stanek	298-3100	pstanek@dunedinfl.net	Water/Waste Water

City of Dunedin – Green Building

The City of Dunedin finds that sustainable “green building” practices can significantly lower the energy and water consumption of buildings, their operating costs, and the amount of solid waste they generate, while improving occupant health and productivity which are critical to the public welfare. To that end, the City of Dunedin encourages developers to build according to green standards and mandates that any development that triggers Design Review must also complete and uphold the Sustainability Matrix guidelines.

Green Building Standards

105-28.3.3

For city-constructed or sponsored buildings and developments, the following certification shall apply based on project type.

- a. Neighborhood Developments that are owned, funded, or sponsored by the City shall satisfy all of the requirements associated with either:
 1. The current Green Development Designation Standard of the FGBC; or
 2. The current LEED for Neighborhoods and Developments rating system program; or
 3. An equivalent program using as a standard equivalent green building certification analysis.

- b. New residential projects that are owned, funded, or sponsored by the City shall satisfy all of the requirements associated with either:
 1. The current Green Home Standard of the FGBC; or
 2. The current USGBC LEED for Homes program; or
 3. The current Hi-Rise Residential Standard of the FGBC for projects above 3 stories; or
 4. An equivalent program using as a standard equivalent green building certification analysis.

- c. Additions and renovations of existing homes that are owned, funded, or sponsored by the City and exceed 50% of the just market value as determined by the tax assessor shall meet requirements of either:
 1. The current Green Home Designation Standard of the FGBC; or
 2. The current LEED for Homes program; or
 3. The current Green Hi-Rise Residential Standard of FGBC for projects above 3 stories; or
 4. An equivalent program using as a standard equivalent green building certification analysis.

- d. New commercial, industrial, and institutional buildings that are owned, funded, or sponsored by the City shall satisfy all of the requirements associated with either:
 1. The current Green Commercial Building Standard of the FGBC; or
 2. The current LEED for Core and Shell program; or
 3. The current LEED for New Construction or derived USGBC LEED rating system (e.g., LEED for Schools, LEED for Health Care, LEED for Retail); or
 4. An equivalent program using as a standard equivalent green building certification analysis.

City of Dunedin – Green Building

e. Additions and remodeling of existing commercial, industrial, and institutional buildings that are owned, funded, or sponsored by the City and exceed 50% of the just market value as listed in the Pinellas County Property Appraisers website shall satisfy all of the requirements associated with either:

1. The current Green Commercial Designation Standard of the FGBC; or
2. The current LEED for Existing Buildings: Operations and Maintenance program; or
3. The current LEED for Commercial Interiors program; or
4. An equivalent program using as a standard equivalent green building certification analysis.

f. Rating system versions. City buildings or city sponsored private buildings participating in the green building program shall be bound by the standard designated for the type of building unless the program participant requests to be certified under a more current version of a designated standard and the request is approved by the City's department of Planning & Development.

Sustainability Matrix

The Sustainability Matrix sets forth a range of site and building design options for sustainability to enhance the overall development and to align with Dunedin codes. For each development subject to this section, applicants shall achieve a minimum score of 100 of 320 points available. Developers can choose from a variety of options from five topic areas: Energy, Recycling & Waste Reduction, Urban Nature, Transportation and Water. Options range in complexity and number of achievable points. To see the full list, [click here](#). (Clickable link)

Triple Bottom Line

Green development and green building practices encompass key concepts such as equity, inclusiveness and the Triple Bottom Line. The Triple Bottom Line is a concept that balances the social, environmental, and economic components to a development, project or system. Some call this design theory the Three P's: People, Planet, Profit. The theory allows for one to integrate the needs of all (people and the planet), while influencing the economic value (or profit) in a positive way.



City of Dunedin – Green Building

Solar Energy Rebate Grant Program 105-23.3.4

The City offers incentives for residential and commercial properties installing solar energy:

- A solar energy incentive grant for the installation of solar panels. The grants at a rate of \$0.25 per watt of solar power generated for a maximum grant of \$2,500. The grant will be awarded on a first come, first served basis with annual total funding determined in each fiscal year's budget.



The City may offer incentives for new construction, new additions, and buildings conversions involving solar energy. Incentives may include, but are not limited to, those listed below:

- Fast track permitting
- Recognition at a City Commission meeting
- Inclusion of project details on the City's green building webpage
- Informative banners placed at the project site

At the time of application for Design Review, the developer shall be required to submit a solar energy plan as a good faith demonstration of the developer's intent to utilize solar energy to power the project. The Solar Energy Incentive Grant is paid as a reimbursement.

More information about the solar rebate program:

- Applicants must be a City of Dunedin resident or business (unincorporated are not eligible)
- Solar permits must be applied for, issued, inspected and completed on or after October 1st, 2018.

[Solar Energy Grant Application](#)

Instructions:

- Fill out application and embedded [W-9 Form](#).
- Complete and drop off a physical copy of the application to the staff in the Planning & Development Department.

Educational Presentations:

The City partners with the Committee on Environmental Quality to provide residents and business owners with educational information on solar power and its benefits. Check the [City's Environmental Calendar](#) to find the next presentation date.

City of Dunedin – Green Building

Resources & Links

[Green Building Code](#)

[Residential “Greening Your Home” Brochure](#)

[Solar Ready Design](#)

[Solar Energy Incentive Grant Policy](#)

[Solar Energy Incentive Grant Application](#)

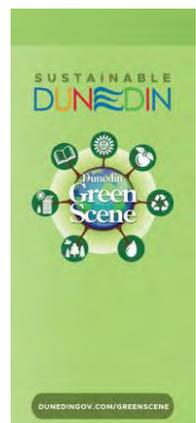
[Sustainability & Solar Incentives Brochure](#)

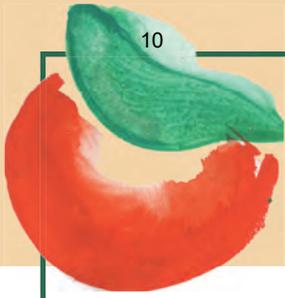
Staff Contacts:

Lael Giebel, LEED AP BD+C, GGP
Assistant to the City Manager
727-298-2755
lgiebel@dunedinfl.net

Natalie Gass
Sustainability Coordinator
727-298-3215 x1324
ngass@dunedinfl.net

More information and brochures at
DunedinGov.com





Public Art and the City of Dunedin

First Steps for Private Owners and Developers

In accordance with the City of Dunedin's Epic Goals "to create a vibrant cultural experience that impacts the lives of our community and visitors," and "to create a visual sense of place throughout the City," the goal of the City's Public Art Program is to expand public experience and culture through various art forms, to enhance the appearance of public and private facilities and to improve the aesthetic environment of the City on behalf of its citizens.

The public art requirement shall be required on all private development projects and private/ public building projects requiring City Commission Design Review as defined in section 104-24.4 (Applicability) of the city's Land Development Code.

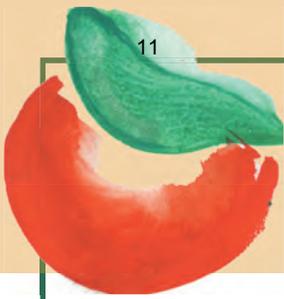
Per City of Dunedin Ordinance 18-14, Private Development Art, adopted December 6, 2018, private owners and developers who are subject to City Commission Design Review shall contribute 0.5% of the Project Cost for public art enhancement in private development. The 0.5% public art requirement may be satisfied by the financing of on site stand alone or integrated artwork OR the developer may elect to deposit 0.5% into the Public Art Fund account to be used for the public art enrichment of the City's public spaces. The contribution shall be capped at \$500,000.

The Arts & Culture Advisory Committee and the Public Art Master Plan (PAMP*), along with City Staff and/or the Public Art Program Administrator/Public Art Consultant, can assist in lending procedural expertise to the Call to Artists and Selection Process, if deemed appropriate.

Once a project has submitted for infrastructure, developers should seek an artist as soon as possible for input into the project and for best fit for the artwork. Developers shall submit a Public Art Application Form and attend a scheduled Arts & Culture Advisory Committee meeting with examples of art for the project. The form shall be submitted at least two weeks prior to the scheduled meeting. The Arts & Culture Advisory Committee meets most months on the fourth Friday of the month at 8am.

For more information, contact: Lael Giebel, Assistant to the City Manager, 727-298-2755 or lgiebel@dunedinfl.net

*The PAMP and Application Form can be found on the City's DRC webpage.



COMMON OPTIONS FOR ON-SITE STAND-ALONE ARTWORK

Artists can be commissioned to design and install site specific artworks for one or more locations visible from public right of way or publicly accessible courtyards not limited to, but including:

- Murals
- Sculptures (Glass, Ceramic, Metal,
- Music/Sound)
- Lighting
- Mosaics
- Gardens
- Interactive Art

COMMON OPTIONS FOR ART INTEGRATION

Artists can be commissioned to design and install site specific installations for site elements at one or more locations visible from public right of way or publicly accessible courtyards not limited to, but including:

- Stairs
- Stairwells
- Railings/Banisters
- Walls
- Room Dividers
- Arches
- Planters
- Courtyards
- Walkways
- Entryway Aprons
- Benches
- Lighting
- Light sconces
- Irrigation/Drainage Pipes
- Awnings
- Bollards
- Gates
- Fencing
- Bike racks
- Doors
- Windows



C Glass Studio / "Bright Spots" / Painted Tile
Photo by C Glass Studio



Arthur Stern / "The Street and Hills" / Glass Installation
Photo by Arthur Stern Studios



MGA Sculpture Studio / "Ripple Effect" / Cast Fiberglass/
Polyester Resin, Photo by: rixonphotography.com



Destiny Swiderski / Beaver Hills House Park / Wayfinding
Photo by Shirley Tse, Girl Named Shirl Photography



MGA Sculpture Studio / Artistic Railing
Photo credit: MGA Sculpture Studio



Terolenn Mykitiuk / St. Anne Street Decorative Fence
Photo by IMARK Architectural Metals

Next Steps for the Private Developer in the Dunedin Public Art Process

Public Art Application and Review Process

Before the issuance of your building permit, the Arts & Culture Advisory Committee will review all documentation submitted by the property owner or developer, as outlined on the Public Art Application for Developers.

You will need to provide one half of one percent (.5) of the Total Value of Construction of the building permit in the form of one of the following public art requirements:

- * Contribution to the City's Public Art Fund OR
- * The purchase and installation of an existing piece of artwork, or an original piece of artwork which has been commissioned for the development site.

For Applicants who choose to Contribute to the Public Art Fund

Complete Application Form: At the time of building permit, the property owner or developer must complete the public art application and submit the form and a check for the required amount (payable to the City of Dunedin) to the Community Development Department.

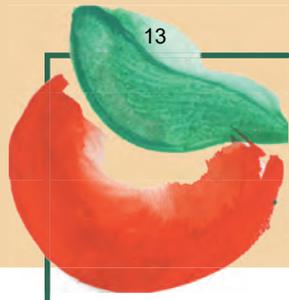
For Applicants Choosing to Provide Public Art

1. **Complete and Submit Application Form:** Complete all sections of the application and submit it to Lael Giebel (lgiebel@dunedinfl.net) with required materials. Applications must be received at least two weeks prior to the Arts & Culture Advisory Committee meeting which is normally held on the fourth Friday of most months.
2. **The Arts & Culture Advisory Committee Review:** For public art provided on the development site, the Arts & Culture Advisory Committee will review, deny, or request additional documentation for the proposed contribution. All works of public art located on private parcels shall be installed outside of any and all buildings and completely visible from the adjacent public right-of-way, and must be reviewed by the Arts & Culture Advisory Committee to complete the process.

Installation of the Art Work

Ideally, the public art should be installed prior to the issuance of a Certificate of Occupancy, however, if not, the applicant will need to apply for an extension of time of up to one year as granted by the Arts & Culture Advisory Committee.

If, after the period of one year, the Applicant is not in compliance with one of the options above, the Applicant must contribute the equivalent of 0.5% of the construction cost to the Public Art Fund.



Next Steps for the Private Developer in the Dunedin Public Art Process

Valuation

Proposed Art Works

The value of proposed art works shall be determined by competent detailed cost estimates for fabrication and installation of the proposed work. The estimate shall only include items that the artist(s) is responsible for creating.

Existing Art Works

The value of existing art works shall be:

- * Determined by an independent appraisal (preferred) and other evidence of value, such as an artist's price quote or a bill of sale. The cost of the appraisal is the responsibility of the property owner or developer; OR
- * Based on a bill of sale which shall be submitted to the Community Development Department prior to the issuance of a certificate of occupancy.

The City of Dunedin does not define a set process for a developer to follow but recommends the Guidelines as found in the Public Art Master Plan (PAMP) and/or the hiring of a public art consultant. A public art consultant can smooth the path for a successful project as they have competent knowledge of and experience with qualified artists.

A successful public art process includes a transparent artists' search and selection process. It is important to a positive project outcome that this process is clear, that everyone involved knows the steps in the process, and that they understand how and why they are there. As in construction projects, this is the critical underlying infrastructure of the public art.

City Staff or the Public Art Program Administrator / Public Art Consultant, along with the Arts & Culture Advisory Committee, may assist in lending procedural expertise to the Call to Artists and Selection Process, if deemed appropriate.

For the purposes of Dunedin public art projects, the following shall not be considered public art or public works of art:

- * Reproductions or unlimited copies of original art work;
- * Art objects which are mass produced;
- * Architectural rehabilitation or historical preservation; and
- * Works that are decorative, ornamental or functional elements of the architecture or landscape design, except when commissioned from an artist as an integral aspect of a structure or site.

Public Art Project Budget

A public art project budget will be useful in determining elements to a public artwork. The artist is responsible for the design, fabrication, and installation of the artwork. For assistance in creating a public art project budget, please consult the Budget Template on page 26 of the Dunedin Public Art Master Plan.

For more information, contact: Lael Giebel, Assistant to the City Manager, 727-298-2755 or lgiebel@dunedinfl.net



Public Art Application for Private Developers

Please complete and submit to [Lael Giebel](mailto:Lael.Giebel@dunedinfl.net). 727-298-2755, lgiebel@dunedinfl.net.

Date: _____ Building Permit #: _____

Project Address	City	State	Zip
Property Owner/Developer Name (circle one)	Phone	Email	
Property Owner's Address		State	Zip
Project Name	Total Value of Construction	Public Art Amount (0.5%)	
Applicant's Name (if different from above)	Phone	Email	

Please Indicate Which Public Art Contribution Option You Have Chosen (check a box):

- 1. Provide 0.5% to the public art fund.
- 2. Provide public art on development site.

Property Owner/Developer

Signature

Date

Community Development Dept.

Signature

Date





Public Art Application for Private Developers

Checklist for Public Art Application for Private Developers

Project Name: _____

Project Address: _____

For **PROPOSED** and **EXISTING** artwork, as many of the items as possible noted below must be submitted for review by the Arts & Culture Advisory Committee ***prior to the issuance of a building permit.***

FOR PROPOSED ARTWORK, the following items are requested:

1. A detailed written and graphic description of the proposed artwork.
2. A written description of the process by which the artist was selected.
3. The name and credentials of the artist(s). This should include the artist's resume and photographic examples of the artist's previous artwork.
4. Drawings(s), models(s) or photographs of the proposed artwork in sufficient details to accurately describe:
 - the location where the proposed public art is to be installed (site plan);
 - the visual quality of the proposed artwork; and
 - the construction details of the proposed artwork.
5. A proposed schedule for the creation, completion and installation of the approved art work at the development site.

FOR EXISTING ARTWORK, the following items are required:

1. The name and credentials of the artist(s). This should include the artist's resume and photographic examples of the artist's previous artwork.
2. Detailed color photographs or architectural renderings of the existing artwork
3. A written description of the proposed public art.
4. The intended location of the existing artwork
5. Schedule for the installation of existing artwork.
6. An independent appraisal (preferred) or other evidence of value, such as an artist's price quote or a bill of sale.

Property Owner/Developer

Signature

Date

Community Development Dept.

Signature

Date



Public Art Application for Private Developers

Date

Arts & Culture Advisory Committee
c/o Lael Giebel, Assistant to the City Manager
PO Box 1348
Dunedin, FL 34697-1348

Dear Arts & Culture Advisory Committee:

RE: Commitment to Provide Public Art

I hereby acknowledge receipt of the Public Art Requirements Information Package and Application Form for Public Art Contribution and agree to meet the requirements outlined therein.

Project Name: _____

Project Address: _____

I will contact Lael Giebel, Assistant to the City Manager, at 727-298-2755 to schedule a meeting with the Arts & Culture Advisory Committee to review my proposal for the public art requirement for this project.

Sincerely,

(Print Name) Property Owner / Developer (circle one)



Public Art Application for Private Developers

Date

Arts & Culture Advisory Committee
 c/o Lael Giebel, Assistant to the City Manager
 PO Box 1348
 Dunedin, FL 34697-1348

Dear Arts & Culture Advisory Committee:

RE: Proof of Public Art Project Completion

I hereby acknowledge that the Public Art Requirements for the named project have been fulfilled.

Project Name	Total Value of Construction	Public Art Amount (0.5%)	
Project Address	City	State	Zip

As itemized below, the attached documentation is submitted as proof of the 0.5% public art compliance. (Include budget overview, signed artist contract, copy of receipts, cancelled checks, etc.)

1.	5.
2.	6.
3.	7.
4.	8.

Sincerely,

 (Print Name) Property Owner / Developer (circle one)



City of Dunedin – Development Applications

Design Review:

[Design Review Application](#)

[Design Review Process](#)

Annexation (including Land Use and Zoning):

[Application](#)

[Annexation Process](#)

BAA (Board of Adjustment and Appeal):

[Application](#)

[BAA Process](#)

[Conditional Use and Variance Criteria](#)

BBAA (Board of Adjustment and Appeal):

[Application](#)

[BBAA Process](#)

Fee Schedule:

[Current](#)

SUBMITTAL CHECKLIST

In addition to the completed application, you will need to provide:

Title Certification Letter: 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.

Property Survey: A recent (less than one year old) Boundary Survey including legal description on ledger paper (11" x 17") and an electronic version in PDF.

Letter of Justification: Please prepare a detailed description of the proposed project.

Fees: Design Review Fee of \$2,000. Make check payable to City of Dunedin.

Site Plans: Submit one ledger size (11" x 17") original set of signed and sealed site plans that include all of the items listed in section [104-24.7.3](#) of the Land Development Code (LDC). In addition, submit an electronic copy as a PDF.

Architectural Renderings: Submit one ledger size (11" x 17") original set of architectural renderings that includes all of the items listed in section [104-24.7.4](#) of the LDC. In addition, submit an electronic copy as a PDF.

Greenspace Plan: Submit one ledger size (11" x 17") original set of greenspace plans that includes all of the items listed in section [104-24.7.5](#) of the LDC. In addition, submit an electronic copy as a PDF.

Traffic Impact Analysis: Submit a traffic impact analysis that includes, at a minimum, the items listed in section [104-24.7.6](#) of the LDC.

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.

Sustainability Matrix: Submit 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.

Parkland Impact Fee (PIF) Application: Submit a completed [Parkland Impact Fee Application](#).

Report of Citizen Participation Plan (if applicable)



City of Dunedin

Development Review Committee

Design

Review Submittal

JUSTIFICATION LETTER



CAMPO ENGINEERING, INC.
 1725 East 5th Avenue, Tampa, FL 33605
 Office (813) 215-7372 Fax (813) 902-8782
 campoengineering.com

January 25, 2011

Lael Glebel
 City of Dunedin - Planning & Development
 737 Loudon Avenue
 Dunedin, Florida 34697

Subject: **Conceptual Plan Review Submittal and Justification Letter**
 Project: **Caladesi Publix - Store 93**
 Address: **902 Curlew Road**

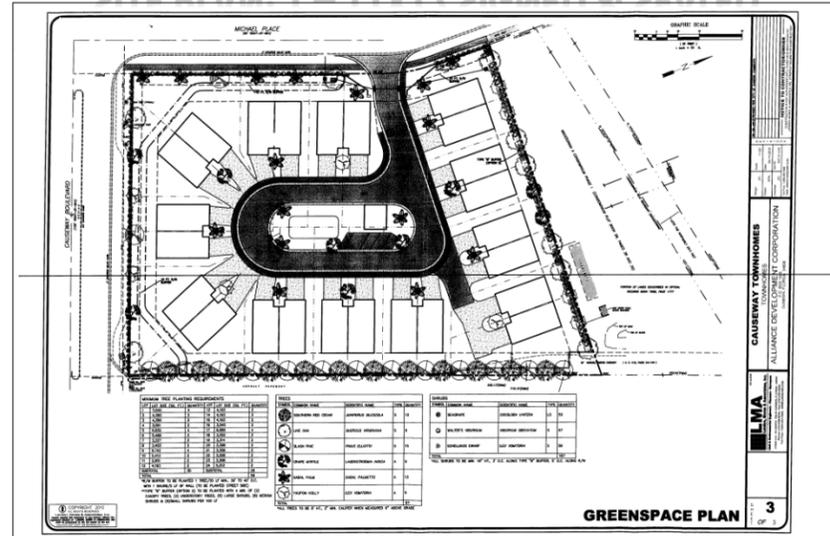
As a follow up to previous meetings with the City of Dunedin, please accept this application for the conceptual review for the redevelopment of the Caladesi Publix Store No. 93 at 902 Curlew Road. The existing Publix Store shall be completely demolished along with 18,080 square feet of existing retail space and replaced with a new 46,031 square feet Publix Supermarket. The project will result in a larger grocery store that shall be modernized and better suited to meet the needs of the community. In addition, the fronting appearance of the remaining strip retail shall be upgraded to match the architectural style of the Publix Supermarket. The project shall revitalize the shopping center and create the potential for more jobs during the construction phase and in the future as vacant tenant space within the center is occupied. The project shall also improve storm water runoff by providing water quality treatment for approximately 6-acres of the 9-acre shopping center in accordance with the Southwest Florida Water Management District regulations. All existing signage shown on the site plan shall remain and receive an aesthetic upgrade. To the south of the project there is the 100 foot right of way of Curlew Road and to the east of the project is St. Marks Drive, a private roadway. The west project boundary faces the Pinellas Trail and US 19 right of way. The project structures shall be set back from the parcel line by 205 feet to the south, 165 feet to the west, 43 feet to the north and 99 feet to the east. The project setbacks and right of way widths are further depicted on the preliminary site plan. In the last two years we are not aware of any public hearings for this project.

