

**CITY OF ANNA MARIA**  
**SITE PLAN APPLICATION MINIMUM**  
**SUBMISSION CHECKLIST - EXHIBIT "A"**

The following plans, reports and information are required for the City of Anna Maria review of all Site Plan Applications. All items are to be assembled into sets and folded to approximately 8 ½" x 11" size. No Site Plan Application will be accepted for review until deemed totally complete by the City of Anna Maria.

| <b>SUBMISSION REQUIREMENT</b> |   | <b>YES</b> | <b>N/A</b> |
|-------------------------------|---|------------|------------|
| 1                             | Application Fee.  |            |            |
| 2                             | Original and 9 copies (or as required) of Site Plan Application Checklist Form  |            |            |
| 3                             | Original and 9 copies (or as required) of Ownership and / or Authorized Agent documentation.  |            |            |
| 4                             | Original and 9 copies (or as required) of the Traffic Study, if required.   |            |            |
| 5                             | Original and 9 copies (or as required) of the neighborhood workshop materials including: <ul style="list-style-type: none"> <li>• Copy of mailing list;</li> <li>• Proof of mailing;</li> <li>• Sign in sheet of attendees;</li> <li>• Minutes summarizing discussions at the meeting; and</li> <li>• Any additional information regarding neighborhood issues deemed relevant.</li> </ul>  |            |            |
| 6                             | Original and 9 copies (or as required) of a narrative describing the proposed use, density and intensity of the proposed use and if non-residential, the characteristics of the operation (e.g., type of use, floor area, hours of operation, number of employees, etc.).   |            |            |
| 7                             | Original and 9 copies (or as required) of a current topographical, tree and boundary survey of the subject property including: <ul style="list-style-type: none"> <li>• Sheet size not to exceed 24" x 36", nor be smaller than 8 ½" x 11";</li> <li>• Graphic scale of no greater than 1" = 100' which shall be displayed on each sheet;</li> <li>• Vicinity and location map;</li> <li>• Title block including: north arrow, date of preparation, subdivision or owner's name in accordance with the instruments of record, name &amp; address of the firm that prepared the boundary survey;</li> <li>• Seal and signature of the surveyor who prepared the boundary survey;</li> <li>• Area tabulation indicating total lot area, and (where applicable) new right-of-way dedications and vacated rights-of-way;</li> <li>• Lot boundaries with bearings and distances and/or complete curve data; and</li> <li>• All existing easements and other encumbrances annotated with the following: type, width, purpose, bearings and distances and/or curve data for centerlines or limits, deed book and page references.</li> <li>• All waterbodies, waterways and other natural habitats.</li> </ul> |            |            |
| 8                             | 10 copies (or as required) of the most recent aerial photograph as available from the Manatee County Property Appraiser or other County office. The subject property shall be outlined and identified on the aerial photograph.   |            |            |

|   | <b>SUBMISSION REQUIREMENT</b>   | <b>YES</b> | <b>N/A</b> |
|---|---|------------|------------|
| 9 | <p>Original and 9 copies (or as required) of dimensioned site plan including:</p> <ul style="list-style-type: none"> <li>• Sheet size not to exceed 24" x 36";</li> <li>• graphic scale which shall be displayed on each sheet;</li> <li>• vicinity and location map;</li> <li>• Title block including: north arrow, street address of the subject property, date of preparation, name &amp; address of the firm that prepared the site plan;</li> <li>• Seal and signature of the civil engineer who prepared the site plan;</li> <li>• If the application is a revision to a previously submitted plan or approved project the revision block on each plan sheet shall generally summarize the revisions;</li> <li>• Subject property and parcel boundaries;</li> <li>• Streets, alleys and rights-of-way, including street width;</li> <li>• Present zoning of the subject property and zoning of all adjacent property;</li> <li>• Existing uses on all adjacent property;</li> <li>• Existing buildings and structures on the subject property and within fifty (50) feet of the project's property lines, or such additional distance as may be necessary in order to show major features or conditions that may affect the project and adjacent property;</li> <li>• Location and size of all proposed buildings and structures, labeled with use, height, total and gross floor area, and distance to all property lines and between buildings;</li> <li>• Off-street parking and loading layout including typical size and number of spaces by location;</li> <li>• Proposed storm water management plan;</li> <li>• Phasing, if any; and</li> <li>• Project data block including: <ul style="list-style-type: none"> <li>• Tabulation of total project area;</li> <li>• Lot coverage of structures;</li> <li>• Impervious surface coverage;</li> <li>• Density, if applicable, (provided by section and for overall project) total number of proposed dwelling units;</li> <li>• Number of off-street parking spaces, required and provided, including handicapped spaces;</li> <li>• Number of off-street loading space(s) required and provided;</li> <li>• Total gross floor area;</li> <li>• Open space, if applicable;</li> <li>• Handicapped access to subject property and structure;</li> <li>• Access and traffic flow plans;</li> <li>• Pedestrian circulation system and points of ingress and egress;</li> <li>• Height and type of required and proposed fencing and walls, if applicable;</li> <li>• Fire hydrant locations, existing and proposed and Fire Department connections, if applicable;</li> <li>• Refuse collection areas including screening; and</li> <li>• Existing and proposed water and sewer mains and services, including size and capacity.</li> </ul> </li> </ul> |            |            |

| <b>SUBMISSION REQUIREMENT</b> |   | <b>YES</b> | <b>N/A</b> |
|-------------------------------|---|------------|------------|
| 10                            | Original and 9 copies (or as required) of separate floor and building elevation plans, including: <ul style="list-style-type: none"> <li>• Sheet size not to exceed 24" x 36";</li> <li>• Graphic scale which shall be displayed on each sheet;</li> <li>• Title block including: project name, street address of the project, date of preparation, name &amp; address of the firm that prepared the elevation plan;</li> <li>• Seal and signature of the architect who prepared the elevation plan;</li> <li>• Building and structure heights;</li> <li>• Locations of doors and windows; and</li> <li>• Exterior material types and finishes.</li> </ul>  |            |            |
| 11                            | Original and 9 copies (or as required) of separate landscape plan, including: <ul style="list-style-type: none"> <li>• Sheet size not to exceed 24" x 36";</li> <li>• Graphic scale shall be displayed on each sheet;</li> <li>• Title block including: project name, street address of the project, date of preparation, name &amp; address of the firm that prepared the elevation plan;</li> <li>• Seal and signature of the Florida registered landscape architect who prepared the landscape plan;</li> <li>• Name, location, quantity, size and type of existing and proposed vegetation and landscaping;</li> <li>• Expected canopy of trees at maturity;</li> <li>• All existing trees 4" diameter at breast height (DBH) or greater on the site, notation of which will remain and those proposed for removal; and</li> <li>• Irrigation plans.</li> </ul> |            |            |
| 12                            | Original and 9 copies (or as required) of a parking lot lighting plan if exterior lighting is proposed for a non-residential development.   |            |            |
| 13                            | Original and 9 copies (or as required) of all additional reports, studies, letters, documentary evidence, and the names and addresses of expert witnesses, if any, which may be called or submitted in any future public hearing.   |            |            |

I HEREBY CERTIFY THAT THE STATED INFORMATION IS INCLUDED IN THE SUBMITTED PLANS AND/OR DOCUMENTS.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_