



**City of Temple Terrace  
Community Development Department**

11250 North 56<sup>th</sup> Street  
Post Office Box 16930  
Temple Terrace, Florida 33617  
Tel: (813) 506-6480 Fax: (813)506-6471

**DEVELOPMENT REVIEW APPLICATION**

Application Number \_\_\_\_\_

Action Requested: CIRCLE APPLICABLE

Site plan review      Subdivision plat      Conditional use      Planned Development

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Agent/Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Project Engineer: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**PROJECT INFORMATION:**

Project Name: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Project Location: \_\_\_\_\_  
\_\_\_\_\_

Legal Description of the Property (attach extra sheets if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Surrounding Zoning and Land Use:

Parcel Acreage: \_\_\_\_\_

Parcel Zoning: \_\_\_\_\_ Parcel Future Land Use: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_

Number of Dwelling Units (Residential): \_\_\_\_\_

or Building Area (S.F. of Non-residential): \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

Number of Dwelling Units (Residential): \_\_\_\_\_

or Building Area (S.F. of Non-residential): \_\_\_\_\_

Will project be phased (Y/N) Circle one (Section 3.2.1(d) of the Transportation Concurrency Manual)  
If Yes describe each phase (attach separate sheet for narrative if necessary):

Planned or expected date of construction for each phase: \_\_\_\_\_

Planned or expected date of occupancy for each phase: \_\_\_\_\_

**SIGNATURE OF APPLICANT/OWNER:**

The undersigned hereby applies to the City of Temple Terrace, Florida for development approval as indicated above. I hereby certify that the information submitted in this application is true and correct to the best of my knowledge at the time of application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

NOTE: All persons having a legal or equitable ownership interest in the property must sign the application (attach additional sheets if necessary). Publicly held corporations must provide the name and address of the corporation and principal executive officers.

**FOR OFFICE USE ONLY:**  
Pre-application Conference Date: \_\_\_\_\_  
Development History/Comments: \_\_\_\_\_  
Parcel Identification Number: \_\_\_\_\_  
Date Application Received: \_\_\_\_\_ Received By: \_\_\_\_\_  
Application Fee Paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_  
DRC Date: \_\_\_\_\_  
Planning Commission Date: \_\_\_\_\_  
City Council Date: \_\_\_\_\_



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## PRELIMINARY SITE PLAN CHECKLIST

*A pre-application conference with a planner is recommended. If you require additional information concerning application procedures, or wish to schedule an appointment for a pre-application conference, please contact the Community Development Department at (813) 506-6480.*

*The preliminary site plan shall be a **dated, scaled plan, 24" x 36" in size**, depicting the proposed construction/development as it is to be situated on the zoning lot or tract of land. Ten (10) copies, along with the appropriate City review fees should be provided and should include the following information:*

1. Application form (one original copy with signatures) – All persons having a legal or equitable ownership interest in the property must sign the application (attach additional sheets if necessary). Publicly held corporations must provide the name and address of the corporation and principal executive officers;
  - a. The name, address and telephone number of the owner(s) and developer(s) of the property proposed for development, and where the owner(s) is not involved in the development, proof of authorization by owner for petitioner to proceed;
  - b. The name, address and telephone number, firm and titles of all person(s) responsible for the preparation of the site development plan. Please list the project representative;
2. Power of Attorney, if applicable;
3. General location and vicinity map (Section 3.2.1(a) of the Transportation Concurrency Manual);
4. Legal description for property under consideration;
5. A survey showing all existing man-made features and easements of record;
6. The general location and arrangement of all proposed and existing buildings and structures, including floor area, square footage, height, setbacks and building separation;
7. For multi-family residential developments, the number of dwelling units and dwelling units per acre, the number of units by bedrooms and square footage, and the average square footage per unit;
8. The layout and size of all existing and proposed off-street parking, loading and service areas, including traffic circulation plans and requirement calculations, bicycle circulation and parking plans, and pedestrian circulation plans; (Ord. No. 794, 11-19-91)
9. All existing and proposed access roads, driveway easements, rights-of-way, sidewalks, pedestrian ways, bicycle ways, points of ingress/egress located on the site and within 200 feet of the site perimeter; (Ord. No. 794, 11-19-91)