In support of the project justification above we have enclosed the following documents for the Conceptual Plan Review submittal:

1. One (1) check for \$618.00 made payable to the City of Dunedin;
2. One (1) copy of the signed and notarized Application Form;
3. One (1) copy of the Certificate of Authorization for Publix's Agent;
4. One (1) copy of the Proof of Ownership Letter;
5. One (1) copy of the Project Legal Description;
6. One (1) copy of the Adjacent Owners Notice List;
7. Two (2) copies of the Site Survey at 11" x 17" and 24" x 36";
8. Two (2) Copies of the Site Aerial;
9. Two (2) copies of the Architectural Elevations (Front and Side);

App.No. S/D 11-50.00 z/c

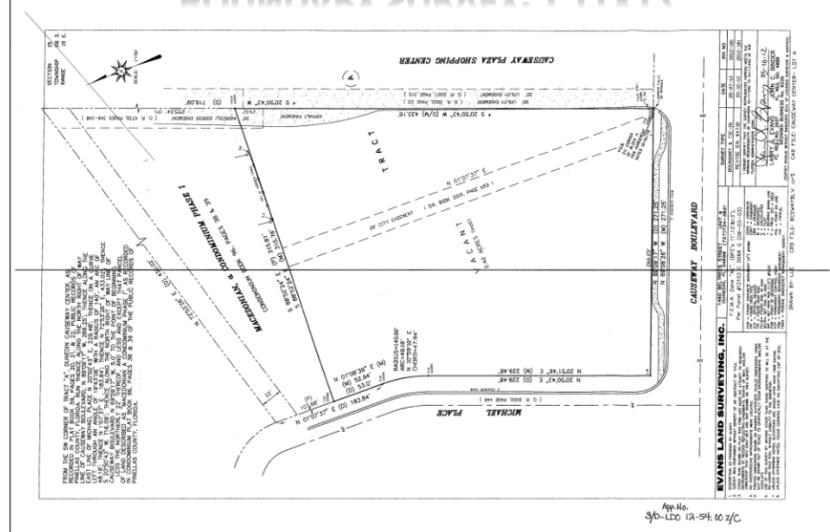
SITE PLAN: 1 - 11X17 SIGNED & SEALED



RENDERING: 1 - 11X17



BOUNDARY SURVEY: 1 11X17



RENDERING: 1 - 11X17



TITLE CERTIFICATION LETTER

Security Title Company

791-A San Christopher Dr. • Dunedin, Florida 34698

Telephone: (727) 733-0466
 Fax: (727) 733-0737

March 1, 2012

TO WHOM IT MAY CONCERN:

We have searched the Public Records of Pinellas County, Florida through February 22nd, 2012 pertaining to the following described property lying and being in Pinellas County, Florida:

Begin at a point 756.0 feet South of the Northeast corner of the SE 1/4 of the NE 1/4 of Section 27, township 28 South, Range 15 East, run thence N 75 deg 57' W 284.6 feet; thence North 125.50 feet; thence N 75 deg 57' W, 155.0 feet for the of Point of Beginning; thence N 75 deg 57' W, 154.85 feet to a point on the East side of Bass Boulevard; thence Northeasterly along Bass Boulevard 66.50 feet; thence Southeasterly 146.0 feet; thence Southwesterly 67.50 feet to the Point of Beginning, less the Easterly 20.00 feet thereof, Public Records of Pinellas County, Florida.

a/k/a 1245 Bass Blvd Dunedin, FL 34698

Based on a search of the public records we find title by virtue of the last deed of record recorded in O.R. Book 8223, page 2301, vested in Judith A. Johnson

Respectfully submitted,

Lori A. Badders
 Lori A. Badders
 SECURITY TITLE COMPANY

THIS IS A LETTER OF OWNERSHIP ONLY.

GREENSPACE PLAN: 1 - 11X17



RENDERING: 1 - 11X17





Infrastructure & Site Plan Submittal Process

**INFRASTRUCTURE AND SITE PLAN CONSTRUCTION REVIEW CHECKLIST
ENGINEERING DIVISION**

For Status of Infrastructure and Site Construction Plan Reviews, contact Engineering at 298-3182.

The average review time is 2 weeks per submittal (may be shorter or longer depending on size of project and schedules). Note: Each resubmittal is reviewed as a “new” submittal and will be reviewed in its entirety as any changes made may result in a change of denial/approval for previous reviews. Plan Review Fee(s) must be paid with each submittal.

Six (6) complete sets (2 signed & sealed) of package required for each review. Upon approval, 4 additional final signed & sealed sets are required.

PLEASE REVIEW ITEMS CONTAINED IN THIS CHECKLIST TO ENSURE COMPLIANCE WITH ENGINEERING AND/OR CITY OF DUNEDIN CODE REQUIREMENTS.

This list is not all-inclusive and every item may not apply to every submittal.

GENERAL INFORMATION (Required for all submittals) – 298-3182

CHECKLISTS

PROJECT SUBMITTAL

(See Infrastructure and Site Plan Construction Review Application/Checklist for a Complete List)

- **Plans Signed/sealed and dated by a current registered engineer in the State of Florida.**
Six (6) Sets of which two (2) are signed and sealed
- **Submit an electronic copy of the submittal in a CD or via internet hyperlink.**
- **Plan Review Fee(s) must be paid with each submittal.**
- **Engineer’s Certification on Design form**
(City of Dunedin Form- COD/ENG-0017)
- **Regulatory Agency Permits** (if applicable – see page 2) Final agency approvals must be provided prior to commencement of infrastructure work.
- **Drainage Calculations**
- **Soil Borings**
- **Performance Guarantee - Cash deposit or Irrevocable Letter of Credit for 100% of cost of all work in right-of-way.** Must be submitted to Engineering prior to commencement of work. Cost estimate to be provided by Engineer of Record (Signed & Sealed)

PROJECT COMPLETION

(See Certificate of Final Completion Form for a Complete List)

- **Signed and sealed as-builts/record drawings**
(Two (2) sets required along with an electronic copy required at completion of project.)
- **Engineer’s Certification on Completion form**
(City of Dunedin Form – COD/ENG-0018)
- **Maintenance Guarantee -** In the form of an Irrevocable Letter of Credit or cash for 10% of actual cost of infrastructure for a period of 18 months, payable upon completion of work. (Submit to Engineering)
- **Bill of Sale for Personal Property Located in Public Rights-of-Way/Easements**
- **Required Easements must be Recorded at County and copy provided to Engineering**
- **Regulatory Agencies Releases/Completion Certificates** (see page 2)
- **After Final approval, infrastructure must be deeded to the City of Dunedin.**

If Platted Development

- **Provide copy of plat for review by Engineering**
- **After approval, record at County**
- **Provide Engineering with 4 copies**

- **Regulatory Agency Permits - Page 2**
- **Drainage - Pages 5-6**
- **Sanitary Sewer - Pages 8-10**

- **Site Plans – Page 3**
- **Potable Water - Page 7**
- **Road - Pages 11-14**

REGULATORY AGENCY PERMITS – Check websites of regulatory agencies for current forms.

As allowed per Florida Statute, a copy of all required regulatory agency permit approvals must be provided to Engineering prior to start of infrastructure work. For any applications requiring City signatures, a complete copy of the application package must be provided to Engineering for our records.

CHECKLISTS

PROJECT SUBMITTAL

Southwest Florida Water Management District

- Application

Florida Department of Environmental Protection (Water)

- Application for a Specific Permit to Construct PWS Components
OR
- Notice of Intent to Use the General Permit for Construction of Water Main Extensions for PWSs

Florida Department of Environmental Protection (Sewer)

- Notification/Application for Constructing a Domestic Wastewater Collection/Transmission System

Florida Department of Environmental Protection Construction General Permit

- Notice of Intent to Use Generic Permit for Stormwater Discharge from Large and Small Construction Activities

FDOT Permit

- Driveway
- Drainage

Pinellas County Right-of-Way Utilization Permit

- Right-Of-Way Permit

PROJECT COMPLETION

Southwest Florida Water Management District

- Statement of Completion

Florida Department of Environmental Protection (Water)

- Certification of Construction Completion and Request for a Letter of Clearance to Place Permitted PWS Components into Operation

Florida Department of Environmental Protection (Sewer)

- Request for Approval To Place A Domestic Wastewater Collection/Transmission System Into Operation (Due upon completion)

Florida Department of Environmental Protection Construction General Permit

- Notice of Termination of Generic Permit for Stormwater Discharge from Large and Small Construction Activities

FDOT Permit

- Driveway Sign Off
- Drainage Sign Off

Pinellas County Right-of-Way Utilization Permit

- Right-Of-Way Permit Sign Off

SITE PLAN REQUIREMENTS

1. Prepared by an engineer registered in the state. Must be signed and sealed and dated.
2. Name of proposed project or development.
3. Date, north point, scale.
4. Legal description of the property including section, township and range.
5. Boundary survey (24x36) prepared by a registered surveyor or registered engineer of the state. Must be signed/sealed and dated.
6. Names, addresses and phone numbers of owner, surveyor and engineer. If the property involved is owned by a corporation or company, the name and address of its president and secretary shall be shown.
7. Sketch or map indicating location of development.
8. Dimensions and boundaries of the tract to be developed.
9. The location and dimensions of existing and proposed property lines, public or private easements, dedicated rights-of-way, street names and watercourses on the tract to be developed and on the land immediately adjoining for a distance of at least 50 feet.
10. The name and location of adjoining subdivisions, including the identification of abutting lots, showing plat book and page of public records thereof.
11. The location of adjoining unplatted areas, with notation of the names and addresses of the owners thereof.
12. The existing and proposed parks, school sites, or other open areas to be dedicated to the public.
13. An approximate tie to the nearest one quarter corner, or other recorded and well established corner.
14. The location of wooded areas, natural features, marshes or other conditions affecting the proposed site plan and on the land immediately adjoining for a distance of at least 50 feet. If such feature is extensive, i.e., lake, wetland area, the full size of such feature and its relationship to subject site plan shall be shown.
15. The approximate distances to, and the elevation, location and dimensions of, the existing off-site sanitary sewers, potable water mains, storm drainage piping, culverts, watercourses, streets, sidewalks and other utilities to which connections are proposed to be made to serve the property.
16. Approximate existing and proposed topographic contours with a vertical interval not more than one foot referenced to a defined datum (NAVD, 1929 or NAVD, 1983) on the tract to be developed and on the land immediately adjoining for a distance of at least 50 feet.
17. The identification of the off-site easements or rights-of-way proposed to be utilized or acquired to accommodate the utilities and traffic of the proposed development.
18. Names, designations or purposes of all proposed streets, service drives, easements, waterways and benches.
19. Sufficient data to determine readily and reproduce accurately on ground the location and length of every road and service drive. This shall include the radii of all curves.
20. All internal dimensions accurate to the nearest foot.
21. Locations of proposed buildings, structures, and similar uses showing setbacks and other pertinent information.
22. Proposed development schedule, including any phasing.
23. A tree survey for all areas of the project to be altered from the predevelopment condition.
24. The proposed widths of pavement and the location of sidewalks, bikeways, bridges, walkways, perimeter walls and fences, and signs which are to be provided both on the tract, and adjacent to where required by other codes or to provide access to the development.
25. Tabulation of the total number of gross acres in the project, and the percentages thereof, proposed to be devoted to the several dwelling types, commercial uses, and other nonresidential uses, streets, parks and other reservations.
26. An Engineers Certification on Design form properly completed, signed/sealed and dated.
27. Fifteen (15) feet wide drainage and utility easement required around entire perimeter of development.
28. In platted developments, ten (10) feet wide drainage and utility easements shall be provided centered on all side lot lines and on interior rear interior rear lot lines; fifteen (15) feet wide drainage and utility easements centered on rear lot lines shall be provided.
29. Any easement which has a city owned and maintained facility (water, sanitary sewer, reclaimed water, or

drainage) within such easement, shall be a minimum fifteen (15) feet in width. Any easement that will contain two city facilities (water, sanitary sewer, reclaimed water, or drainage) shall be a minimum of 25 feet in width. Any easement containing three city facilities (water, sanitary sewer, reclaimed water, or drainage) shall be a minimum of 35 feet in width.

INFRASTRUCTURE CONSTRUCTION PLANS

DRAINAGE REQUIREMENTS

30. Topography:
- a. Existing and proposed topographical contours must be shown.
 - b. Topographic contours must be shown in intervals not more than 1' on the property to be developed.
 - c. Topographic contours must extend a minimum of 50' onto adjacent property.
 - d. Locations and depths of all lakes, ponds, marshes, etc. must be shown.
 - e. All other pertinent topographic feature(s) must be shown.
 - f. The finished grades and drainage plan for each individual lot must be shown.
 - g. The minimum finished floor elevation of all structures must be shown.
 - h. The proposed finished floor elevation of all structures should be at least 18" above the centerline of the abutting roadway.
 - i. The proposed finished floor elevation of all structures shall ensure adequate sewer fall.
 - j. The proposed finished floor elevation of all structures must be above the 100 year Base Flood Elevation.
31. Proposed detention or retention area ("pond"):
- a. "Pond" must provide attenuation for a "25 year" storm. Supporting calculations must be provided.
 - b. "Pond" must provide water quality treatment (draw down with 1st ½" run-off filtration structure, plus under drain details/filter material specified. Coastal areas require ¾" filtration.) Supporting calculations must be provided.
 - c. "Pond" must be located within a Drainage & Utility Easement.
 - d. "Pond" must be shown as part of abutting lots.
 - e. "Pond" side slopes cannot be greater than 3:1.
 - f. "Pond" side slopes must be sodded (areas over side drains must be seeded & mulched or have minimum 4" blanket of stone).
 - g. "Pond" must include a properly designed outlet structure. Supporting calculations must be provided. (Note: Double ring percolation test with 1/20 of actual percolation rate allowed as outfall rate when using percolation as the outfall.)
 - h. "Pond" must be constructed to provide a minimum of 12" of freeboard.
 - i. "Pond" must include an adequately protected overflow spillway.
 - j. "Pond" must discharge to a drainage easement or public right-of-way.
- Dry bottom ponds:
- k. Bottom of "pond" must be above seasonal high water elevation. Note: Soil borings with seasonal high water table elevations required for verification.
 - l. Bottom of "pond" must be sodded or seeded and mulched.
- Wet bottom ponds:
- m. Wet bottom pond must meet all applicable criteria.
 - n. Twenty (20) feet wide connection easement to public right-of-way is required for all wet bottom retention areas, plus pond easement must extend 20 feet beyond design high water line.
32. One-hundred (100) year flood routing plan must be provided (can be indicated on plans with arrows).

33. Floodways must be provided where required.
34. Storm Drainage System.
- a. Minimum pipe diameter is 15”.
 - b. Reinforced concrete pipe is required unless otherwise approved..
 - c. Maximum distance from stormwater ridgeline to inlet cannot exceed 400 feet.
 - d. Maximum pipe distance between access structures cannot exceed 450 feet.
 - e. Headwalls or other approved structures must be placed on all pipes into or out of ditches or detention/retention sites.
 - f. Energy dissipaters must be provided (where discharge velocities warrant).
 - g. Pipe sizing calculations:
 - 1) Hydrological calculations must be provided.
 - 2) Design must be based on minimum of 10-year storm.
 - 3) The minimum allowable time of concentration is 15 minutes.
 - 4) The hydraulic gradient must be at least one foot below gutter elevation.
 - 5) Drainage basin plan sheet with ridgeline for each drainage structure shown, area of each basin, time of concentration of each basin and coefficient of run-off for each basin, if substantially different.
 - h. Inlet and other structure details must be provided.
 - i. Curb inlets cannot be located in radius returns.
 - j. Conflicts between storm drains and other utilities must be shown.
 - k. All portions of public storm drainage systems must be located within rights-of-way or drainage & utility easements.
 - l. The minimum easement width is 15 feet for easements with a single City utility. Two utilities require an easement of 25 feet width. Three utilities require an easement of 35 feet width.
 - m. Open ditches (not including shallow swales) are only allowed for stormwater flows greater than 60 CFS.
35. An Erosion Control Plan must be provided. Erosion protection is required so that no earth or construction debris enters storm drainage system or roadway area.
- a. Utilize the Florida Department of Environmental Protection standard of 7 days from timing of temporary and permanent erosion control measures.
 - b. Within the Stormwater Pollution Prevention Plan (SWPPP), specify all details of erosion control measures applicable to the project. Details may include: silt fence surrounding all soil disturbance activities, track-out devices, floating turbidity barriers, staked turbidity curtains, and turbidity monitoring plans.
 - c. If detailing any measures for fertilization of landscaping, include mention of the Pinellas County Fertilizer Ordinance specifying that no fertilizers containing nitrogen or phosphorus may be used in Pinellas County between June 1st and September 30th. Between October 1st and May 30th, fertilizers applied within Pinellas County may only contain 50% nitrogen and 0% phosphorus.

WATER REQUIREMENTS

36. Potable water/fire protection system.
- a. Minimum ten (10) feet parallel and eighteen (18) inches vertical separation between water and sewer systems (within public right-of-way). (F.A.C. Chapter 62-555.314)
 - b. Minimum five (5) feet parallel and 12 inches vertical separation between water and sewer systems on private property.
 - c. 1½" to 2" diameter pvc pipe minimum of Schedule 80 pvc. (COD Water Division Policy)
 - d. ¾" - 1" "HDPE" pipe rated at 160-200 PSI. (COD Water Division Policy)
 - e. Ductile iron pipe where used or required, must be cement lined 3" diameter and above. (COD Water Division Policy)
 - f. Three (3) inch or larger pvc pipe minimum of DR 18, C-900, NSF approved J-M Pipe "Blue Brute" preferred. (COD Water Div Policy)
 - g. Two (2) inch wide locator tape of proper color and markings above all PVC waterlines (installed 12" to 18" above barrel of pipe). (COD Water Division Policy)
 - h. Water service locations painted OSHA Blue on curbs ("W" etched in curb where applicable). (COD Water Division Policy)
 - i. Water service details. (COD Water Div Policy)
 - j. Fire hydrant details - Water Division prefers Clow, Mueller, Kennedy or American Darling. (COD Water Div Policy)
 - k. Paint fire hydrants Federal Safety Yellow (OSHA approved), Porter Paint. (COD Fire Department)
 - l. Thrust block detail sheet. (COD Water Division Policy)
 - m. Mechanically restrained joints shall be installed on all fittings, valves, caps and plugs. (COD Water Division Policy)
 - n. Pressure testing and chlorination specifications, including injection & sampling points on water system (required by FDEP).
 - o. PVC fire lines of four (4) inch diameter or greater must be minimum of DR 14.
 - p. Tap valves and sleeves must be tested at 150 PSI for one hour and witnessed by City Inspector (requires 24-hour notice) (COD Water Division Policy).
 - q. Are all waterlines adequately looped? (COD Water Division Policy)
 - r. Off-site easements to nearest City waterline.
 - s. Average depth of mains required to be 36" but not less than 30". (COD Water Division Policy.
 - t. Fourteen (14)-gauge locator U.S.E. wire with blue protective insulation shall be installed directly on top of all water mains with terminal ends brought up in the valve boxes at the cover. (COD Water Division Policy)
 - u. All joints will be restrained with "Megalug" (or approved equal) 1100 series for DI pipe and 1100 HV series, or Series 1350, uniflange for PVC pipe, plus on all 90 degree bends, ties, etc. - use poured in place or cement precast thrust blocks at the appropriate spots. Thrust blocks on 12" diameter pipe or more required to be poured in place. (COD Water Division Policy)
 - v. Wet taping saddles and valves at tie in point with City system. (COD Water Division Policy)
 - w. Gate valves required at every intersection or every 1,200 feet. (COD Water Division Policy)

SEWER REQUIREMENTS

37. Sanitary Sewer System:

a. Sewer Checklist:

- 1) Minimum of SDR 26 PVC sewer pipe for 6" or larger pipe. (COD Wastewater Division Policy)
- 2) Minimum of Schedule 40 PVC sewer pipe for 4" or smaller sewer pipe. (COD Wastewater Division Policy)
- 3) Sewers deeper than 10 feet required to be minimum of SDR 26 PVC pipe. (COD Wastewater Division Policy)
- 4) Sanitary sewer locator tape required to be 18" above all PVC mains, force main locator tape required above all force mains. (COD Wastewater Division Policy)
- 5) All sanitary sewer force mains required to have locator wire installed directly on top of pipe. (COD Wastewater Division Policy)
- 6) Construction note that sewer service to the existing system does not begin until the new system is inspected and accepted by Wastewater. (COD Wastewater Division Policy)
- 7) Are sewer lines located so that they are accessible for inspection and maintenance by hydraulic/vacuum sewer cleaning, televising and sealing equipment? (COD Wastewater Division Policy)
- 8) Construction note that any pipe in paved areas and other areas having less than 36" of cover which must support vehicle weight, shall be approved ductile iron pipe, Schedule 80 PVC or SDR 18 (C-900) bell and spigot PVC. (COD Wastewater Division Policy)
- 9) Construction note that any pipe with less than 12" of cover shall be approved ductile iron pipe. (COD Wastewater Division Policy)
- 10) Construction note that sewer mains and manholes must be inspected and approved prior to any connection of service lines to the mains. (COD Wastewater Division Policy)
- 11) A City of Dunedin registered plumber shall install building sewers from the tap to the building. The tap is defined as the connection to the public sewer, which is normally located at the property line. In the case of special situations (i.e., easements, right-of-way line, private systems, multi-family complexes) tap location will be determined on a case-by-case basis. (COD Wastewater Division Policy)
- 12) The contractor must notify the City of Dunedin Wastewater Division (298-3256) at least 24 hours in advance of making any connection to the existing sewer system. (COD Wastewater Division Policy)
- 13) The connection to the existing sewer system must be plugged from the time of physical connection to the time that written acceptance of the project's sewer system has been received by the project's representative. (COD Wastewater Division Policy)
- 14) Provide sanitary sewer clean-out at right-of-way or easement line of all service laterals.
- 15) All connections to the sewer main shall be made by "tee-wye" fittings. (COD Wastewater Division Policy)
- 16) The "tee-wye" fittings shall be installed such that the incoming flow enters the sewer main in one of the upper two sewer main quadrants. (COD Wastewater Division Policy)
- 17) Maximum of 300 feet spacing between manholes.
- 18) Minimum % of slope of 0.40% on 8" diameter pipe.
- 19) Minimum % of slope of 1.04% on 6" diameter pipe, and 2.08% minimum on 4" diameter pipe..
- 20) No double wyes at the lot line. A separate service for each lot is required.
- 21) Construction note that no debris shall be allowed to enter the existing system from construction of the new system.

- 22) Sewers and manholes in the streets shall be located such that only one lane of traffic is blocked by maintenance vehicles.
- 23) Construction note that when laying pipe, a well graded, crushed stone or crushed gravel of number 89 gradation must be used to achieve proper pipe bedding.
- 24) All sewer mains within easements in platted subdivisions shall be unobstructed easements by deed covenant.
- 25) All sanitary sewer equipment and structures shall be new and unused.
- 26) Locate sewers in streets. Do not locate sewers in easements between lots as they are difficult to maintain. Sewers located in streets to be off-set from center line of road so that only one lane of traffic is blocked when routine maintenance is performed.
- 27) Label SCH or DR of pipe on site plan.

b. Manhole Checklist:

- 1) Notes that manhole covers in paved areas are to be flush with the top of pavement. Manholes in non-paved areas are to be exactly 3" above finished grade. (COD Wastewater Division Policy)
- 2) For new construction projects, drop manholes shall be outside drops only. (COD Wastewater Division Policy)
- 3) Drop manholes required in all cases where there is an eighteen-inch difference between the inlet and exit pipes into a manhole. A drop sewer manhole bench shall be constructed so that the incoming flow from the dropped line is directed into the receiving invert. (COD Wastewater Division Policy)
- 4) No free drop over eighteen inches is permitted in manholes. (COD Wastewater Division Policy)
- 5) Manhole spacing of 300 feet or less.
- 6) Radius of sewer line through manhole must be wide enough to accommodate the television inspection camera. Camera is approximately 2 feet long and 6 inches in diameter. (COD Wastewater Division Policy)
- 7) Manhole covers shall be U.S. Foundry 170-W or approved equal. In DOT right-of-way, frame and lid to be 170-BJ (U.S. Foundry). (COD Wastewater Division Policy)
- 8) First pipe joint upstream and downstream shall be within 24 inches of the manhole. Exceptions to 1st pipe joint being within 24 inches of manhole are:
 - a) For brick manholes with PVC pipe, a transit adapter with O-ring shall be used at the point of connection within the manhole.
 - b) For precast manholes with PVC pipe, neoprene boot shall be used at point of connection with the manhole.
- 9) Maximum height of manhole adjusting brick and ring is 12 inches.
- 10) If brick manholes are to be constructed, only solid clay brick is acceptable (equal to ASTM C-32-42, or if adjusting bricks are used they must be of Grade MA or better).
- 11) Manhole cover diameter cannot be less than 24 inches.
- 12) The minimum acceptable manhole diameter is 4 feet. 3 feet inside diameter brick manhole may be used if manhole height is 4 feet or less as approved by the City of Dunedin Engineering Division.
- 13) On drop manholes, the upper inlet pipe invert shall not be blocked.
- 14) The distances between manholes shall be shown on the plans as well as the profiles.
- 15) Manhole covers must bear the title "Sanitary Sewer", those manholes to be owned and maintained by Wastewater must also have "City of Dunedin" on them. Covers must also have year of installation and "Confined Space" cast in lid.

- 16) Note that precast manholes must be approved (shop drawing) by the City before casting of manholes.
- 17) Built in place manholes shall be plastered with ½” mortar externally and coated with a bitumen/asphaltic product.
- 18) All manholes shall be placed on a rock base of a minimum of 6” in depth. The required depth may exceed 6” as required by the City Engineer.
- 19) Manhole inverts shall be as follows:
 - a) Precut PVC half-pipe for flow thru manhole, or
 - b) Manhole bench constructed of solid clay brick forming an invert the shape of a half-pipe.
- 20) Manhole benches shall be trowel finished. Any roughness shall be stoned out.
- 21) Label existing City manholes with sewer atlas sheet number and manhole number.
- 22) Sewer service lines connected to manholes must be channeled into the manhole bench at the receiving invert elevation.
- 23) Manhole detail is needed of proposed connection to existing manhole.
- 24) No “flat top” manholes are permitted.
- 25) No “dog house” manholes are permitted.
- 26) Copies of all monitoring tests to be furnished to the City of Dunedin Engineering Division.
- 27) Mortar for manhole construction shall be Portland cement, type II.
- 28) A stabilized access road base shall be provided to all sanitary sewer manholes for inspection purposes.
- 29) Contractor shall provide all dewatering equipment necessary to keep excavations dry and shall provide all sheeting, shoring and bracing necessary to protect adjacent structures, utilities, or to minimize trench width.
- 30) Contractor shall notify and call Sunshine (1-800-432-4770) prior to starting any work in areas where there are utilities tied into Sunshine system. (Florida Statutes, Chapter 556)

ROAD REQUIREMENTS

38. Roadway system:
- a. Widths of right-of-way dimensioned.
 - b. Roadway widths dimensioned.
 - c. Crowned roads/curbs.
 - d. Centerline turning radius of 75 feet minimum.
 - e. Tabulation of soil boring samples/water table elevations taken at intervals not in excess of 200'. All areas that have been filled on since the City of Dunedin aerial of 1926 may require soil borings to 30 feet depth.
 - f. Typical roadway section; (local or minor road)
 - 1) 1 ½" thick SP-9.5 asphalt surface.
 - 2) ¼" /ft. cross slope.
 - 3) 6" thick base with 98% minimum density.
 - 4) 9" thick sub base with minimum 75-psi fbv or 98% minimum density.
 - 5) In lieu of installing stabilized sub base, City will accept base course installation of 50% greater thickness than depth specified on the plans.
 - 6) Note on minimum 100% density at sub grade elevation above all pipe crossing of road.
 - 7) Typical curb detail/3,000 psi concrete note. In addition, sona-tube compressive samples will be taken at 7 day and 28-day intervals with 1 cylinder as backup hold cylinder (total of 3 cylinders to be cast).
 - g. Minimum % slope of road profile is 0.4%.
 - h. Vertical curves required when algebraic difference in gradient is 1% or greater.
 - i. At the intersection of a major street to a major street, an additional twelve (12) feet of right-of-way on both sides within 150 feet of the right-of-way intersections shall be provided.
 - j. At the intersection of a minor street to a major street, an additional five (5) feet of right-of-way on both sides within 100 feet of the right-of-way intersection shall be provided.
 - k. Minimum radius or diagonal; cut-off required at property lines of all intersections.
 - l. Acceleration and deceleration lanes required for all developments generating 100 or more parking spaces designed in accordance with Pinellas County Standards and Florida DOT Standards.
 - m. Roadway restoration detail with:
 - 1) Two (2) inch thick SP-9.5 asphalt concrete surface.
 - 2) Eight (8) inch thick base.
 - 3) Note "Saw cut and match existing asphalt".
39. Driveway Entrances
- 1) Subdivisions and private developments serving more than 100 lots require a minimum of two (2) connections to adjacent roads.
 - 2) Driveway widths shall be a minimum of 8 feet wide.
 - 3) Driveway widths shall be a maximum of 12 feet for a "one-way" driveway and a maximum of 36 feet for a "two-way" driveway.
 - 4) Minimum line of sight clearance shall meet FDOT Design Manual.
 - 5) All driveways connecting to any State highway under the authorization and in accordance with the specifications of the State Department of Transportation.

- 6) All driveways connected to any County-maintained road shall acquire proper authorization from and be constructed in accordance with County specifications and regulations.
- 7) Driveways or accessways connection to any street shall intersect the roadway at approximate right angles.
- 8) Driveways on lots adjacent to intersections shall be located at the property line at the farthest distance from the intersection.
- 9) All driveways are granted for the use of the property owner. Maintenance of driveways from the edge of the road pavement to the right-of-way line, including that portion of any sidewalk within the driveway, is the responsibility of the property owner.
- 10) Driveway flares or entrance curb transition shall not be less than three feet in width at the edge of pavement or curb line with the warp or transition extending not less than seven feet from the edge of the curb or edge of the pavement.
- 11) Driveway flares shall not be less than 3 feet from the point the flare intersects the curb or pavement edge to the property line, extended.
- 12) Driveway Grading - Driveway entrances shall not obstruct gutter flows or roadside drainage.
- 13) Where driveways cross roadside drainage swales, driveway culverts, sized in accordance with the requirements and specifications of Chapter 78 shall be approved by the City Engineer.
- 14) Concrete driveways in public right-of-way shall be 6 inches thick and reinforced with wire mesh. Expansion joints shall be provided at the back edge of the curb or edge of pavement, at the sidewalk joints and/or at the property line concrete strength shall be 3,000 psi after 28 days.
- 15) Concrete driveway serving a single-family structure and not located in right-of-way or easements shall be 4 inches thick, 3,000-psi concrete/wire mesh.
- 16) Concrete driveways and parking for multi-family, commercial, public and semi-public developments shall be 6 inches thick, 3,000 psi concrete/wire mesh in the right-of-way and on private property.
- 17) Where an asphalt surface driveway in public right-of-way is proposed, a 6 inch thick compacted base course and a 1½" thick Type SP-9.5 wearing course surface shall be installed.
- 18) Asphalt driveways located outside of public right-of-way shall have a base course with a minimum thickness of 6 inches compacted to a minimum density of 98% density with a 1 inch thick SP-9.5 wearing course surface.

40. Parking Lot Design Standards

- a. Parking space to be an all-weather surface with minimum stall width of 9 feet and a minimum stall length of 18 feet.
- b. Driveways shall be a minimum of 25 feet for 90° parking.
- c. Drainage - Parking lots shall be drained to prevent damage to adjoining property and/or public streets and alleys, and will be surfaced with an erosion-resistant material in accordance with City standards.
- d. Accessways - No vehicle shall be allowed to drive or back from a parking space onto a collector-urban or arterial street.
- e. Adequate accessways shall be provided from parking areas to public streets.
- f. Pavement markings delineating parking stalls are required, installed in accordance with the standards and practices outlined by the Florida Department of Transportation.
- g. When required, adequate lighting shall be provided and shall be designed to minimize or eliminate glare on surrounding property and to motorists traveling on adjacent streets.
- h. Handicapped parking must be provided and marked in accordance with the current standards as set forth in the State Statutes.

41. Sidewalks

- a. Sidewalks shall be constructed:
- 1) With a brush finish, 3,000 psi concrete.
 - 2) At least 4 inches thick.
 - 3) With a ½ inch expansion joint every 50 lineal feet.
 - 4) With ½ inch expansion joints on both sides of driveway entrances and at roadway connections at back of curb or edge of pavement.
 - 5) With a contraction or "dummy" joint every five linear feet.
 - 6) With a transverse slope of ¼ inch per foot.
 - 7) With elevation transition slopes not in excess of 12:1 (12 horizontal to 1 vertical).
 - 8) To include standard handicapped ramps at all pavement connections. Handicap ramps at all intersections on sidewalk.
 - 9) To be located in the right-of-way or easements approximately 1 foot from property or easement line, except as otherwise approved to preserve trees and valuable objects or to avoid utility pole, guy wires, fire hydrants, or other hazards to public safety. Horizontal shifts in the sidewalk cannot exceed a deflection of 3:1.
 - 10) Must connect to the roadway curbing or pavement at street intersections in a safe manner away from storm inlets.
 - 11) At elevations that does not interfere with lot line drainage draining properties to the street.
 - 12) To be 6 inches thick with reinforcing mesh at all driveway crossings.
- b. Sidewalk Widths
- 1) Six feet wide sidewalks shall be required on both sides of major streets (arterial and collector-urban) and in designated areas having heavy concentrations of pedestrian traffic.
 - 2) Within planned residential communities, 5 feet sidewalks shall be required at locations approved by the Local Planning Agency (LPA).
 - 3) Five feet wide sidewalks shall be required on both sides of all minor streets.
- c. Cross-Block Sidewalks.
- 1) When determined by the LPA, a pedestrian easement, not less than 6 feet in width, shall be provided across a block to connect public right-of-ways for pedestrian traffic.
 - 2) Such pedestrian easement shall have boundary marker posts not less than 4 feet above ground, located at the public right-of-way boundaries.
 - 3) A standard barricade, not less than 12 feet in width, shall be erected in the parkway of public right-of-way to prohibit straight-line access to or from the street, such barricade to be 4 feet in height on reinforced concrete posts not less than 6 feet on center to which 2 railings will be securely bolted and painted with reflective paint visible to vehicular and pedestrian traffic. Design for this system shall be submitted to the Engineering Section for approval.
- d. Bicycle Routes.
- 1) Bicycle routes shall be designated on the County Metropolitan Planning Organization Bikeways Plan.
 - 2) Designs for shared facilities shall conform to the State Department of Transportation Bicycle Facility and Design Manual, most current edition.
- e. Bicycle Routes Materials of Construction.

- 1) Where the bicycle route is not located in public right-of-way, the construction materials may vary depending on location of the route (extension of road pavement, special park routes, etc.)
- 2) The City Engineer shall determine materials of construction for the various bicycle routes.
- 3) Special plans shall be developed for bicycle route construction when these routes cross proposed developments.

42. Street Lighting Plan.

Street lighting system plan shall show:

- a. Location of special concrete poles.
 - b. Minimum illumination of not less than 0.2 lumens per square feet of residential right-of-way.
 - c. Street lights at all street intersections.
 - d. Standard high-pressure sodium luminaries.
 - e. Street Light Fee (payable before final approval).
43. Traffic Control Fees (street signs, stop signs, bars, etc.) (payable before final approval)
44. Dumpster pad locations (Contact Solid Waste Division at 298-3215 for details).



ENGINEERING DIVISION
 P.O.BOX 1348
 DUNEDIN, FLORIDA 34697-1348
 (727) 298-3182

ENGINEER’S CERTIFICATION ON DESIGN

I, _____

hereby certify that the design, plans and specifications of all improvements in connection with

have been reviewed by me and found to be designed in accordance with standard engineering methods and practices and any applicable Ordinances and Regulations to the best of my belief or knowledge.

Signed and Sealed this _____ day of _____ 20__.

Signed _____

Florida Registration #
 (Affix seal)

INSTRUCTIONS FOR LOC REQUIRED PRIOR TO ISSUANCE OF INFRASTRUCTURE PERMIT:

- 1. Must be from a local bank.**
- 2. Amount = 100% of the cost of all work in the right-of-way.**
- 3. Must be accompanied by a Signed & Sealed Cost Estimate provided by Engineer of Record.**
- 4. Will be held until completion of Final Inspection & Approval Procedures.**
- 5. Must be signed by Corporate Bank Officer.**

(Date)

IRREVOCABLE LETTER OF CREDIT NO. _____

AMOUNT: \$ _____

TERMINATION: (Date)

Beneficiary:	City of Dunedin P.O. Box 1348 Dunedin, FL 34697-1348	Applicant:	_____ _____ _____
--------------	--	------------	-------------------------

Gentlemen:

We hereby establish our Irrevocable Letter of Credit No. _____ in your favor on behalf of _____, up to the aggregate amount of \$ _____ (\$ _____) Dollars (U.S.), available by your sight draft or drafts drawn on us.

All drafts drawn under this credit must state "Drawn under (Name of Bank) Irrevocable Letter of Credit No. _____ dated _____ for the account of _____", and must be accompanied by the original Letter of Credit No. _____, and a statement bearing the signature of an authorized representative of the City of Dunedin or any other applicable governmental agency(ies) stating that improvements in the right-of-way have a defect or require an emergency repair or are not in accordance with permit requirements and/or the approved plans and specifications on file in the City's Engineering Section and which has not been completed by the developer, _____, or its successor or assigns. (Name of Bank) shall have no responsibility for determining the accuracy or veracity of said statements.

We engage with you that all drafts drawing hereunder and in compliance with the terms of this Letter of Credit shall be duly honored upon presentation to us at our office located at (address of local bank) on or before the close of business on (expiration date), at which time said Letter of Credit will expire, provided however, that this Letter of Credit will not be cancelled or terminated without first notifying the City Attorney of Dunedin by certified, US Mail, return receipt requested, that said Letter of Credit will be terminated within 30 days of receipt hereof.

Except so far as to otherwise expressly stated, this Letter of Credit is governed by and subject to the Uniform Customs and Practices for Commercial Documentary Credits (2007 Revision) of the International Chamber of Commerce Publication No. 600 (UCP), and, to the extent not inconsistent with UCP, the laws of the State of Florida.

(BANK NAME)

ATTEST:

(Name)
(Title)

(Name)
(Title)

**INFRASTRUCTURE AND SITE PLAN CONSTRUCTION
CLOSE OUT ITEMS REQUIRED**

The following items are required for infrastructure and site close out. All these items must be completed prior to issuance of vertical building permit. Note: For platted developments, plat must be scheduled for Commission acceptance, must be recorded at County, and recorded copies provided to Engineering prior to issuance of vertical building permit.

Forms can be found on the City of Dunedin/Engineering web site.

NOTE: All infrastructure (water, sewer, reclaimed, storm drainage, streets, curbs and gutters, sidewalks, fire hydrants must be installed for sign off of the infrastructure and site construction permit.

Only exception is for single lot developments – all infrastructure must be installed with the exception of the final asphalt and curbing (road base must be installed). The final asphalt and curbing must be completed prior to issuance of CO.

ALL DEVELOPMENTS (Per COD Code Chapter 104-50)

- 2 Sets Signed and Sealed Plans as well as an Electronic Version of Record Drawings (In AutoCad)
 - *The “Record Drawings” should consist of the entire set of “approved” infrastructure/site plans that were prepared by the Engineer of Record, showing any revisions that were made during construction, indicating how the project was actually constructed.
- Engineer’s Certification on Completion
- Infrastructure/Site Plans Project Closeout Review Fee
- Maintenance Guarantee – ILOC or Cash Deposit
(10% of the total cost of the infrastructure to be held for a period of 18 months from completion date of infrastructure and should be accompanied by a breakdown of costs)
- Bill of Sale for Personal Property Located in Public Rights-of-Way/Easements
- Required Easements must be Recorded at County and copy provided to Engineering

All Releases/Completion Certificates from Regulatory Agencies

- SWFWMD
- FDEP (Water)
- FDEP (Sewer)
- FDOT
- Pinellas County Right-of-Way



ENGINEERING DIVISION
 P.O.BOX 1348
 DUNEDIN, FLORIDA 34697-1348
 (727) 298-3182

ENGINEER'S CERTIFICATION ON COMPLETION

I, _____ hereby certify that all improvements in
 connection with _____

project have been inspected and found to be completed in accordance with City of Dunedin approved plans and specifications or changes thereto authorized by me meeting the terms of standard engineering methods and practices and any applicable Ordinances and Regulations to the best of my knowledge and belief.

- No changes made. Construction completed according to approved construction plans. *As-Built/Record Drawing Plans accompany this certificate (complete set of approved infrastructure/site plans).
- Changes Made. *As-Built/Record Drawing Plans showing changes accompany this certificate (complete set of approved infrastructure/site plans).

Signed and Sealed this _____ day of _____, 20__.

Signed _____

Florida Registration #
 (Affix seal)

*2 Signed & Sealed As-Built/Record Drawings (along with electronic version in AutoCad) required.

**BILL OF SALE FOR PERSONAL PROPERTY LOCATED
IN PUBLIC RIGHTS-OF-WAY AND EASEMENTS OF RECORD**

KNOWN TO ALL MEN BY THESE PRESENTS, That _____,
a Florida _____ of the City of Dunedin, Pinellas County, State of Florida, hereinafter referred to as the "Owner" for good and valuable consideration the receipt whereof is hereby acknowledged, has granted bargained, sold, transferred and delivered, and by these presents does grant, bargain, sell, transfer and deliver unto the CITY OF DUNEDIN, a municipal corporation of the State of Florida, the following goods and chattels, to wit:

All personal property and infrastructure improvements located in public rights-of-way or easements of record, including, but not limited to, water, reclaimed and sanitary sewer mains, valves and related appurtenances, storm sewer lines, storm structures and related appurtenances, curbs, sidewalks, ramps, paving improvements to streets and any and all other infrastructure improvements located within the public rights-of-way and easements of record in connection with the project, development or building located at or in the vicinity of _____

_____ lying and being in Section _____, Township _____ South, Range _____ East, City of Dunedin, Pinellas County, Florida.

TO HAVE AND TO HOLD the same unto the CITY OF DUNEDIN forever.