10. Aerial photograph showing parcel boundaries;
11. Land uses and zoning of all abutting property and location of existing structures within 250 feet of the development;
12. Existing and proposed topography, including lakes, marshes, swamps, watercourses and environmental jurisdictional designations;
13. Tree survey identifying size and type of existing trees, and indicating those proposed for removal and those proposed for preservation. The tree survey should be at the same scale as the site plan drawing (three copies);
14. A "Site Data" table should be included on the site plan drawing sheet. This table should include the size of property, size of proposed building(s), building height, number of parking spaces required and number provided and lot coverage calculations for all impervious surface, vehicle use areas, building coverage, open space area, etc. These figures should be provided in both square footage and percentage (%) of lot coverage;
15. Proposed location of all public use and open space;
16. Existing and proposed buffers;
17. Proposed method of providing for water, sanitary sewer, drainage and solid waste;
18. Water customer data sheet;
19. Dumpsters – Location and dimension of the dumpsters should be shown. All dumpsters should be screened from view by an enclosure that meets the City's dumpster enclosure specifications;
20. Phasing plan showing stability and desirability of proposed phasing of project, where applicable;
21. Flood plain designations where applicable;
22. All areas proposed to be conveyed and dedicated;
23. School Concurrency Application;
24. Initial Test for Transportation Concurrency Worksheet;
25. Such other information as the City Council or City staff may require to effectuate the intent and purpose of this Chapter.



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## **FINAL SITE PLAN CHECKLIST**

*The final site plan shall be a **dated, scaled plan, 24" x 36" in size, signed and sealed by a Florida registered engineer**, depicting the proposed construction/development as it is to be situated on the zoning lot or tract of land. Ten (10) copies, along with the appropriate City review fees should be provided and should include the following information:*

1. All preliminary site plan submittal requirements which have been modified as a result of the preliminary site plan review process;
2. Landscape plan and irrigation plan – The landscape plan should include a table which indicates the size, type and quantity of plantings which are to be provided to achieve the project's landscape objectives and for compliance with Landscape and Buffering Section 25.780 of the City's Land Development Code. The landscape plan should depict all the existing trees and vegetation which are to be preserved as part of the projects landscaping. These existing trees and vegetation should also be included in the landscape table;
3. Soil Survey (two copies);
4. Stormwater calculations (three copies);
5. External public and/or private lighting features and fixtures;
6. Projected traffic generation rates and off-site traffic impact analysis, including trips assumed to be diverted to public transit, bicycle and pedestrian modes (If a Formal Concurrency Review is required submit traffic data as specified in Section 3.2.2 of the Transportation Concurrency Manual);
7. Signage plans if development is a multi-tenant or commercial project;
8. Preliminary subdivision plat (if applicable);
9. Elevations and floor plans – The elevation plans should include type of materials and colors;
10. Preliminary engineering plans for all infrastructures;
11. Covenants, conditions, restrictions and agreements associated with the site;
12. School Concurrency Finding of Available Capacity Written Report (Residential only).



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**ARCHITECTURAL DESIGN CRITERIA  
REQUIRED AS PART OF FINAL SITE PLAN PACKET**

**Exterior building elevations drawn to scale, front and rear facades of each type building inclusive of:**

1. Roofing pitches- roofing types, parapet walls/screening, and identification of material and colors.
2. Window fenestrations- size, type and colors.
3. Siding materials - description of color and type of materials for all elevations.
4. Exterior trim features- type, material description and sizes, for windows, doors, transoms, soffits, accent bands and gable end treatments.
5. Exterior doors - type and color, panel count and glazing description.
6. Perimeter or ornamental walls and fences, type and colors.
7. Building entry features - types and sizes of columns, stoop/porch roofs and supports.
8. Porch and deck railings - barrier materials and details.
9. Gable Roofs- deco appliqués, and venting.
10. Window treatments - type, material and colors for shutters, planter boxes, accent bands, etc.
11. Garage doors - type, panel count and glazing.



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**DEVELOPMENT REVIEW COMMITTEE  
CONTACT LIST**

<i>Department</i>	<i>Member</i>	<i>Title</i>	<i>Phone</i>	<i>Fax</i>
Community Development	Charles Stephenson	Director Building & Zoning	506-6472	506-6471
Community Development	Tom Moore	Senior Planner	506-6483	506-6471
Community Development	Brad Parrish	Senior Planner	506-6480	506-6471
Engineering/Public Works	Joe Motta	Public Works Director /City Engineer	506-6572	506-6571
Engineering/Public Works	Michael Hall	Assistant City Engineer	506-6562	506-6571
Engineering/Public Works	Sharon Hrabak	Assistant to Director	506-6575	506-6571
Fire	Dave Becker	Division Chief	506-6722 x 103	506-6701
Police	Kenneth Albano	Chief	989-7117	989-7024
Police	Tracy Mishler	Community Service Officer	506-6529	506-6499