And does he/she/they covenant to and with said CITY OF DUNEDIN that he/she/they is the lawful owner of the said goods and chattels; that they are free from encumbrances; that he/she/they has good right to sell the same as aforesaid, and that he/she/they will warrant and defend the sale of said property, goods and chattels hereby made, unto the CITY OF DUNEDIN against the lawful claims and demands of all persons whomsoever.

WHEREVER USED HEREIN, the term "party" shall include the heirs, personal representatives, successors and/or assigns of the respective parties hereto; the use of the singular number shall include the plural the singular; the use of any gender shall include all genders; and, if used, the term "note" shall include all of the notes herein described if more than one.

IN WITNESS WHEREOF, the Grantor(s) have hereunto set their hands and seals the day and year first hereinabove set forth.

Signed, sealed and delivered
in the presence of:

WITNESS

Authorized Representative

WITNESS

Name Printed

STATE OF FLORIDA)
COUNTY OF PINELLAS)

The foregoing instrument was acknowledged before me this _____ day of _____, 20__ by, who personally known to me or who has produced _____ (type of identification) as identification and who executed the foregoing instrument.

(Signature of Person taking acknowledgements)

(SEAL)

(Name of Officer taking acknowledgement
typed, printed or stamped)

Engineering Section
City of Dunedin
P. O. Box 1348
Dunedin, Florida 34697-1348
Phone (727) 298-3182
9/9/19

City of Dunedin – Platting

Commonly Asked Questions

Q: When is platting required?

A: All land which is intended to be divided into three or more lots, parcels, tracts, tiers, blocks, sites, units, or any other division of land; and includes establishment of new streets and alleys, additions, and resubdivisions; and, when appropriate to the context, relates to the process of subdividing or to the lands or area subdivided is required to be platted.

Q: Are there any exemptions?

A: Yes. The following are subject to appropriate requirements relative to required infrastructure improvements but shall be exempt from the platting procedures:

(A) The combination or recombination of portions of previously platted lots where no new parcels, or residual parcels, result in lots of less area, width or depth than as required by the respective zoning district.

(B) The sale or exchange of parcels of land between owners of adjoining properties for the purpose of small adjustments in boundaries; provided that additional lots are not thereby created and that the original lots are not reduced below the minimum lot area and dimension requirements of the respective zoning district.

Q: Can I plat prior to completion of the required improvements?

A: Yes. Applicants may plat prior to the completion of required improvements by posting a performance security in accordance with [Section 104-60.1.2\(C\)](#) of the City's Land Development Code.

Q: How do I learn more about platting?

A: To learn more, please refer to the City's [Practical Guide to Platting](#), which includes a detailed explanation of the process, an application for review, a submittal checklist, sample language and helpful links about platting.

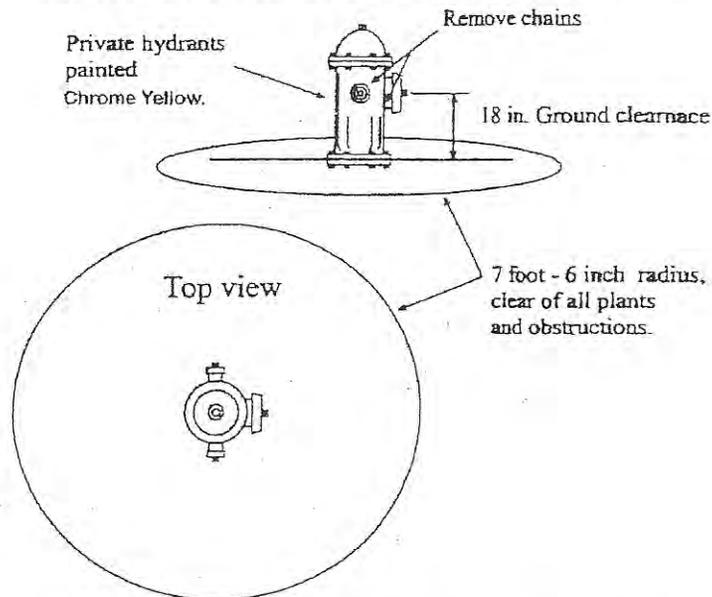
Q: Where do I go to submit a plat for review?

A: Plats may be submitted to the Community Development Department located at 1415 Pinehurst Road, Unit F. The plat review fee is \$600.00.

Q: Who do I contact at the City about platting?

A: Please contact [Joseph DiPasqua](#) at (727) 298-3193.

REQUIREMENTS FOR FIRE HYDRANTS AND FIRE PROTECTION APPLIANCES



1. No person shall place or keep any post, fence, vehicle, growth, vegetation, trash, or storage of other materials that would obstruct a fire hydrant or fire protection appliance and hinder or prevent its immediate use by fire department personnel. Such fire hydrant or fire protection appliance shall be maintained and readily visible at all times.(NFPA 1, Section 18.3.3.1)
2. Fire hydrants and fire protection appliances shall be kept accessible to the fire department at all times. The following clearances shall be maintained for all fire hydrants and fire protection equipment:

Hydrants: Clearances of seven and one half feet (7ft-6in) in front of and to the sides of fire hydrant, with four foot clearance to the rear of the hydrant.(NFPA 1, Section 18.3.4.1)

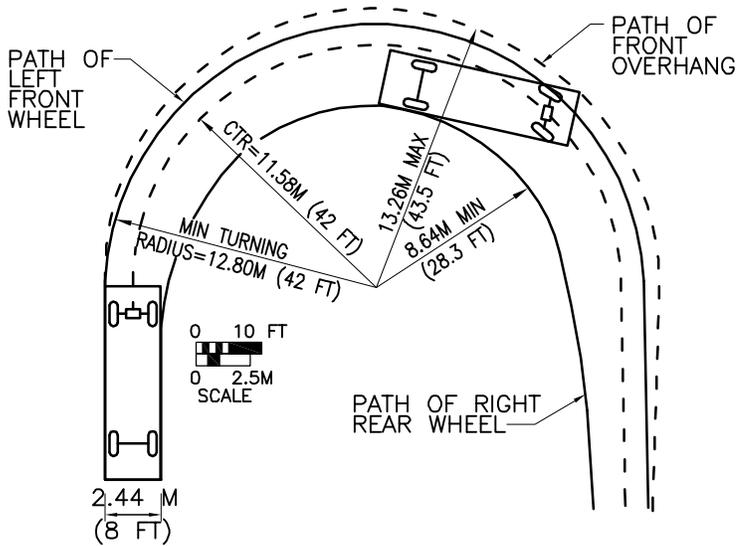
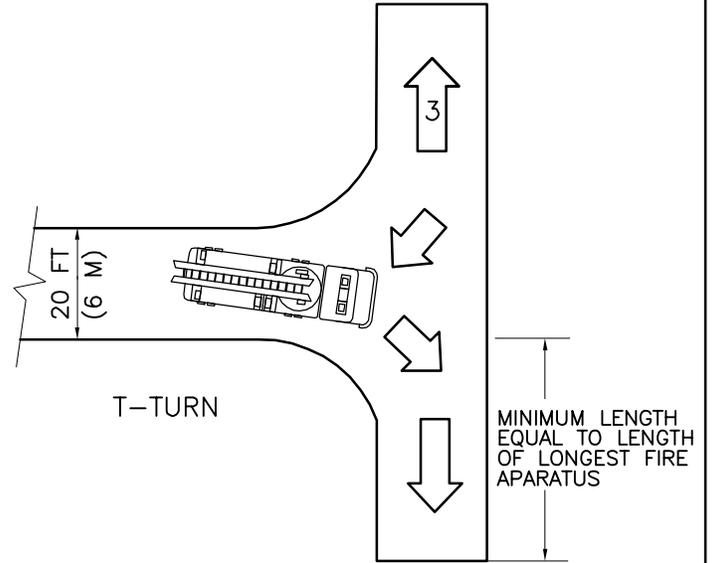
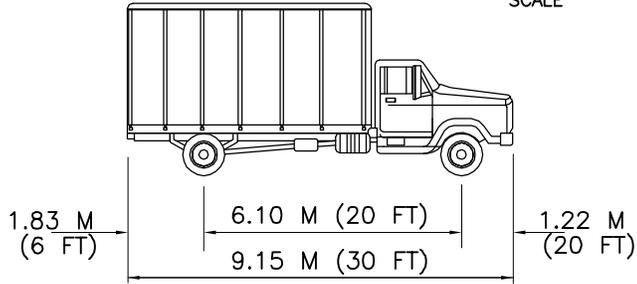
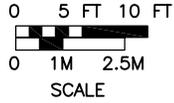
Fire Protection Appliances of seven and one half feet (7ft-6in) in front of and to the side of the appliances.(NFPA 1, Section 18.3.4.2)

OFFICE OF
FIRE DEPARTMENT
ADMINISTRATION

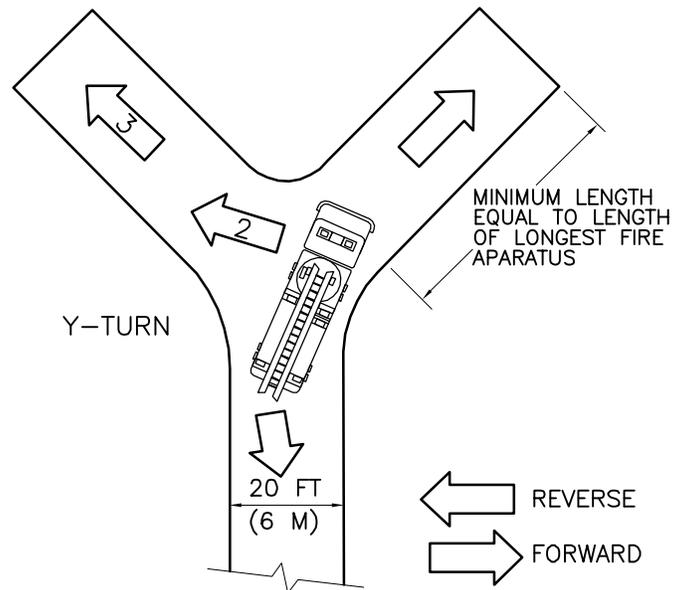
(727) 298-3102
FAX: (727) 298-3104
1042 VIRGINIA STREET
DUNEDIN, FLORIDA 34698

www.ci.dunedin.fl.us

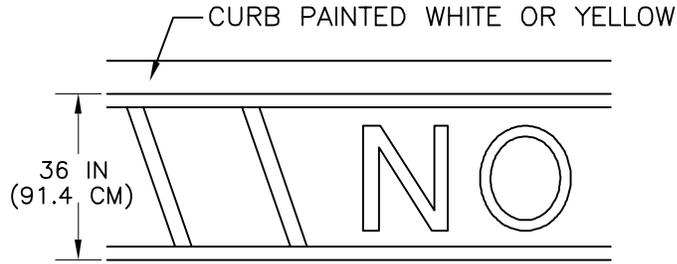
"The City of Dunedin does not discriminate on the basis of race, color, national origin, sex, religion, age, and handicapped status in employment or the provision of services."



- ASSUMED STEERING ANGLE IS 31.7°
- CTR = CENTERLINE TURNING RADIUS AT FRONT AXLE



MINIMUM TURNING PATH, T-TURN & Y-TURN TURNAROUND ARRANGEMENTS



3-IN. (7.6-CM) WHITE OR YELLOW LINES WITH
 24-IN. (61-CM) HIGH LETTERS IN WHITE OR YELLOW
 "FIRE LANE NO PARKING"
 PAINTED ON PAVEMENT



24-IN. (61-CM) HIGH WHITE LETTERS ON
 SOLID BACKGROUND
 "FIRE LANE NO PARKING"



REFLECTIVE WHITE
 BACKGROUND WITH BLACK
 "P" AND RED "NO" SYMBOL

WHITE REFLECTIVE BACKGROUND
 WITH RED LETTERS

EXAMPLES OF FIRE LANE MARKINGS

NOTE:
 FDC SHALL BE PROVIDED WITH SIGNAGE STATING BUILDING BEING SERVED, LOCATION, AND FIRE PROTECTION SYSTEM BEING PROVIDED AND SET UP TO BE LIKE TRAFFIC SIGN



4" GIP
 5" STORTZ CONNECTION WITH BLIND CAP & SECURING CHAIN

4" UL LISTED/FM APPROVED CHECK VALVE

COMPANION OR REGULAR REDUCING FLANGE TO PROVIDE 4" FNPT

45°
 30" - 36" ABOVE FINISHED GRADE

FINISH GRADE

36" MINIMUM

FxPE DIP RISER (SAME SIZE AS UNDERGROUND MAIN)

90° BEND, M.J. W/MEGA-LUG JOINT RESTRAINT

UNDERGROUND MAIN (SEE PLAN FOR SIZE)

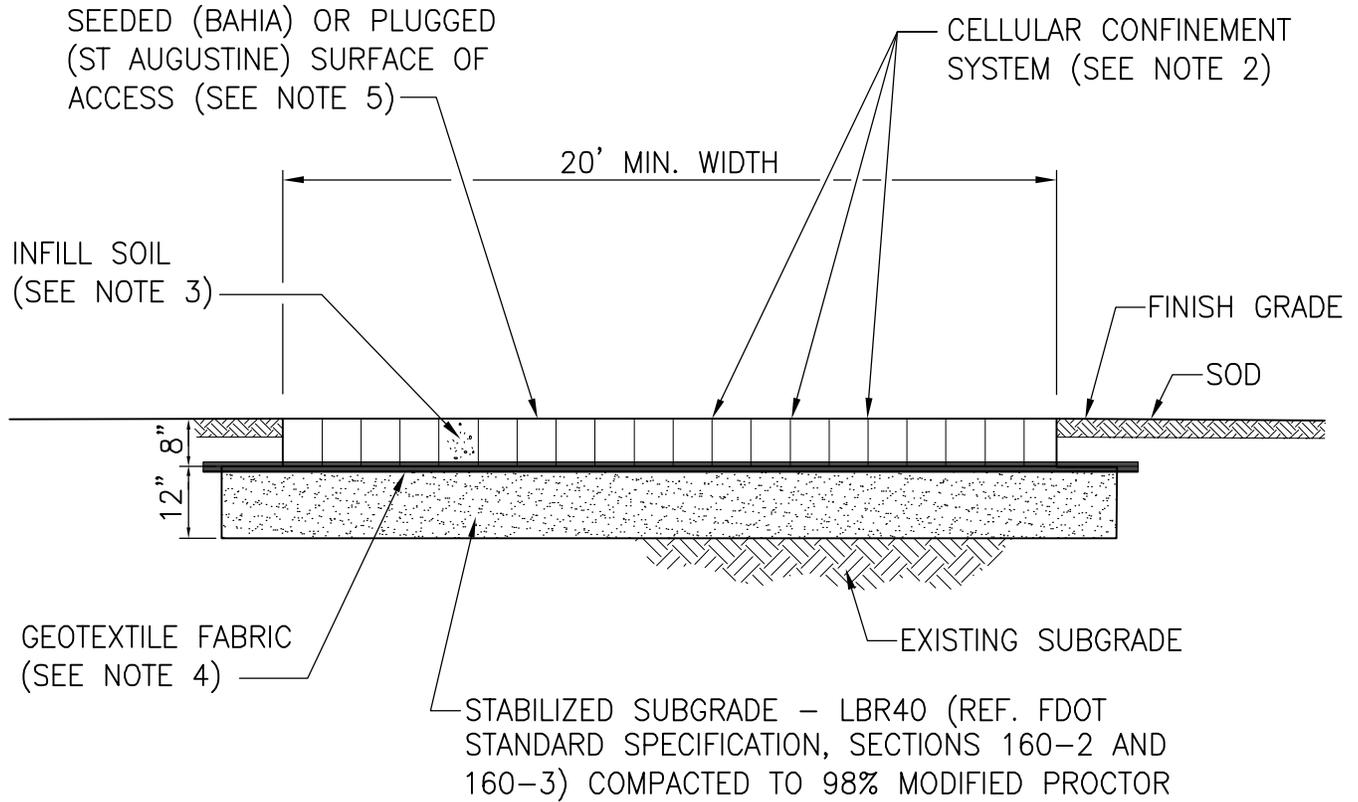
THRUST BLOCK PER NFPA-24

NOTE:

1. PAINT FDC PIPING RED (STORTZ CONNECTION NOT PAINTED)
2. CHECK VALVE SHALL BE APPROVED BY FIRE PROTECTION SYSTEM ENGINEER FOR BUILDING

FDC DETAIL

NTS



NOTES:

1. DESIGN LOAD: H20
2. CELLULAR CONFINEMENT SYSTEM: PERFORATED TEXTURED, UV STABILIZED, GW20V (SMALL CELL) 8" CELL DEPTH BY PRESTO GEOSYSTEMS, OR EQUAL. ANCHOR IN PLACE IN ACCORDANCE WITH MANUFACTURE'S RECOMMENDATIONS.
3. INFILL SOIL: 50/50 MIX OF WELL GRADED CRUSHED STONES OR GRAVELS (FDOT No. 57 STONE) AND A PREPARED SOIL FAVORABLE TO TURF GROWTH (REFERENCE FDOT STANDARD SPECIFICATION, SECTION 162 FOR FINISH SOIL LAYER). MIXTURE MATERIAL PASSING #200 SIEVE SHALL NOT EXCEED 10% BY WEIGHT. PLACE MIXTURE INTO CELLS IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS AND COMPACT TO 95% STANDARD PROCTOR.
4. GEOTEXTILE FABRIC: NONWOVEN, WITH 12" MINIMUM OVERLAP AT JOINTS. MIRAFI 140N OR EQUAL.
5. CONTRACTOR/DEVELOPER SHALL WATER AND FERTILIZE ACCESS UNTIL TURF IS ESTABLISHED. ACCESS WILL NOT BE ACCEPTED IF, IN THE OPINION OF THE CITY INSPECTOR, THE TURF HAS NOT BECOME ESTABLISHED.

CITY OF DUNEDIN
 DEPARTMENT OF
 PUBLIC WORKS & UTILITIES

(727) 298-3000
 P.O. BOX 1348
 DUNEDIN, FL
 34697-1348

GRASSED & STABILIZED
 EMERGENCY ACCESS

48

MISCELLANEOUS DETAILS (NTS)

APPROVED BY

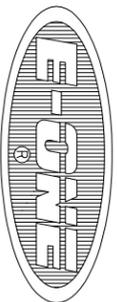
REVISED

DRAWING No.

DATE _____

1

SHEET 1 OF 1



DUNEDIN FIRE DEPARTMENT

DUNEDIN, FL

SO.141881 / Q86796

AERIAL BODY

CYCLONE II X CHASSIS

HP100 AERIAL PLATFORM

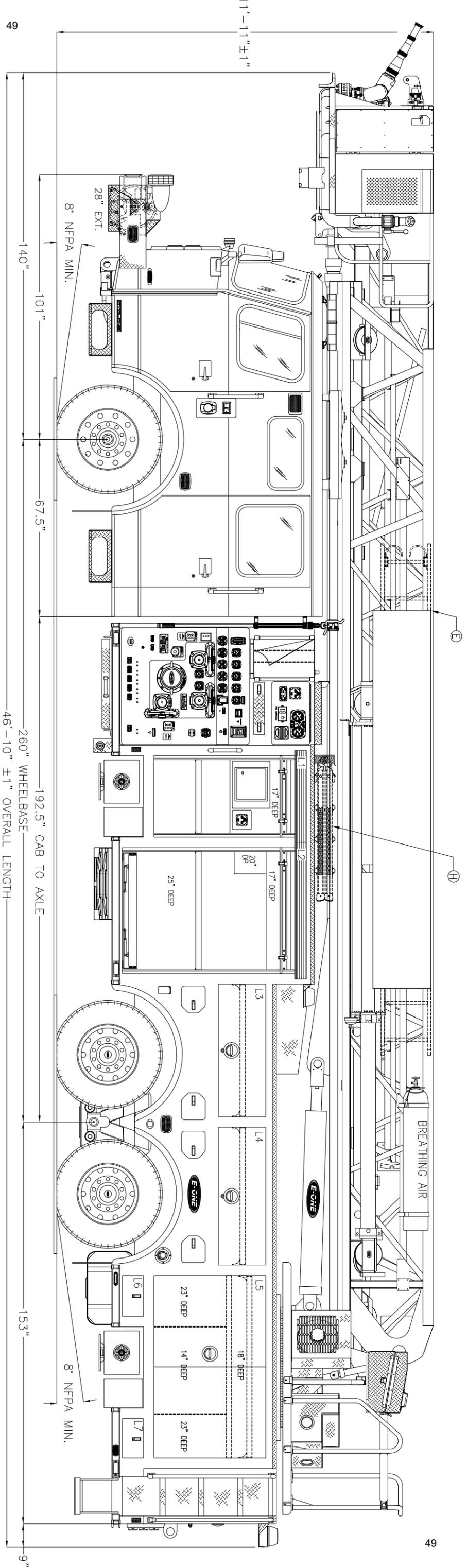
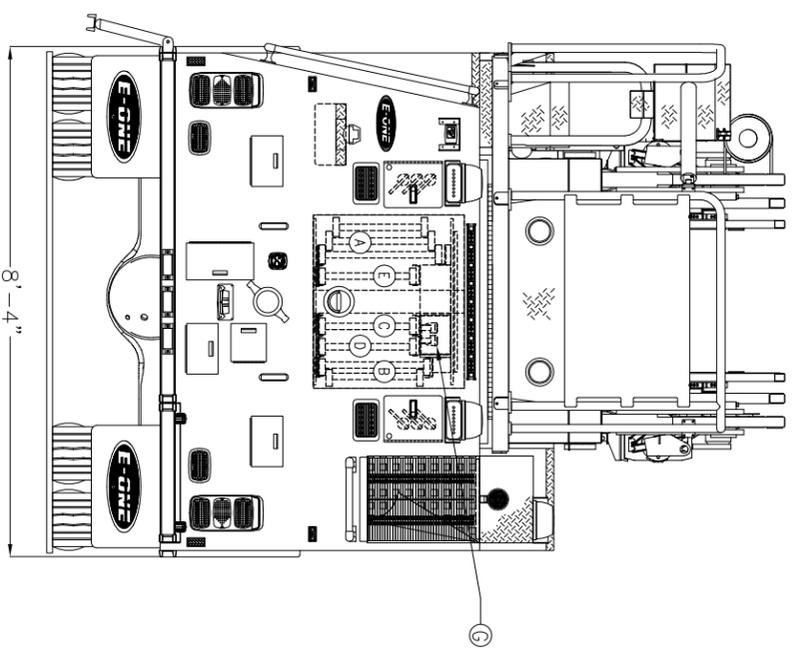
THIS DRAWING IS FOR REFERENCE PURPOSES. ALL DIMENSIONS ARE SUBJECT TO MINOR VARIATIONS DUE TO MANUFACTURING PROCESSES.

DEALER APPROVAL _____ DATE _____ AS IS

CUSTOMER APPROVAL _____ DATE _____ WITH REVISIONS

COMP.T.	OPENING	INTERIOR DIMENSION	QTY
L1/R1	29W	48H 31W 28H NOTED 31W 29H 14D	UPPER UPPER UPPER LOWER
L2/R2	46W	60H 48W 15H NOTED 48W 54H NOTED	UPPER UPPER LOWER
L3/R3	50W	18H 50W 18H	26D
L4	52W	18H 52W 18H	20D
R4	15W	32H 15W 32H	23D
R5	31W	20H 31W 20H	14D
L5	69W	42H 69W 15H NOTED 69W 27H NOTED	UPPER UPPER LOWER
R6	36W	32H 36W 32H	23D
L6/L7	15W	8H 15W 8H	23D

ITEM	LADDER LENGTH	MODEL NUMBER	QTY
A	35' 3-SECT.	1225-A 35'	1
B	24' 2-SECT.	900-A 24'	1
C	20' ROOF	875-A 20'	1
D	18' ROOF	875-A 18'	1
E	16' ROOF	875-A 16'	2
F	14' ROOF	775-A 14'	1
G	10' FOLDING	585-A 10'	1
H	LITTLE GIANT	MODEL 17	1



DATE	BY	DESCRIPTION	DATE	BY	DESCRIPTION
2017-NOV-10	A	INITIAL RELEASE			
	REV	DESCRIPTION			
	PROPOSAL	REVISIONS			

City of Dunedin – Parks - Landscape Checklist

- 1) Please provide a Greenspace Plan for initial design review. The greenspace plan should include all required buffers with their width (right of ways, adjacent to other properties); The Greenspace plan should also include the general plant palette associated with Appendix B: Approved Landscape Plant List, and must illustrate quantities, size, and spacing. Additionally, the Greenspace Plan should include total amount of open space, % of site landscaped, and % of parking area landscaped, and illustration of parking lot requirements such as: terminal islands, divider medians, landscape diamonds, and landscape fingers (see attached parking document, if required).
- 2) A tree removal application must be submitted with the infrastructure site plan submittal. Additionally, a tree preservation plan (shall be a separate sheet) and tree inventory must be submitted with the infrastructure site plan (must include any neighboring trees within 25' of the property lines). The tree removal application will not be approved and released in permit form until all tree mitigation has been satisfied and payment in lieu of planting to the city's Tree Bank has been made.
- 3) Application for Permit

For tree removal, replanting, or retention on sites proposed for residential, commercial or other developments, including expansions of existing improvements on previously platted or subdivided sites, and on sites that are proposing demolition, the permit application shall be filed with the application for a building permit. **The application for a tree removal permit shall be reviewed in conjunction with the building permit application.** This application/permit will not be approved until this project passes all phases of infrastructure, a building permit has been issued, and all tree bank fees in lieu of planting have been paid. The tree removal permit application shall contain a site plan which shall include the following:

 - a. Location, species, and size of all trees that are protected by the provisions of this code, and which are four (4") inches DBH and greater. Also, the delineation of all trees proposed for removal, replanting or retention shall be shown on the site plan.
 - b. Location of all planned roadways, drives or other vehicular use areas, all structures, signs, all easements and utility lines or mains above or below ground.
 - c. A grading plan shows all existing and proposed grades on the site. Existing and proposed grades must be shown on the plan within fifty (50') feet of any protected tree.
 - d. Please provide an explanation as to the reason for requesting the removal of subject tree(s).
 - e. Illustrate the location and type of all tree barricades.
 - f. **Tree Inventory:** All sites for new development, re-development and proposed for expansion will be required to submit an inventory of all protected trees existing on site and all trees, including exempt trees growing on adjacent properties and within 25' of the property lines. Each tree within the inventory must be physically tagged with a numbered aluminum tag or numbered tree tape. The inventory will list each tree by a number in the inventory that will correspond to a number on the site plan that will identify the trees location in the field (location), size (trunk diameter), species (common and botanical name) and condition (overall rating of health, structure and form). The tree inventory shall be completed and signed by an Approved Arborist. The overall condition rating shall be completed utilizing the City of Dunedin Tree Condition Rating Guidelines and the Tree Evaluation Form For Overall Condition rating, and are available from the city's Parks Division. The city shall retain the right to reject tree inventories that are incomplete or in the opinion of city staff does not reflect industry standards.
 - g. **Tree Preservation Plan:** At the construction permit phase, all sites retaining protected trees shall submit a Tree Preservation Plan prepared and signed by an Approved Arborist with the construction plans. The Tree Preservation Plan shall describe in detail the measures that will be implemented to ensure the survival of trees chosen for preservation. **The plan shall be a separate page of the construction plans and shall clearly delineate preservation measures to be utilized.** Examples include: type and location of all tree barricades, root prune line exact

City of Dunedin – Parks - Landscape Checklist

locations, including the depth and length, pre-construction pruning, location and design of aeration systems, location and design of cabling and bracing procedures, location and design of retaining walls, structural pruning plans, mulching, and watering schedule, etc. The Tree Preservation Plan shall include the measures taken to ensure survival of trees growing on adjacent properties within 25' of a property line. The Department shall retain the right to reject a Tree Preservation Plan that is incomplete or in the opinion of city staff does not reflect industry standards. All work approved in the Tree Preservation Plan must be implemented by or under the direct supervision of an Approved Arborist. A monthly Project Status Report shall be submitted to the Parks Division by the end of each month detailing the status of tree protection measures, e.g., the date tree barricades are installed, retaining walls constructed, tree pruning completed etc. In addition, the Approved Arborist shall inspect the site bi-weekly and include a status report on the tree barricades. The Project Status Report shall be submitted from the date the construction permits are approved until the Certificate of Occupancy is issued unless the Parks Division decrees otherwise. An example of a Project Status Report and the blank Project Status Report forms can be obtained from the Parks Division.

- h. Grand Trees and their trunk DBH shall be specifically noted and accurately located on the site plan. All development must make all viable accommodations to preserve Grand Trees.
 - i. For tree removal, replanting or retention for new development on sites proposed to be platted or on sites requiring site plan review in accordance with this chapter, the permit application shall be filed along with the application for preliminary plat approval, or design review approval, or amendments and additions to approved site plans.
- 4) Care of Trees During and Following Development - It shall be unlawful for any person, during the development of any property or during the construction of any structures or the improvements of any property, to place temporary structures, solvents, materials, machinery, or temporary soil deposits within the dripline of any protected tree four inches DBH or greater.
- a. Tree Barricades: Prior to the commencement of construction, improvement, or development, the owner, or his agents, shall be required to place specified tree barricades around all trees designated for retention. Tree barricades shall remain in place throughout the construction process and shall not be removed until authorized by the city. Tree barricades shall be constructed around all trees being preserved, including exempted species, prior to the commencement of construction or site clearing activities. Barricades shall be constructed using 2"x4" lumber for upright posts installed 5' on center to a minimum depth of 12", with a height of at least 3' extending above grade. The upright posts shall be connected continuously with plastic orange mesh equal to the height of the 2"x4" uprights and fastened securely to the upright posts. The barricades shall remain in place throughout the construction process and shall be inspected for compliance by the City once the installation is completed. The location of all tree barricades will be delineated on the tree preservation plan. The city may at its option require chain-link fencing for barricades. All Grand Trees shall be protected with chain-link fencing. Trees barricades shall be constructed with chain link fencing as follows: Upright posts shall be constructed of steel posts with a minimum outside diameter of 1-5/8" and a minimum strength of 18 gauge installed to a minimum depth of 12" below grade and extending vertically above grade a minimum distance of 3'. The posts shall be placed a maximum distance of 8' apart. The upright post shall be connected continuously by chain link mesh that is securely fastened to the post and constructed of galvanized steel with a minimum mesh opening of 2 3/8" and a minimum strength of 11 gauge. Other types of chain link fencing such as moveable chain link fencing may be used if approved by the Department. All tree barricades must be inspected and approved by the Department prior to any site work and barricades shall remain in place throughout the construction process unless

City of Dunedin – Parks - Landscape Checklist

their removal is authorized by the Department. The Parks Division has tree barricade brochures with specifications available.

- b. Underground utilities shall not be routed inside of the dripline of a tree or group of trees unless otherwise approved by the Parks Division. Tunneling and directional boring methods may be used in these areas at a minimum depth of two and on-half (2 ½) feet.
 - c. A fine of \$100 per day per tree shall be assessed to the property owner and/or contractor of record for trees not barricaded during land development/construction activities or when existing barricades have been knocked down or removed or when unauthorized materials have been placed within tree barricades. In addition, a fine of \$500 per tree shall be assessed for trees that are not root pruned as specified or pruned improperly as defined herein. The funds from the fines will be deposited into the city's tree bank. Unpaid fines are subject to liens.
- 5) The mitigation fee schedule is as follows:
- Protected shade trees with 4 inch DBH or greater = \$120.00 per inch removed.
 - Sabal palms with 6 feet or greater of clear trunk (C.T.) = \$20.00 per inch removed.
 - Replace inches removed, measured at diameter at breast height (DBH) with replacement trees.
 - A combination of payment and replacement inches or trees is acceptable.
- 6) A landscaping plan must be submitted with infrastructure site plans. All sites required to have new landscaping shall submit a landscape plan signed and sealed by a Registered Landscape Architect (registered in Florida) no smaller than 24" X 36" (unless otherwise approved) with a scale not to exceed 1" = 30'. The landscape plan shall include the following information:
- a. Site layout including all proposed and existing structures, retention ponds, parking areas, driveways, entryways, walkways, location of signage and light poles, overhead wires and the location of existing trees.
 - b. All required landscape buffers shall be delineated along with dimensions for the buffer width.
 - c. All areas to be utilized as interior landscape areas shall be delineated by shading or cross-hatching or other methods used to delineate. Calculations shall be provided showing the total vehicular use area (VUA) in square feet and the total area devoted for interior landscape areas shown by total square feet and expressed as a percentage of the total VUA.
 - d. The location of all trees, shrubs, groundcover and turf grass. Each tree shall be depicted with a keyed symbol. Shrubs and groundcover can be depicted individually or as a mass if the spacing is provided.
 - e. A planting schedule/table showing the quantity of each plant to be used along with the common names and botanical names including cultivars of all plant species to be used in the landscape design. Also, the specifications for trunk caliper for trees and overall height, container size and nursery grade of all trees, shrubs and groundcovers.
 - f. Details for staking and planting.
 - g. Details for soil preparation.
 - h. Complete irrigation schematic detailing the type of irrigation system(s) to be used and the location of irrigation lines.
 - i. A North arrow and site elevations.
 - j. The name and address of the property owner and the Landscape Architect.
 - k. The date the plan was completed.
 - l. The landscape plan shall include the site boundaries and the zoning classifications for abutting properties.
 - m. Trees utilized to meet the provisions of this chapter shall be of a species listed in *Appendix B Landscape Plant List* and at the time of installation have a minimum trunk caliper of 2 inches and

City of Dunedin – Parks - Landscape Checklist

a minimum overall height of 8 feet. Fifty percent (50%) of the trees utilized must be of a native species as specified in *Appendix B Landscape Plant List*, unless market conditions are such that native plants are not available from wholesale native nurseries and the city waives in whole or part the requirement for native species. To provide for a sustainable tree canopy new landscaping shall provide species diversity per the following formula:

Total Quantity of Trees	Minimum Species
1-5	1
6-10	2
11-20	3
21-30	4
31-40	5
41-50	6

- n. Shrubs shall be an evergreen species and be a minimum of 18 inches in height when measured from grade to the top horizontal plane of the plant. Shrubs where required, shall be planted with a maximum spacing of 3 feet on center and maintained to form a continuous, unbroken, solid visual screen within a maximum period of 3 years after time of planting. 75 percent of the shrubs planted shall be species with at least moderate drought tolerance as specified in *Appendix B Landscape Plant List*, and fifty percent (50%) must be of a native species as specified in *Appendix B Landscape Plant List*, unless market conditions are such that native plants are not available from wholesale native nurseries and the city waives in whole or part the requirement for native species.
 - o. Palms shall have a minimum clear trunk of 8 feet above grade and be of a species listed in *Appendix B Landscape Plant List*. Twenty-five percent (25%) of the palms utilized to meet the provisions of this section shall be native species and seventy-five percent (75%) shall be species with at least moderate drought tolerance as specified in *Appendix B Landscape Plant List*.
 - p. Vines shall be a minimum of 30 inches in height immediately after planting and used in conjunction with fences, screens or walls as specified herein.
 - q. Groundcovers shall be installed with a maximum spacing of one foot on center. Groundcovers shall be planted in such a manner as to present a neat finished appearance and shall provide complete coverage within 18 months after planting. Groundcovers shall be maintained to not exceed an overall height of 24 inches (properties designated as preservation areas shall not be required to meet these standards). Seventy five percent (75%) of the groundcovers planted shall be of a drought tolerant species variety as specified in *Appendix B Landscape Plant List*. In the interest of water conservation, groundcovers are encouraged to be used in lieu of turf grass in whole or in part.
 - r. Turf grass areas shall be planted and grown as permanent lawns using species or varieties that are approved by the city. Turf grass shall be installed as sod or plugs or can be sprigged or seeded. Swales and other areas that are susceptible to erosion shall be planted in complete coverage with sod unless otherwise specified by the city. Turf shall be maintained at a maximum overall height of 10" or less.
- 7) Landscaping Adjacent to Public Right-of-Ways shall be landscaped as follows:
A landscape buffer averaging at least ten feet in width with a five foot minimum width shall be provided along the entire portion of the right of way. In any corridor character zone overlay district featuring a form based code or the downtown core zone district, the requirements for landscaping adjacent to the right-of-way do not apply. The landscape buffer shall be pervious green space free of impervious surfaces or structures with the exception of permitted structures such as signs, light poles etc. The buffer shall be landscaped with trees and shrubs in the following manner:

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- One tree shall be required to be planted for each 35 linear feet or fraction thereof and spaced not less than 30 feet or more than 40 feet apart.
- A continuous hedge composed of shrubs planted with a maximum spacing of 3 feet on center shall be planted along the entire length of the landscape buffer and with a setback of 3 feet from any tree.
- In some cases a wall or other durable landscape barrier may be required to be constructed. If a durable barrier is constructed of nonliving material, for each five feet thereof, a minimum of one shrub or vine shall be planted abutting the barrier. Such shrubs or vines shall be planted along the street side of such barrier unless they are of sufficient height at the time of planting to be readily visible over the top of such barrier.
- The remainder of the required landscaped areas shall be landscaped with grass, groundcover or other landscape treatment excluding paving or bare soil.

8) Perimeter Landscaping Relating to Adjacent Properties:

All sites that are developed or redeveloped and have a vehicular use area, where such an area will not be entirely screened visually by an intervening building or structure for abutting property, that portion of such area not so screened shall be provided with a continuous screen between the common lot line and the vehicle use area and such abutting property. The landscape buffer shall be located at any point between the common lot line and the vehicular use area exposed to the abutting property, provide the purpose of screening vehicle use area is accomplished. The hedge shall be planted in a buffer strip averaging at least five feet in depth with a three-foot minimum width at any point and per the following specifications: a) One tree shall be provided for each 50 linear feet of such landscaping buffer or fractional part thereof spaced not less than 45 feet or more than 55 feet apart. Such trees shall be located with the planting strip. b) Shrubs with a minimum overall height at time of planting of 30" and spaced not more than three feet on center shall be planted along the entire length of the landscape buffer. c) The remainder of the landscape buffer shall be planted with grass, groundcover, or other approved landscaping material, excluding paving or soil.

9) Prior to the issuance of the certificate of occupancy for new construction of single-family, subdivision, multifamily, commercial, and industrial projects, all invasive exotic plants as listed in § 105-35.19 List of Target Invasive Exotic Plant Species shall be removed. Prior to issuance of a certificate of occupancy, a site inspection will be conducted to ensure that all invasive exotic plants have been removed. After the issuance of the certificate of occupancy, the property owner shall control re-growth of invasive exotic plants in perpetuity. No land clearing, grubbing, or construction shall commence prior to the completion of an approved and released tree removal permit, payment for fees in lieu of planting, and completed tree preservation. This includes any root pruning that may be required. Please contact the city arborist at least 2 business days prior to root pruning to schedule inspection.

10) Please consult Municode for additional information and requirements. Please utilize this link: https://www.municode.com/library/fl/dunedin/codes/code_of_ordinances?nodeId=SPBLADECO_CH1_05DEST_DIV4GR

Grant or Denial of Permit

The application for a permit to remove a protected tree, along with the required information, shall be field checked by city staff. City staff shall inspect the physical site and gauge the effects of the planned tree removal, on the local environment and other natural features, and on economic values both within the site boundaries and surrounding area. Based on the evaluation by the Parks Division, considering the factors enumerated hereinafter and gauging the effect of the application upon these factors, a permit shall be granted or denied.

City of Dunedin – Parks Appendix B – Landscape Plant list

The following plant species are recommended for planting providing the cultural requirements match the cultural conditions of the site where they will be planted. Shade trees are required prior to the acceptance ornamental trees. A shade tree is required where there is adequate planting space.

Species: Includes the plant’s scientific name followed by the common name

Native to Florida: Native species are tough, low maintenance, resistant to drought, disease, and insects, and are better adapted to our climate. Many are beautiful and have much greater value to wildlife.

Soil: Xeric (X) is characterized by soils with coarse texture such as sandy soils and soils with good drainage. Xeric soils are typically infertile. Mesic (M) soils are medium textured loamy soils with a mixture of sand, silt and clay particles. They have average fertility and drainage. Hydric (H) soils are dominated by fine-textured clay particles, have poor drainage (retain water) and high fertility. It is important to match the tree to its soil type. Soil pH is a measure of a soil’s acidity or alkalinity. Most trees prefer acidic soils but some grow well in soils that are slightly alkaline.

Drought: Drought refers to a tree’s ability to survive drought periods. A tree with a high drought tolerance can survive extended drought periods. However, even the most drought tolerant plants should receive irrigation in urban areas. Typically the driest months in Dunedin are, March, April, May, June and November.

Light: Light describes a tree’s light needs. Some trees prefer full sun and will only flower in full sun (FS) while other trees either need partial shade (PS) or full shade (S).

Salt: Salt refers to a tree’s ability to withstand aerosol salt spray. Some trees grow in areas of direct salt spray while other trees can only tolerate minimal salt in the air.

Wind Resistance: High wind resistant trees are recommended for our coastal community. Proper pruning for a central leader can help to make trees more wind resistant.

SHADE TREES

Species	Native	Soil	Drought	Light	Salt	Wind Resistance
<i>Acer rubrum</i> , red maple	Yes	H	Med	FS/PS	Low	Medium to Low
<i>Carya glabra</i> , pignut hickory	Yes	X-M	High	FS/PS	Low	High to Medium
<i>Carya illinoensis</i> , pecan	No	X-M	High	FS	Low	Medium
<i>Celtis laevigata</i> , sugarberry	Yes	M-H	High	FS/PS	Mod	High
<i>Jacaranda mimosifolia</i> , jacaranda	No	M-H	High	FS	Low	Low
<i>Juniperus silicicola</i> , Southern redcedar	Yes	X-M	High	FS	High	Medium to Low

City of Dunedin – Parks

Appendix B – Landscape Plant list

<i>Liquidambar styraciflua</i> , Sweetgum	Yes	M-H	Med	FS/PS	Mod	Medium to High
<i>Magnolia grandiflora</i> , Southern magnolia and cultivars	Yes	X-M	High	FS/S	Mod	High
	City of Dunedin's official tree					
<i>Magnolia virginiana</i> , sweetbay	Yes	H	Low	FS/PS	Mod	Medium to High
<i>Nyssa sylvatica</i> , blackgum Black tubelo	Yes	H	Med	FS/PS	Mod	Medium to High
<i>Peltophorum pterocarpum</i> , Yellow poinciana	No	M	High	FS	Mod	Medium to low
<i>Pinus elliotii</i> , slash pine	Yes	X-M	High	FS/PS	Mod	Medium to low
<i>Pinus palustris</i> , longleaf pine	Yes	X-M	High	FS/PS	Mod	Medium to Low
<i>Pinus taeda</i> , loblolly pine	Yes	M	Med	FS/PS	Mod	Medium to Low
<i>Platanus occidentalis</i> , sycamore	Yes	M-H	Med	FS	Mod	Medium to Low
<i>Quercus laurifolia</i> , laurel oak	Yes	M-H	Med	FS/PS	Low	Medium to Low
<i>Quercus geminata</i> , sand live oak	Yes	X-M	High	FS/PS	High	High
<i>Quercus nigra</i> , water oak	Yes	M	Med	FS/PS	Low	Medium to Low
<i>Quercus virginiana</i> , live oak	Yes	X-M	High	FS/PS	High	High
<i>Taxodium ascendens</i> , pond cypress	Yes	H	Med	FS/PS	Mod	High
<i>Taxodium distichum</i> , bald cypress	Yes	M-H	Med	FS/PS	Mod	High
<i>Ulmus alata</i> , winged elm	Yes	M-H	Med	FS/PS	Mod	Medium to High
<i>Ulmus americana</i> , Florida elm	Yes	M-H	Med	FS/PS	Mod	Medium to Low
<i>Ulmus parvifolia</i> , Chinese elm Includes, 'Drake', Allee, lacebark etc.	No	X-M	High	FS/PS	Mod	Medium to Low

City of Dunedin – Parks

Appendix B – Landscape Plant list

ORNAMENTAL TREES

Species	Native	Soil	Drought	Light	Salt	Wind Resistance
<i>Acacia farnesiana</i> , sweet acacia	Yes	X-M	High	FS	Mod	Medium to High
<i>Callistemon citrinus</i> , bottlebrush	No	X-M	High	FS	Mod	Medium to Low
<i>Cercis canadensis</i> , eastern redbud	Yes	X-M	High	FS/PS	Low	Medium to High
<i>Chionanthus virginicus</i> , fringe tree	Yes	X-M	High	FS/PS	Low	Medium to High
<i>Cordia boissieri</i> , white Geiger	Yes	M-H	High	FS/PS	High	Medium to Low
<i>Diospyros virginiana</i> , persimmon	Yes	M	High	FS/PS	Mod	Medium to High
<i>Elaeocarpus decipens</i> , Japanese blueberry	No	M	High	FS/PS	High	Medium to High
<i>Eriobotrya japonica</i> , loquat	No	X-M	High	FS/PS	Mod	Medium to Low
<i>Ilex attenuate</i> , Eagleston holly	Yes	M	High	FS/PS	Mod	High
<i>Ilex cassine</i> , dahoon holly	Yes	H	Med	FS/S	Mod	High
<i>Ilex vomitoria</i> , yaupon holly	Yes	X-M	High	FS/S	High	High
<i>Ilex opaca</i> , American holly	Yes	M	High	FS/PS	High	High
<i>Lagerstroemia indica</i> , crepe myrtle	No	X-M	High	FS	Mod	High
<i>Ligustrum japonicum</i> , wax privet	No	M	Med	FS/PS	Mod	Medium to High
<i>Podocarpus macrophyllus</i> , Podocarpus	No	X-M	High	FS/PS	Mod	High
<i>Prunus angustifolia</i> ,	Yes	X-M	High	FS	Low	Medium to High
<i>Prunus umbellata</i> , Flatwoods Plum	Yes	X-M	High	FS/PS	Mod	Medium to High
<i>Raphiolepis umbellata</i> , Round-leaf hawthorn	No	X-M	Med	FS/PS	High	Medium to High
<i>Tabebuia chrysothicha</i> , Yellow trumpet tree	No	X-M	Med	FS	Mod	Medium to Low
<i>Tabebuia heterophylla</i> Pink trumpet tree	No	X-M	High	FS	Mod	Medium to Low

City of Dunedin – Parks

Appendix B – Landscape Plant list

<i>Viburnum obovatum</i> , Walter's viburnum	Yes	M	Med	FS/PS	High	Medium to High
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PALMS

<u>Species</u>	<u>Native</u>	<u>Soil</u>	<u>Drought</u>	<u>Light</u>	<u>Salt</u>	<u>Wind Resistance</u>
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Note: Wind resistance depends on how a palm is pruned. Excessively pruned (Hurricane cut) palms have poor wind resistance. Properly pruned palms where just the dead fronds are removed have a higher wind resistance.

<i>Acoelorrhaphe wrightii</i> Paurotis palm	Yes	M-H	Med	FS/S	Med	Medium to High
<i>Bismarckia nobilis</i> , Bismarck palm	No	M	Med	FS/PS	Mod	Medium to High
<i>Butia capitata</i> , pindo palm	Yes	X-M	High	FS/PS	Mod	High
<i>Chrysalidocarpus lutescens</i> , Areca palm	No	M-H	Med	FS/S	Mod	High
<i>Livistona decora</i> , ribbon palm	No	X-M	High	FS/PS	Mod	Medium to High
<i>Phoenix canariensis</i> , Canary island date palm	No	X-M	High	FS	High	High
<i>Phoenix dactylifera</i> , date palm	No	X-M	High	FS	High	High
<i>Phoenix Robellini</i> , Pygmy date palm	No	X-M	Med	FS/PS	Mod	High
<i>Sabal palmetto</i> , Sabal palm or cabbage palm	Yes	X-H	High	FS/S	High	High
<i>Wodyetia bifurcate</i> , foxtail palm	No	X-M	Med	FS/PS	Mod	Medium

SHRUBS

<u>Species</u>	<u>Native</u>	<u>Soil</u>	<u>Drought</u>	<u>Light</u>	<u>Salt</u>	<u>Mature Height</u>
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<i>Acca sellowiana</i> , pineapple guava	No	X-M	High	FS/PS	Low	8'-15'
<i>Agarista populifolia</i> , Pipe-stem	Yes	M-H	Med	PS/S	Low	12'
<i>Ardisa escalloniodes</i> , marlberry	Yes	M	High	FS/PS	Low	10-20'
<i>Camellia japonica</i> , camellia	No	M	Med	PS	Low	10-20'
<i>Callicarpa americana</i> , beautyberry	Yes	X-H	High	FS/S	Mod	6-8'

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<i>Carissa macrocarpa</i> , natal plum	No	X-M	High	FS/PS	High	2-20'
<i>Cocoloba uvifera</i> , seagrape	Yes	X-M	High	FS/PS	High	3-35'
<i>Codiaeum variegatum</i> , croton	No	X-H	Med	FS/PS	Mod	3-8'
<i>Conocarpus erectus</i> , Silver buttonwood	Yes	X-H	High	FS	High	5-50'
<i>Duranta erecta</i> , golden dewdrop	No	X-H	High	FS	Mod	4-18'
<i>Eugenia spp.</i> , white stopper	Yes	X-H	High	FS/PS	High	6-20'
<i>Forestiera segregate</i> , florida privet	Yes	M	High	FS/PS	High	4-15'
<i>Feijoa sellowiana</i> , feijoa	No	X-M	High	FS/PS	Mod	8-20'
<i>Hamelia patens</i> , firebush	Yes	X-H	Med	FS/S	Mod	5-20'
<i>Heptapleurum arboricola</i> Dwarf schefflera	No	X-H	High	FS/PS	Mod	4-15'
<i>Ilex cornuta</i> , Carissa holly	No	X-M	Med	FS/PS	Low	3-5'
<i>Ilex glabra</i> , gallberry	Yes	M-H	Med	FS/S	High	3-7'
<i>Ilex vomitoria</i> , 'Schellings dwarf	Yes	X-M	High	FS/PS	High	4-6'
<i>Illicium parviflorum</i> , yellow anise	Yes	M-H	Med	FS/PS	Low	6-20'
<i>Ixora coccinea</i> , ixora	No	X-M	High	FS/PS	Mod	6-15'
<i>Jasminum multiflorum</i> , Downy jasmine	No	X-M	Med	FS/PS	Low	5-10'
<i>Jasminum nitidum</i> , star jasmine	No	M	Med	FS/PS	Mod	10-20'
<i>Jatropha integerrima</i> , Jatropha	No	X-H	High	FS/PS	Mod	8-15'
<i>Juniperus chinensis</i> Cultivars such as Parsonii	No	X-M	High	FS/PS	Mod	2-3'
<i>Ligustrum japonica</i> , Japanese privet	No	X-M	High	FS/PS	Mod	8-12'
<i>Lyonia ferruginea</i> , rusty lyonia	Yes	M	High	FS/PS	Mod	10'12'

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<i>Myrcianthus fragrans</i> Simpson's Stopper	Yes	X-H	Med	FS/S	High	6-30'
<i>Myrica cerifera</i> , wax myrtle	Yes	X-H	Med	FS/PS	Mod	10-30'
<i>Nerium oleander</i> , 'Petite pink'	No	X-M	Med	FS/PS	High	6-10'
<i>Philodendron selloum</i> , selloum	No	M	Med	FS/S	Low	1-12'
<i>Philodendron</i> 'Xanadu'	No	M	Med	FS/S	Low	1-3'
<i>Pittosporum tobira</i> , pittosporum	No	X	High	FS/PS	High	1-12'
<i>Plumbago auriculata</i> , sky flower	No	X-M	Med	FS/PS	Mod	4-8'
<i>Podocarpus macrophyllus</i> Pringle Podocarpus	No	X-M	High	FS	High	3-6'
<i>Psychotria nervosa</i> , wild coffee	Yes	M-H	Med	FS/S	Mod	4-10'
<i>Sabal minor</i> , dwarf palmetto	Yes	X-H	High	FS/S	Mod	4-9'
<i>Raphiolepis indica</i> , Indian hawthorn	No	X-M	High	FS/PS	Mod	2-10'
<i>Russelia equisetiformis</i> Firecracker plant	No	X-M	High	FS	High	3-5'
<i>Schefflera arboricola</i> Dwarf schefflera	No	X-M	High	FS/S	Mod	3-6'
<i>Serenoa repens</i> , saw palmetto	Yes	X-M	High	FS/S	High	6-12'
<i>Sophora tomentosa</i> , necklace pod	Yes	X-M	High	FS	High	6-10'
<i>Viburnum obovatum</i> 'Reifer's Densa' Walters viburnum	Yes	X-H	High	FS	Low	4-8'
<i>Viburnum odoratissimum</i> , Sweet viburnum	No	M	Med	FS/PS	Low	15-30'
<i>Viburnum suspensum</i> , Sandankwa viburnum	No	M	Low	FS/PS	Mod	6-12'
<i>Zamia floridana</i> , coontie	Yes	X-M	High	FS/PS	High	2-3'

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Appendix B – Landscape Plant list

VINES

Species	Native	Soil	Drought	Light	Salt	Mature Height
<i>Aster carolinianus</i> , Climbing Aster	Yes	X-H	Med	FS/S	Low	1-12'
<i>Bignonia capreolata</i> , Cross Vine	Yes	X-M	High	FS/PS	Mod	1-50'
<i>Bougainvillea cvs</i> , Bougainvillea	No	X	High	FS/PS	Mod	4-40'
<i>Campsis radicans</i> , Trumpet Vine	Yes	X-M	Med	FS/PS	Low	1-40'
<i>Ficus pumila</i> , Creeping Fig	Yes	X-M	High	FS/S	High	1-40'
<i>Gelsemium sempervirens</i> , Carolina Jessamine	Yes	X-M	Low	FS/PS	Low	20-30
<i>Ipomoea spp.</i> , Morning Glory	Yes	X-M	High	FS/PS	High	10-20'
<i>Lonicera sempervirens</i> Coral Honeysuckle	Yes	X	Med	FS/PS	Mod	10-15'
<i>Pandorea jasminoides</i> , Bower Vine	No	M	Med	FS/PS	Low	1-20'
<i>Passiflora incarnate</i> , Passion Vine	Yes	M	High	FS	Mod	5-10'
<i>Petrea volubilis</i> , Queens Wreath	No	X	Med	FS/PS	Low	30-40'
<i>Trachelospermum jasminoides</i> , Confederate Jasmine	No	X-M	Med	FS/PS	Low	1-40'

GROUNDCOVERS

Species	Native	Soil	Drought	Light	Salt	Mature Height
<i>Arachis glabrata</i> , Perennial Peanut	No	X-M	High	FS	High	½-1'
<i>Dryopteris spp</i> , Autumn Fern	Yes	X	Med	PS/S	Low	1-4'
<i>Dysshoriste oblongifolia</i> Twin Flower	Yes	X	High	FS/PS	Low	½-1'
<i>Juniperus conferta</i> , Shore Juniper	No	X-M	High	FS	High	1-2'
<i>Liriope muscari</i> , Liriope spp.	No	X-M	High	FS/S	Mod	1-2'
<i>Mimosa strigillosa</i> Sunshine Mimosa	Yes	X-M	Med	FS	Mod	½-¾'
<i>Ophiopogon japonicas</i> Mondo Grass	No	X-M	Med	PS/S	Mod	½-1'

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<i>Thelpteris kunthii</i> Southern Shield Fern	Yes	M-H	Med	PS/S	Low	2-3'
<i>Trachelospermum asiaticum</i> Asiatic Jasmine	No	X-M	Med	FS/PS	Mod	½-2'
<i>Trachelospermum jasminoides</i> Confederate Jasmine	No	X-M	Med	FS/PS	Low	1-3'
<i>Zamia floridana</i> , Coontie	Yes	X-M	High	FS/S	High	1-5'
<i>Zamia furfuracea</i> Cardboard Palm	No	X-M	High	FS/S	High	2-5'

GRASSES

Species	Native	Soil	Drought	Light	Salt	Mature Height
<i>Eragrostis elliottii</i> Elliott's Grass	Yes	X-M	High	FS/PS	High	1-3'
<i>Eragrostis spectabilis</i> Purple Lovegrass	Yes	X-M	High	FS/PS	High	1-3'
<i>Muhlenbergia capillaris</i> , Muhly Grass	Yes	X-H	High	FS	High	2-5'
<i>Paspalum quadrifarium</i> Crown Grass	No	X-M	High	FS	High	3-4'
<i>Spartina spp.</i> , Cordgrass	Yes	X-H	High	FS	High	3-4'
<i>Tripsacum dactyloides</i> Fakahatchee Grass	Yes	X-M	High	FS/PS	Mod	4-6'
<i>Tripsacum floridana</i> Florida Gama Grass	Yes	X-H	Med	FS/PS	Mod	2-4'


City of Dunedin – Parks
Buffers and Screening

105-25 - BUFFERS AND SCREENING

105-25.1 - Purpose

- (a) Provides landscaped separation between residential and nonresidential uses where appropriate;
- (b) Screens from view certain land uses that may create visual clutter and distraction; and
- (c) Provides for increases in the width and opacity of the buffer as the land-use intensity of the new or expanded development increases.

105-25.2 - Applicability

This section applies to any of the following, except where exempted by § 105-25.3 *Exemptions* of this division:

- (a) The construction or erection of any new building or structure for which a design review approval is required;
- (b) Any structural enlargement exceeding 1,000 square feet in area of the exterior dimensions of an existing building for which a development approval is required; and
- (c) Any construction of a new parking lot or expansion of an existing parking lot by more than 2,000 square feet.

105-25.3 - Exemptions

This section does not apply to the following situations:

- (a) Single-family dwelling units on existing lots of record;
- (b) Any FX-M, FX-H, or DC zoning district where a front, side, or rear zero to 3' setback is utilized;
- (c) Commercial uses that abut other commercial uses of the same zoning classification;
- (d) Any lot frontage that abuts a public right-of-way;
- (e) Contiguous commercial parcels or land areas under common ownership.

105-25.4 - Standards

Table 105-25.4 shows when a buffer is required for an abutting zoning district. Uses or legal non-conforming uses in the "abutting zoning district" are also required to provide a buffer. The applicant shall install the type of buffer indicated in *Table 105-25.4.3*.

Table 105-25.4 Required Buffers

Zoning District	Conservation	Single-Family Residential	Multi-Family Residential	Mixed Use	Commercial	Industrial
Conservation	—	—	—	A	B	C
Single-Family Residential	—	—	—	B	B	C
Multi-Family Residential	—	—	—	A	B	C
Mixed Use	A	B	A	—	A	C
Commercial	B	B	B	A	—	C
Industrial	C	C	C	C	C	—

1. For Zoning District Descriptions - see *Chapter 103*.
2. A dash "—" means a buffer is not required.

NOTE: Buffer width may be reduced by the Community Development Director when necessary to accommodate unique site conditions or physical constraints, provided that reduction is offset by


City of Dunedin – Parks
Buffers and Screening

greater buffer widths in unconstrained areas such that the "average" buffer width complies with the minimum width requirement. No reduction in width shall be administratively allowed below 50 percent of the required minimum.

105-25.4.1 - Features Allowed in Perimeter Landscape Buffer

In the mixed-use districts, the front/corner perimeter landscape buffer may include the following in addition to the required landscaping, subject to the approval by the Community Development Director:

- (a) Street furniture (e.g., benches);
- (b) Hardscape (e.g., brick pavers, scored concrete); and
- (c) Trees protected by structures (e.g., tree grates and curbs).

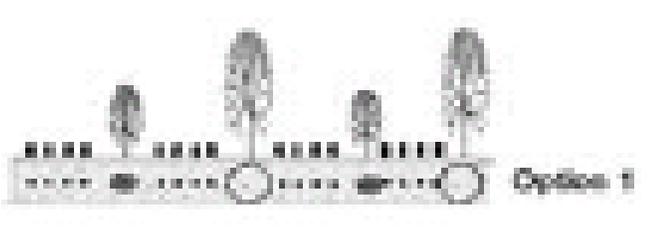
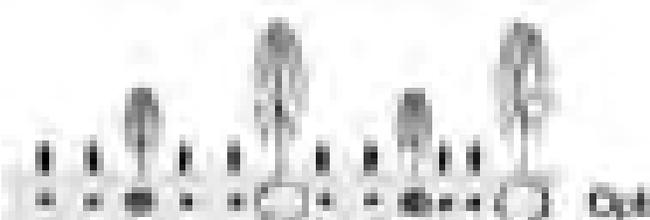
105-25.4.2 - Description of Buffer

There are three (3) types of buffers. *Table 105-25.4.3* illustrates a typical buffer and shows the minimum width and number of trees and/or plants required for each 100 lineal feet for each buffer. Each buffer type provides several plant material options. The applicant may either plant new trees or plants or preserve existing trees or plants within the required buffer that meet the requirements of this section.

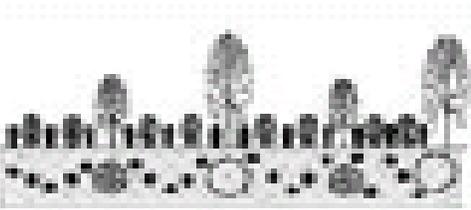
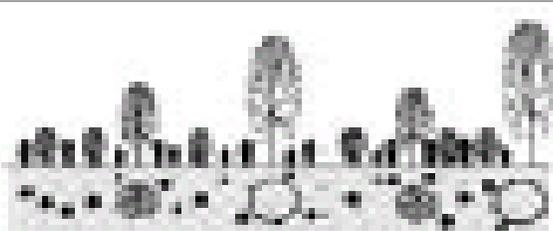
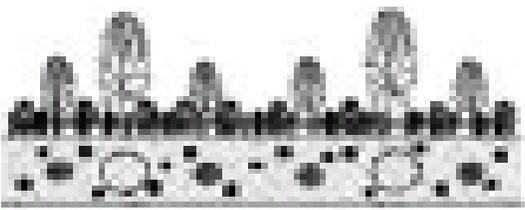
105-25.4.3 - Size and Type of Plant Materials

Trees shall measure a minimum of a 4 dbh inch caliper when measured 6 inches above grade. Shrubs shall reach a mature height of 5 feet within three growing seasons. At the time of planting, shrubs shall measure not less than 18 inches when measured from the grade to the top horizontal plane of the shrub. Plant materials shall be selected from the approved plant list (see *Appendix B - Approved Plant List*) and shall meet the minimum requirements for quality as defined in *Section 105-34.4.1*. Substitutions are permitted with City approval based on the recommendation of the licensed landscape architect preparing the plan.

105-25.4.3 Table of Buffer Materials

Buffer	Yard	Minimum Width (feet)	Trees		Shrubs			Fences (F), Berms (B), or Wall (W)
			Canopy	Under-story	Large	Medium	Small	
A		10	2	2	—	—	16	—
		10	2	2	—	8	—	—


 Home of Honeymoon Island
City of Dunedin – Parks
Buffers and Screening

B	 Option 1	15	5	5	8	12	—	—
	 Option 2	5	2	2	6	8	6	—
C	 Option 1	15	2	4	9	8	—	F or W
	 Option 2	15	2	3	10	10	—	F or W

105-25.4.4 - Buffer Walls and Fences

- (a) Fences or walls shall be a maximum height of 6 feet when used in Type C buffer.
- (b) The fence or wall shall be solid and 100 percent opaque, except where otherwise required. Fence material shall be wood, precast concrete, metal, vinyl or wrought iron with an abutting hedge that provides an opaque barrier. Corrugated and galvanized steel or metal sheets are not permitted.
- (c) Walls may be painted concrete, concrete block with stucco finish, masonry, stone, or a combination of these materials. The support posts shall be placed on and faced toward the inside of the developing property so that the surface of the wall or fence is smooth on the abutting property side.

105-25.4.5 - Permitted Uses Within the Buffer

No active recreation area, storage of materials, parking, or structures, except for necessary utility boxes and equipment, shall be located within the buffer. The buffer may be included in the required building setback. Buffers may be used as greenways.

105-25.5 - Screening

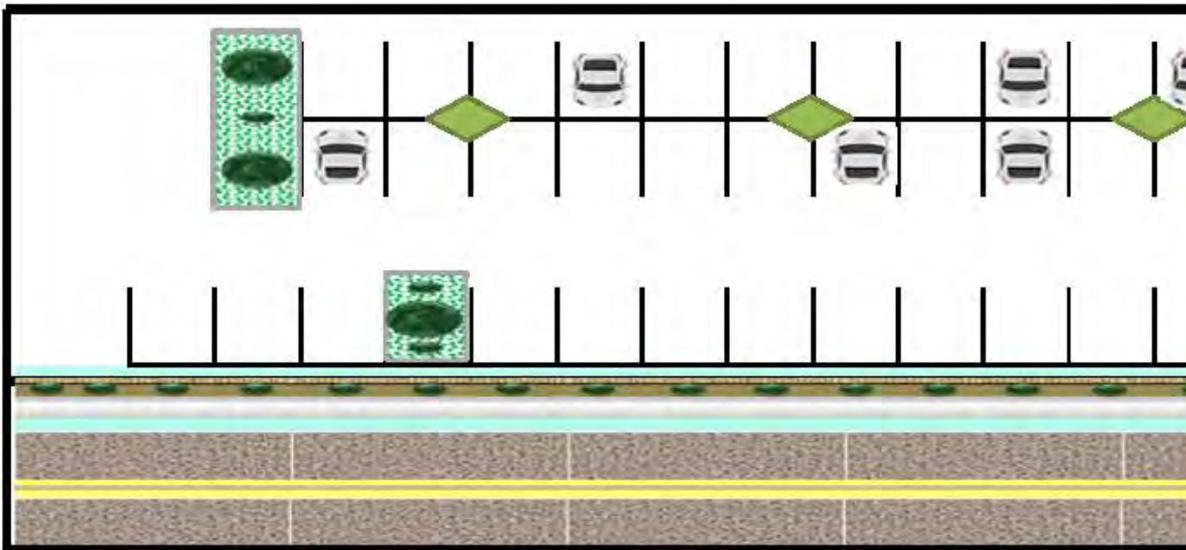
Off-street loading spaces, refuse and outdoor storage areas, antennas, satellite dishes, and mechanical equipment within the street yard shall be screened from all public streets. The screening shall be a height sufficient to obscure the area or equipment requiring the screening. The screening may be provided by plants, a solid screen fence or wall, or a combination of walls and plants. The height of plants shall be based on reaching their size at maturity within five growing seasons.


 Home of Honeymoon Island
City of Dunedin – Parks
Buffers and Screening

105-25.5.1 - Parking Lot Landscaping

- (a) **Applicability** - The interior parking lot landscaping standards of this section shall apply to all off-street parking lots containing five or more off-street parking spaces. They shall not apply to vehicle/equipment storage lots.
- (b) **Relationship to Other Landscaping Standards** - Landscaping provided to meet the parking lot landscaping requirements of this section may be counted towards meeting a project's required site landscaping, but shall not count towards meeting the applicable common open space requirement.
- (c) **Terminal Islands** - Landscaped terminal islands shall be provided at the end of each parking row. Terminal islands shall have minimum interior dimensions of at least 8' in width and 30' in length.
- (d) **Divider Medians** - Divider medians that form a continuous landscaped strip may be installed between abutting rows of parking spaces. The minimum width of divider medians shall have a minimum interior dimension of 8' if wheel stops or raised curbs prevent vehicle overhang of the median. If vehicle overhang is allowed, the minimum interior dimension shall be 10'.
- (e) **Landscape Diamonds and Fingers**
 1. Landscape diamonds with a minimum interior dimension of 6' shall be provided every 4 parking spaces within the interior parking lot, except where divider medians are provided in accordance with *Figure 105-25.5.1*. Upon approval of the Community Development Director, trees may be omitted from the diamonds only if covered parking structures are provided and would interfere with the trees. Shrubs/ground cover must still be provided per Code. In the event the structures are later removed, trees must be installed at that time per requirements of Code.
 2. Landscape fingers shall be provided every ten spaces around the perimeter of the parking lot. Landscape fingers shall have a minimum interior dimension of 8 feet in width and 15 feet in length.

Figure 105-25.5.1 Parking Lot Standards



105-25.5.2 - Parking Lot Screening

All surface parking lots visible from the public realm shall be screened using one of the following methods, unless otherwise noted below:

- a. **Methods**
 1. A low masonry wall at least 3' and no more than 4' in height (with any fencing over 3' being transparent: e.g., wrought iron), in combination with landscaping;


 Home of Honeymoon Island
City of Dunedin – Parks
Buffers and Screening

2. An ornamental metal fence in combination with landscaping;
3. A hedge at least 3' and no more than 4' in height at maturity consisting of a double row of shrubs planted 3' on center in a triangular pattern; or
 - b. Criteria - To satisfy the above standards:
 1. Landscaping shall be planted between the wall/fence and the public right-of-way, sidewalk, or boundary.
 2. Walls, fences, and landscaping shall not exceed 4' in height to adequately screen most car headlights while maintaining clear visibility into and out of the parking lot.
 3. All parking lot screening devices shall comply with FDOT sight-visibility requirements.



105-25.5.3 - Mechanical Equipment Screening

105-25.5.3.1 - Applicability

The standards of this section shall apply to all of the following:

- (a) Electrical and gas-powered mechanical equipment.
- (b) Ductwork and major plumbing lines used to heat, cool, or ventilate.
- (c) Power systems for the building or site upon which the equipment is located.
- (d) Roof and/or wall-mounted antennas and vent openings shall not be considered mechanical equipment for purposes of these mechanical equipment screening standards. The standards of this section are not intended to impede systems that use solar or wind energy to reduce the costs of energy, if such systems are otherwise in compliance with applicable building codes and zoning requirements.

105-25.5.3.2 - Screening Standards

For all developments other than single-family residential, the following mechanical equipment screening standards shall apply to the maximum practical extent.

- (a) **Roof-Mounted Mechanical Equipment** - Roof-mounted mechanical equipment shall be screened by a parapet wall or similar feature that is an integral part of the building's architectural design. The parapet wall or similar feature shall be of a height equal to or greater than the height of the mechanical equipment being screened. Roof-mounted mechanical equipment is prohibited on single-family residential dwellings.
 - (b) **Wall-Mounted Mechanical Equipment** - Wall-mounted mechanical equipment that protrudes more than six inches from the outer building wall shall be screened from view by structural features that are compatible with the architecture of the subject building. Wall-mounted mechanical equipment that protrudes six inches or less from the outer building wall shall be designed to blend with the color and architectural design of the subject building.
 - (c) **Ground-Mounted Mechanical Equipment** - Ground-mounted mechanical equipment shall be screened from view by landscaping or by a decorative wall that is compatible with the architecture and landscaping of the development site. The wall shall be of a height equal to or greater than the height of the mechanical equipment being screened.
1. Ground mounted mechanical equipment is prohibited in the front yard.

105-25.5.4 - Dumpster Screening

Trash dumpsters and other waste/recycling containers serving multifamily or nonresidential uses shall be screened in accordance with the following standards.

- (a) **Dumpsters or other trash receptacles** shall be screened from public view on three sides by a solid wall at least six feet in height and on the fourth side by a solid gate at least five feet in height. The gate and wall shall be maintained in good working order and shall remain closed except when trash pick-ups occur. The wall and gate shall be architecturally compatible with other buildings and structures on the site. Applicants shall be responsible for coordinating with the solid waste disposal provider on matters relating to appearance, quantity, interior dimensions, locations, and access.
- (b) **CPTED Design Requirements**
 1. No dumpsters or other trash enclosures shall be located within a parking structure.
 2. The bottom of trash enclosure gates shall be a minimum of six inches from the ground and a maximum of eight inches above the ground.

Tax Parcel No.: _____
Address of Job: _____
Subdivision Name: _____
Reason(s) for Tree Removal Request: New Construction Dead/Dying Causing Damage Hazardous
 Other _____ Tree Species: _____

Owner: _____
Mailing Address: _____
City / State: _____ Zip: _____ Phone: _____

Contractor: _____
Mailing Address: _____
City / State: _____ Zip: _____ Phone: _____
Dunedin Reg. #: _____ Fax: _____

<p>Indicate the approximate location of each tree that you are requesting to be removed by designating their location(s) with an "X" in the sample diagram to the right.</p>	
--	---

This application becomes a permit only upon approval. This permit expires six (6) months from the date of approval. Any tree removal prior to the approval of this permit subjects the owner/contractor to a violation notice, citation and/or fine. I will abide by the above stipulation regarding approval. If tree removal will impact a roadway, Owner/Contractor must also file a [Road Closure Notification](#) with Engineering.

Signature of Owner/Contractor **Date**

For New Construction Only: Number of trees that are requested to be removed _____. Attach a plot plan/tree survey. The building permit will not be issued until trees that are to be saved are properly barricaded and inspection made. It is the contractor's responsibility to request the inspection. Tree permit approval is based upon receiving approval and issuance of the building permit.

FOR OFFICE USE

Inspector's Comments: _____

Required replacement trees or other mitigation: _____

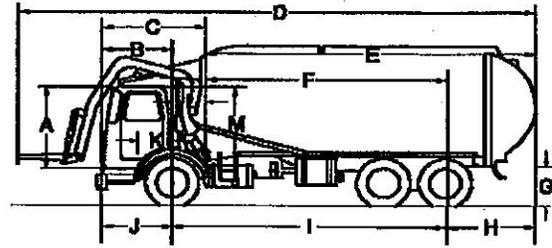
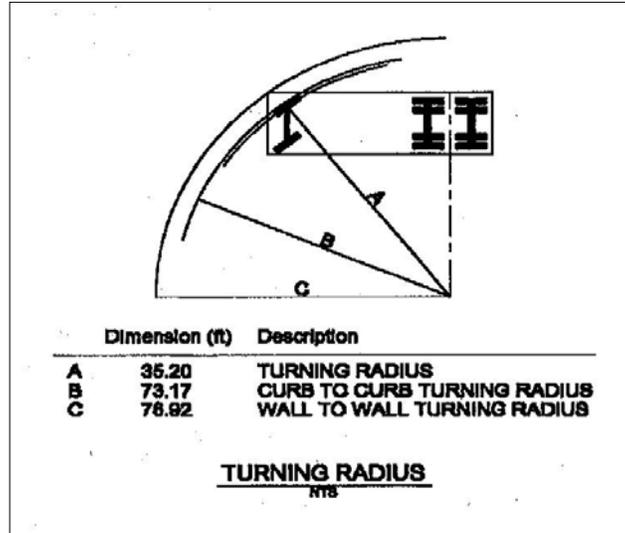
Replacement tree(s) shall meet these minimum requirements: 2" trunk caliper, 8' height & Florida #1 grade. Must plant replacement trees by: _____

Approved Denied Date: _____ Inspector: _____



City of Dunedin Solid Waste Division

DESIGN SPECIFICATIONS



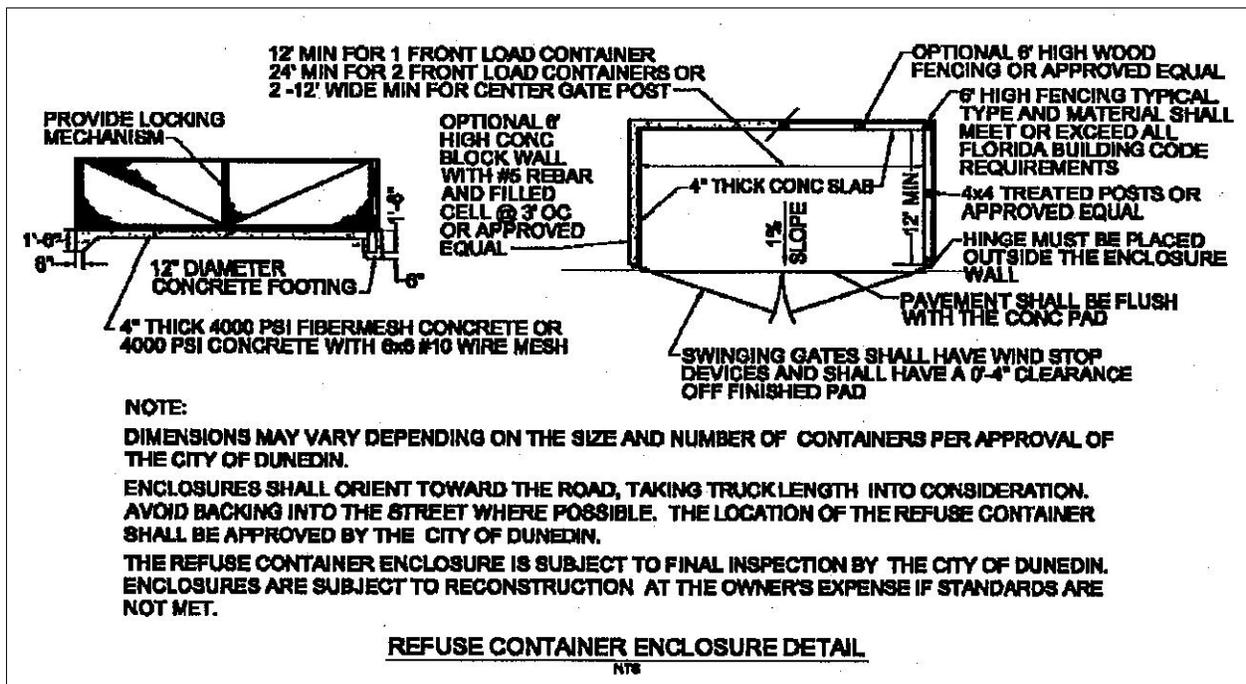
Dimension (ft)	Description
A	63.00 CAB HEIGHT
B	55.00 BUMPER TO BACK OF CAB
C	83.00 EFFECTIVE BUMPER TO BACK OF CAB
D	458.00 OVERALL LENGTH
E	297.00 EFFECTIVE CAB TO END OF FRAME
F	187.00 TURNING RADIUS
G	42.75 UNLADEN FRAME HEIGHT
H	110.00 OVERHANG
I	209.00 WHEEL BASE
J	61.00 BUMPER TO FRONT AXLE
K	-18.00 DRIVER CENTER OF GRAVITY
L	22.00 EFFECTIVE FRONT AXLE TO BACK
M	63.00 OVERALL HEIGHT
N	0.00 FRONT FRAME EXTENSION

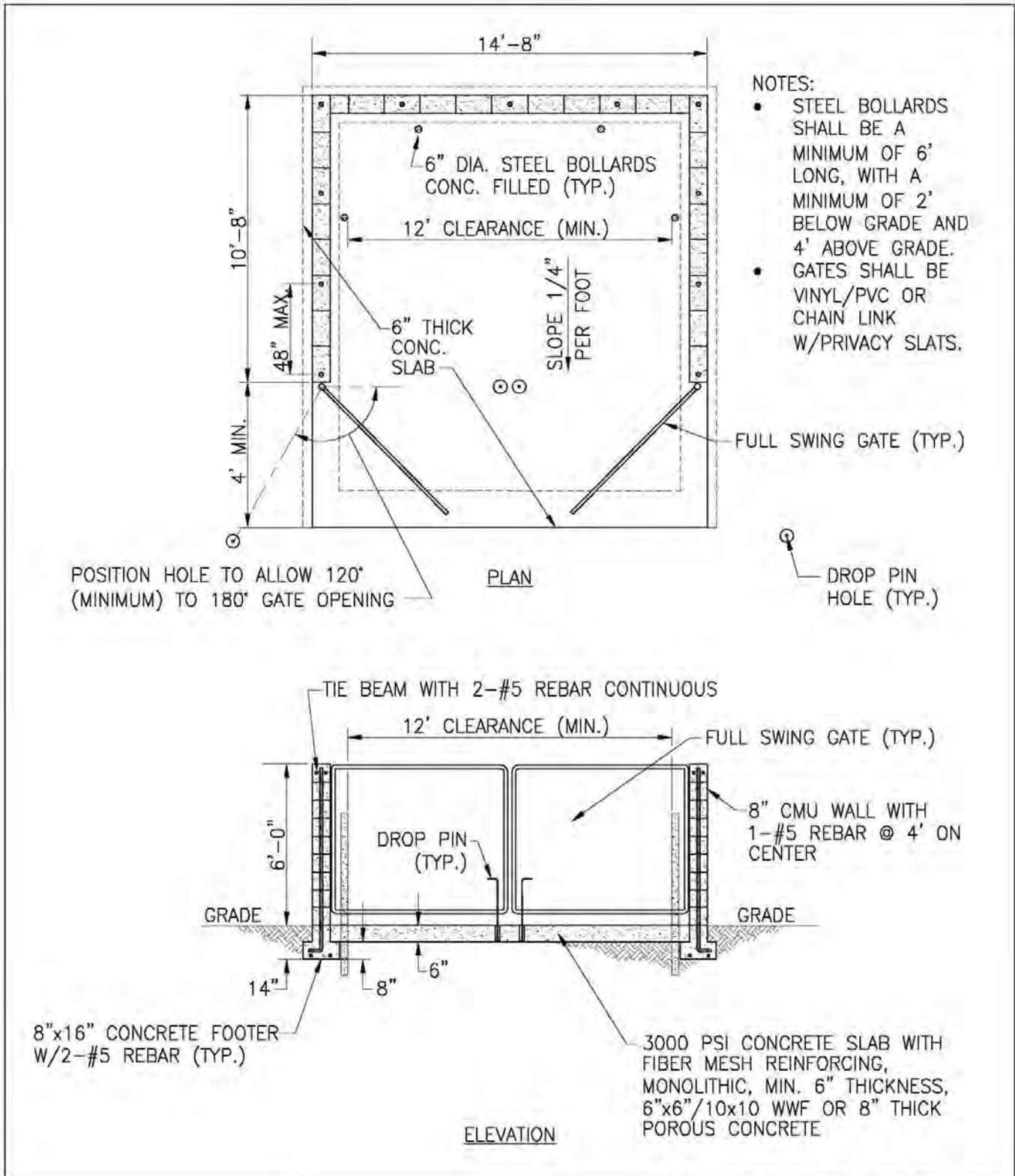
SPECIFICATION SUMMARY

Model	WX64
Engine	ISM-EGR 320V @ 2100 RPM / 180 LB-FT CUMMINS
Transmission	ALLISON 4GC 4500 RDS 5 SPEED
Rear Axle	ARVIN MERITOR RT46-160 48,000 LB
Rear Axle Ratio	4.89
Rear Tire	11R22.5 H 18 PR

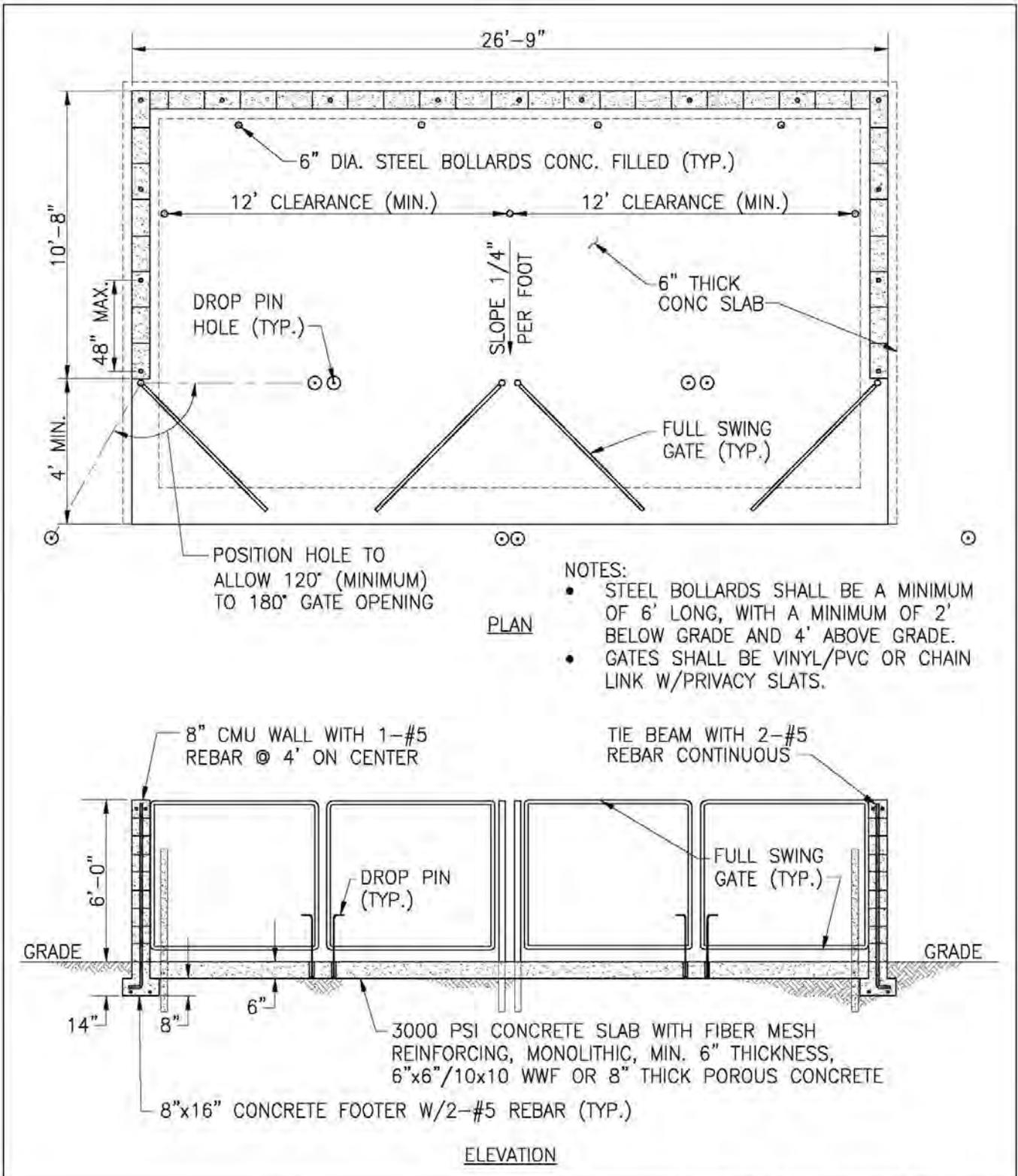
DIMENSIONS

NTS





CITY OF DUNEDIN DEPARTMENT OF PUBLIC WORKS & UTILITIES (727) 298-3000 P.O. BOX 1348 DUNEDIN, FL 34697-1348	SINGLE DUMPSTER ENCLOSURE DETAIL	APPROVED BY _____	REVISED MAY 2011 DEC 2010 SEPT 2009	DRAWING No. 90
	FURNISH & INSTALL DETAILS (NTS)	DATE _____	SHEET 1 OF 1	



CITY OF DUNEDIN DEPARTMENT OF PUBLIC WORKS & UTILITIES (727) 298-3000 P.O. BOX 1348 DUNEDIN, FL 34697-1348	DOUBLE DUMPSTER ENCLOSURE DETAIL		APPROVED BY _____ DATE _____	REVISED MAY 2011 DEC 2010 SEPT 2009	DRAWING No. 91 SHEET 1 OF 1
	FURNISH & INSTALL DETAILS (NTS)				

**INFRASTRUCTURE AND SITE PLAN CONSTRUCTION
CLOSE OUT ITEMS REQUIRED**

The following items are required for infrastructure and site close out. All these items must be completed prior to issuance of vertical building permit. Note: For platted developments, plat must be scheduled for Commission acceptance, must be recorded at County, and recorded copies provided to Engineering prior to issuance of vertical building permit.

Forms can be found on the City of Dunedin/Engineering web site.

NOTE: All infrastructure (water, sewer, reclaimed, storm drainage, streets, curbs and gutters, sidewalks, fire hydrants must be installed for sign off of the infrastructure and site construction permit.

Only exception is for single lot developments – all infrastructure must be installed with the exception of the final asphalt and curbing (road base must be installed). The final asphalt and curbing must be completed prior to issuance of CO.

ALL DEVELOPMENTS (Per COD Code Chapter 104-50)

- 2 Sets Signed and Sealed Blueline Prints as well as an Electronic Version of Record Drawings/As-Builts (In AutoCad)
 - *The “As-Built/Record Drawings” should consist of the entire set of “approved” infrastructure/site plans that were prepared by the Engineer of Record, showing any revisions that were made during construction, indicating how the project was actually constructed.
- Engineer’s Certification on Completion
- Site/Infrastructure Project Closeout Review Fee
- Maintenance Guarantee – ILOC or Cash Deposit (10% of the total cost of the infrastructure to be held for a period of 18 months from completion date of infrastructure and should be accompanied by a breakdown of costs)
- Bill of Sale for Personal Property Located in Public Rights-of-Way/Easements
- Required Easements must be Recorded at County and copy provided to Engineering

All Releases/Completion Certificates from Regulatory Agencies

- SWFWMD
- FDEP (Water)
- FDEP (Sewer)
- FDOT
- Pinellas County Right-of-Way



ENGINEERING DIVISION
 P.O.BOX 1348
 DUNEDIN, FLORIDA 34697-1348
 (727) 298-3182

ENGINEER’S CERTIFICATION ON COMPLETION

I, _____ hereby certify that all improvements in connection with _____

project have been inspected and found to be completed in accordance with City of Dunedin approved plans and specifications or changes thereto authorized by me meeting the terms of standard engineering methods and practices and any applicable Ordinances and Regulations to the best of my knowledge and belief.

- No changes made. Construction completed according to approved construction plans. *As-Built/Record Drawing Plans accompany this certificate (complete set of approved infrastructure/site plans).
- Changes Made. *As-Built/Record Drawing Plans showing changes accompany this certificate (complete set of approved infrastructure/site plans).

Signed and Sealed this _____ day of _____, 20__.

Signed _____
 Florida Registration #
 (Affix seal)

*2 Signed & Sealed As-Built/Record Drawings (along with electronic version in AutoCad) required.

**BILL OF SALE FOR PERSONAL PROPERTY LOCATED
IN PUBLIC RIGHTS-OF-WAY AND EASEMENTS OF RECORD**

KNOWN TO ALL MEN BY THESE PRESENTS, That _____,
a Florida _____ of the City of Dunedin, Pinellas County, State of Florida, hereinafter
referred to as the "Owner" for good and valuable consideration the receipt whereof is hereby acknowledged, has granted
bargained, sold, transferred and delivered, and by these presents does grant, bargain, sell, transfer and deliver unto the
CITY OF DUNEDIN, a municipal corporation of the State of Florida, the following goods and chattels, to wit:

All personal property and infrastructure improvements located in public rights-of-way or easements of record,
including, but not limited to, water, reclaimed and sanitary sewer mains, valves and related appurtenances,
storm sewer lines, storm structures and related appurtenances, curbs, sidewalks, ramps, paving improvements
to streets and any and all other infrastructure improvements located within the public rights-of-way and
easements of record in connection with the project, development or building located at or in the vicinity of ____

lying and being in Section _____, Township _____ South, Range _____ East, City of Dunedin, Pinellas
County, Florida.

TO HAVE AND TO HOLD the same unto the CITY OF DUNEDIN forever.

And does he/she/they covenant to and with said CITY OF DUNEDIN that he/she/they is the lawful owner of the said
goods and chattels; that they are free from encumbrances; that he/she/they has good right to sell the same as aforesaid,
and that he/she/they will warrant and defend the sale of said property, goods and chattels hereby made, unto the CITY
OF DUNEDIN against the lawful claims and demands of all persons whomsoever.

WHEREVER USED HEREIN, the term "party" shall include the heirs, personal representatives, successors and/or
assigns of the respective parties hereto; the use of the singular number shall include the plural the singular; the use of any
gender shall include all genders; and, if used, the term "note" shall include all of the notes herein described if more than
one.

IN WITNESS WHEREOF, the Grantor(s) have hereunto set their hands and seals the day and year first hereinabove set
forth.

Signed, sealed and delivered
in the presence of:

WITNESS

Authorized Representative

WITNESS

Name Printed

STATE OF FLORIDA)
COUNTY OF PINELLAS)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by, who
personally known to me or who has produced _____ (type of identification) as identification
and who executed the foregoing instrument.

(Signature of Person taking acknowledgements)

(SEAL)

(Name of Officer taking acknowledgement
typed, printed or stamped)

Engineering Section
City of Dunedin
P. O. Box 1348
Dunedin, Florida 34697-1348
Phone (727) 298-3182
10/29/13

DESIGN REVIEW ASSISTANCE

The City of Dunedin's CRA/Economic Development Department, together with the Community Development Department, has designed this program as an incentive to help stimulate development and redevelopment in our City.

Program Funding

Funds are available on a *first-come, first-serve basis* to program participants. Eligible applicants may receive a reimbursement grant equivalent to fifty percent (50%) of the cost of preparing conceptual site plans and renderings up to a maximum of three thousand dollars (\$3,000.00) with a minimum of five hundred dollars (\$500.00). Use of the property for the following: Life Sciences, Information Technology, Alternative Energy, Business and Financial Services are eligible for up to \$5,000.00.

Eligible Structures

All City-wide properties are eligible for this program.

Eligible Activities

Facade funds can be used for the proposed costs to prepare a conceptual site plan and/or architectural renderings from a profession consultant (Architect, Engineer).

Other Program Requirements

All applications must be reviewed and approved by the following:

- Community Development Director
- CRA/Economic Development Director

ALL PROGRAMS

Eligible Applicant

A person or corporation having ownership or leasehold rights in an eligible building or site is eligible. Leasehold applicants are required to obtain approval from the owner.

Payments

The City of Dunedin's CRA/Economic Development Department will provide funds for these programs on a reimbursement basis after receipt of all supporting documentation, including proof of payment (copy of cancelled checks, etc.) for all improvements or demolition work. Reimbursement is issued after the successful completion of a qualified project. **Projects must be approved prior to beginning construction to participate in the program.**

Other Requirements

1. The property must not have any outstanding liens or Code Enforcement violations.
2. The Pinellas County Property Appraisers Office must show that property taxes are paid up-to-date.
3. All work must meet applicable City of Dunedin Code and be performed by a Licensed Contractor.
4. All applicable permits must be obtained.

PLEASE NOTE:

Prior approval by the CRA/Economic Development Department is required.

SUBMIT APPLICATION TO:

Economic Development/CRA Department,
P.O. Box 1348, Dunedin FL 34698

For more information contact (727) 298-3201
or Trevor Davis at TDavis@dunedinfl.net

City of Dunedin

COMMERCIAL BUILDING GRANT PROGRAM

- Façade Improvements
- Demolition
- Underground Utilities
- Design Review Assistance

FAÇADE PROGRAM

The City of Dunedin's Economic Development/CRA Department designed this program as a mechanism to stimulate and leverage private investment and as a way to enhance the appearance and condition of commercial structures in our City. Improving the appearance of building facades supports local businesses and can have a significant impact on the attractiveness and marketability of the surrounding area.

Program Funding

Funds are available on a *first-come, first-serve basis* to program participants. Eligible applicants may receive a reimbursement grant equivalent to fifty percent (50%) of the cost of building improvements up to a maximum of five thousand dollars (\$5,000.00) with a minimum of five hundred dollars (\$500.00). Those buildings *abutting two public rights-of-way* and/or located on a corner *having two sides facing a right-of-way* are considered to have two facades, and may qualify for up to ten thousand dollars (\$10,000.00) in matching funds. There is a limit of three (3) matching façade grants per owner within a single retail center. Applicant's matching dollars may consist of costs they incur improving the exterior of the site, i.e., landscaping, even if it is not related to the façade, but must be contracted for and completed simultaneously with the façade.

ADA Accessibility Improvements

Applicants may be eligible for up to an additional one thousand dollars (\$1,000.00) in grant funds with *no match required* for exterior work needed for compliance with Americans with Disabilities Act (ADA) accessibility requirements. This work must be done in

conjunction with and during the time of the façade improvements.

Eligible Structures

All City-wide viable buildings with an existing or proposed commercial occupation.

Eligible Activities

Facade funds can be used for exterior facade improvements and ADA exterior accessibility requirements. Possible eligible activities include awnings, painting, shutters, signage, stucco, brick pavers (front), decorative dumpster enclosures, and window boxes. Façade improvements that include murals and/or artistic applications will be reviewed by the City of Dunedin's Art and Culture Advisory Board in compliance with the City's Redevelopment Agency's established design standards. Adult businesses are not eligible.

DEMOLITION PROGRAM

The City of Dunedin's CRA Department designed this program to assist in the removal of substandard structures and other blighting influences in the downtown (CRA) district.

Program Funding

Funds are available on a *first-come, first-serve basis* to program participants. Eligible applicants may receive a reimbursement grant up to five thousand dollars (\$5,000) for the cost of demolition and clearance of a site. The minimum demolition grant is five hundred dollars (\$500.00).

Eligible Sites

Any residential or commercial site within the downtown (CRA) district where there is substandard or deteriorated structure or part

thereof. The structure must be functionally obsolete or economically unfeasible to repair. The City's Community Development Department may make this determination. Residential structures must have been abandoned or vacant for at least a year before they can be demolished under this program.

Other Program Requirements

All projects are subject to an environmental review and historical assessment (if applicable). Federal procurement and labor standards may apply.

UNDERGROUND UTILITIES PROGRAM

The City of Dunedin through the Community Redevelopment Agency developed this undergrounding utilities program for owners of buildings and properties located in the downtown (CRA) district. This program has been designed to work with property owners to bury such overhead utilities as electric, cable, telephone and internet.

Program Funding

Funds are available on a *first-come, first-serve basis* to program participants. Eligible applicants may receive a reimbursement grant equivalent to fifty percent (50%) of the cost of undergrounding utilities up to a maximum of ten thousand dollars (\$10,000) and a minimum of one thousand dollars (\$1,000). This work must be contracted for and completed simultaneously with property enhancements.

City of Dunedin Commercial Building Grant Program Guidelines

FAÇADE PROGRAM

The City of Dunedin's Community Redevelopment Agency designed this program as a mechanism to stimulate and leverage private investment and as a way to enhance the appearance and condition of **commercial buildings** in our City. Improving the appearance of building facades supports local businesses and can have a significant impact on the attractiveness and marketability of the surrounding area.

Eligible Buildings

All City-wide viable buildings with an existing or proposed **commercial occupation** are eligible.

Eligible Activities

Facade funds can be used for exterior facade improvements and ADA exterior accessibility requirements.

Possible eligible activities include:

- Awnings
- Painting
- Shutters
- Signage
- Stucco
- Brick pavers (front)
- Decorative dumpster enclosures
- Window boxes.

Facade improvements that include murals and/or decorative applications will be reviewed by the City of Dunedin's Art and Culture Advisory Board in compliance with the City's Redevelopment Agency's established design standards. Adult businesses are not eligible.

Eligible Applicant

A person or corporation having ownership or leasehold rights in an eligible building site. Leasehold applicants are required to obtain approval from the owner.

Program Requirements

1. The property must not have any outstanding liens or Code Enforcement violations.
2. The Pinellas County Property Appraisers Office must show that property taxes are paid up-to-date.
3. All work must meet applicable City of Dunedin Code and be performed by a Licensed Contractor.
4. All applicable permits must be obtained.
5. **Work needs to commence within 3 months of City Grant approval.**

Program Funding

Funds are available on a *first-come, first-serve basis* to program participants. Eligible applicants may receive a reimbursement grant equivalent to fifty percent (50%) of the cost of building improvements up to a maximum of five thousand dollars (\$5,000.00) with a minimum of five hundred dollars (\$500.00). Those buildings *abutting two public rights-of-way* and/or located on a corner *having two sides facing a right-of-way* are considered to have two facades, and may qualify for up to ten thousand dollars (\$10,000.00) in matching funds. There is a limit of three (3) matching façade grants per owner within a single retail center. Applicant's matching dollars may consist of costs they incur improving the exterior of the site, i.e., landscaping, even if it is not related to the façade, but must be contracted for and completed simultaneously with the façade.

ADA Accessibility Improvements

Applicants may be eligible for up to an additional one thousand dollars (\$1,000.00) in grant funds with *no match required* for exterior work needed for compliance with Americans with Disabilities Act (ADA) accessibility requirements. This work must be done in conjunction with and during the time of the façade improvements.

Payments

The City of Dunedin's Community Redevelopment Agency will provide funds for these programs on a reimbursement basis after receipt of all supporting documentation, including proof of payment (copy of cancelled checks, etc.) for all improvements. Reimbursement is issued after the successful completion of a qualified project. **Projects must be approved prior to beginning construction to participate in the program.**

Application packages must include documentation that illustrates the visual impact of the project and its cost.

The applications must include the following attachments:

1. Complete application form
2. Digital photographs of existing conditions of project site
3. Plans or simple sketch of improvement project
4. Two competitive bids for each type of work proposed

PLEASE NOTE:

Failure to provide required information will delay the review and/or approval process.

SUBMIT COMPLETE APPLICATIONS TO:

Community Redevelopment Agency

Attn: Trevor Davis

P.O. Box 1348, Dunedin, FL 34698

For more program information please contact:

Trevor Davis at (727) 298-3201

Applicant Initials: _____



I. APPLICANT INFORMATION

Name: _____
Address: _____
_____ Zip: _____
Email: _____ Contact Number: _____

II. PROPERTY OWNER INFORMATION (if different from above)

Name: _____
Address: _____
_____ Zip: _____
Email: _____ Contact Number: _____

III. PROJECT SITE

Address: _____
Use of Property: _____
Parcel Number: _____ - _____ - _____ - _____ - _____ - _____
Flood Zone: _____ Flood Map Panel No.: _____
Zoning District: _____ Land Use District: _____

IV. PROJECT PROPOSAL

(Describe the proposed scope of work. Attach additional sheet if necessary.)

V. PROJECT BUDGET

(Submit itemized budget indicating amount and use of funds requested.)

Site Plan	Cost	Program Match
_____	_____	_____

VI. ATTACHMENT(S)

Attach Architect or Engineer’s estimate of cost. Alternatively, you may submit (2) competitive contractor’s bids.

VII. AFFIDAVIT

I swear that the information contained in this application is, to the best of my knowledge, true and complete. I further agree to abide by the terms and conditions of this program as presented in the program description.

_____	_____
Applicant Signature	Date

VIII. APPROVAL

_____	_____
Community Development Director	Date

_____	_____
Economic Development/CRA Director	Date

APPROVAL BY THE DEVELOPMENT REVIEW COMMITTEE AND ECONOMIC DEVELOPMENT/CRA DEPARTMENT IS REQUIRED BEFORE BEGINNING ANY WORK.

SUBMIT COMPLETE APPLICATIONS TO:
Economic Development/CRA Department
Attn: Trevor Davis
PO Box 1348, Dunedin, FL 34698

For more information about the Design Review Assistance Program, please contact:
Lael Giebel at 727-298-2755
Bob Ironsmith at 727-298-3204
Trevor Davis at 727-298-3201

The City of Dunedin retains the right to reject applications which are not consistent with the intent of this program.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

- 1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.
- 2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.
- 3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.
- 4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).
- 5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.
² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Façade Improvement

PURPOSE OF GRANT:
 (Check applicable)

Demolition

Underground Utilities

I. APPLICANT

Name: _____
 Address: _____
 _____ Zip: _____
 Email: _____ Contact Number: _____

II. OWNER OF PROPERTY (if not applicant)

Name: _____
 Address: _____
 _____ Zip: _____
 Email: _____ Contact Number: _____

III. BUILDING/BUSINESS TO BE IMPROVED (PROJECT SITE)

Name: _____
 Address: _____
 Use of Property: _____
 Parcel Number: _____ - _____ - _____ - _____ - _____ - _____
 Flood Zone: _____ Flood Map Panel No.: _____
 Zoning District: _____ Land Use District: _____

Is this a corner lot or does one side of the building face the Pinellas Trail? Yes No
 Has the building(s) on your site been checked for:
 Lead-based paint? Yes No Asbestos? Yes No
 If yes, please provide details of finding: _____

When was the oldest portion of the structure built? _____

⁸⁸
Estimated date of project completion: _____

IV. PROJECT PROPOSAL

(BRIEF DESCRIPTION OF PROPOSED IMPROVEMENTS – List each type of work separately)

1. _____
2. _____
3. _____

V. ESTIMATED COST OF WORK FROM BIDS RECEIVED

(Applicant may make multiple copies of this page if more than one type of work is being performed. List each type of work separately under item IV and enter the required bids below.)

Improvement 1

Bid 1:

Company Name: _____
Contact Name: _____
Bid Amount: _____

Bid 2:

Company Name: _____
Contact Name: _____
Bid Amount: _____

Improvement 2

Bid 1:

Company Name: _____
Contact Name: _____
Bid Amount: _____

Bid 2:

Company Name: _____
Contact Name: _____
Bid Amount: _____

Improvement 3

Bid 1:

Company Name: _____
Contact Name: _____
Bid Amount: _____

Bid 2:

Company Name: _____
Contact Name: _____
Bid Amount: _____

VI. PROJECT BUDGET/PROGRAM MATCH

List the total cost estimate for all qualifying work being performed.

Cost: _____ Program Match: _____

VII. ATTACHMENTS

1. Attach photo(s) of the site and façade to be improved or demolished.
2. Attach a site plan or sketch of the proposed improvement(s).
3. Attach either an architect's estimate of project costs or two competitive contractor's bids.

VIII. AFFIDAVIT

I (we), the undersigned, attest to my (our) ownership of the property located at _____ and hereby authorize _____ to act as my (our) agent for the limited and express purpose of participating in the City of Dunedin Commercial Building Grant Program. I (we) have reviewed and approve of the alterations to be made on the property as proposed in this application.

Property Owner

Date

Property Owner

Date

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification.

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification.

Notary Public

Notary Public

I swear that the information contained in this application is, to the best of my knowledge, true and complete. I further acknowledge and agree to abide by the terms and conditions of this program as presented in the program description.

Applicant Signature

Date

PRIOR APPROVAL BY THE ECONOMIC DEVELOPMENT/CRA DEPARTMENT IS REQUIRED BEFORE BEGINNING ANY WORK.

Completed applications can be mailed to:
City of Dunedin Economic Development/CRA Department
PO Box 1348, Dunedin, FL 34697-1348

or delivered to:
City of Dunedin Economic Development/CRA Department
1415 Pinehurst Road, Dunedin FL 34698,
Attn: Trevor Davis.

The City of Dunedin CRA Department retains the right to reject applications which are not consistent with the intent of this program.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
 Other (see instructions) ▶ _____

C Corporation S Corporation Partnership Trust/estate

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

				-			-				
--	--	--	--	---	--	--	---	--	--	--	--

or

Employer identification number

		-									
--	--	---	--	--	--	--	--	--	--	--	--

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation. Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(ii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number to Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

***Note.** Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

City of Dunedin – Permitting

How to Apply for a Permit

Apply online anytime by selecting one of the following permit application types. ([Instructions](#))

[Building Permit](#)

[Fence Permit](#)

[Sign Permit](#)

[Tent Permit](#)

Apply in person by visiting our offices using a paper [application](#).

Location: 1415 Pinehurst Road, Unit F

Hours: 8:00 a.m. - 4:30 p.m., Monday - Friday (excluding holidays)**

**Office closes at 12:00PM on the third Wednesday each month.

How to Check a Permit

[Building Permits Online](#) - After application is made you can to check the status of your building permit online quickly and easily. You can also track plan review steps, schedule or cancel an inspection and pay fees. To do so, you only need the permit application number or the street address of the project.

Questions? Please contact one of our friendly and helpful technicians for assistance with your permitting needs.

[Alycia LePage](#) (727) 298-3188

[Jennifer Jewel](#) (727) 298-3202

[Joyce Ciccarello](#) (727) 298-3203

Helpful Permitting Information

 [Practical Guide to Permitting](#) - a helpful guide to building permitting in Dunedin including how to apply, what to bring, and a whole lot more.

 [Residential Building Permits - A Homeowner's Guide](#) - a brochure that explains when and why permits are required and helpful tips for choosing a contractor.