Planning Commission Review

ZONING ANNEXATION SUBDIVISION STREET NAMING

I. Requested Action

☐ Zoning Change
☐ Annexation
☐ Street Naming/Renaming

☐ Preliminary Subdivision Approval
☐ General Subdivision Approval
☐ Final Subdivision Approval

Type of Subdivision

☐ Conventional ☐ Estate ☐ Mobile Home ☐ PRD

II. Property Information

a. Physical Address if available: _____

b. Parcel Number: _____

c. Present Zoning: _____

d. Proposed Zoning: _____

e. Total Site Area: _____

f. Total existing structures and square footage: _____

g. Total proposed structures and square footage: _____

h. Total existing lots: _____

i. Total proposed lots:_____

j. Number of Existing and/or Proposed Parking Spaces: _____

k. Do protective covenants exist on the property: _____Yes _____No

III. Applicant Information

1. **Applicant:** _____

   Full Address: _____

   Telephone: _____ E-mail: _____

2. **Owner:** _____

   Full Address: _____

   Telephone: _____ E-mail: _____

3. **Developer/Engineer:** _____

   Full Address: _____

   Telephone: _____ E-mail: _____

It is warranted in good faith by the applicant, whose name is signed hereto, that all the facts are true and correct.

_____ _____

Applicant (or representative) Date

_____ _____

Owner (or representative Date

FOR DEPARTMENTAL USE ONLY:

Date Received:_____ Fee Received:_____ Certified List of Property Owners: _____

M. Bailey: ____ S. Albright: ____ S. Taylor: ____ B. Smith: _____ L. Borden: _____

Planning Commission Review Information Sheet

(Keep for your records)

Meetings

The Planning Commission meeting is held the fourth (4th) Tuesday of each month at 5:00 p.m. in the City auditorium on Pine Street. Deadline for submittal of requests, along with all required information, will be 22 days prior to the meeting date by noon.

All applicants, owners, and/or representative are highly encouraged to attend the meeting at which the request is being considered.

Procedures

Review procedure by the City of Florence Planning Department shall be based upon submittal of a site development plan prepared by a registered engineer, architect or surveyor. **No application will be considered unless all items have been completed in full.** Other information as deemed necessary by the Florence Planning Department for accurate assessment of the project may be required.

*The application must be accompanied by eight (8) copies of a site development plan, or plat, drawn to scale, 24"x36" **and** 11"x17" paper sizes **and** in electronic format illustrating the following:*

- Property Boundary distance and bearings
- Existing and proposed structures
- Existing and proposed contours, not to exceed two (2) foot intervals. Required when request involves new construction. For Preliminary Review, existing contours may be submitted in lieu of a final grading plan.
- Defined ingress/egress to the site and all existing rights-of-way
- A defined existing and proposed off-street parking area including spaces requirements may vary with proposed uses.
- All existing and proposed easements and utilities, i.e., sewer, water, gas, electrical, etc.
- A master landscaping plan, in accordance with the City of Florence Landscape Ordinance, addressing all necessary plantings and buffering requirements. At Preliminary level, required landscaped areas can be illustrated and noted in lieu of finished landscaping plan.
- Storm water detention design and calculations. At Preliminary level, location of proposed detention must be illustrated and noted. Final design and calculations prepared by registered engineer.
- All adjacent streets and alleys with paving limits and curb cuts;
- Adjacent lots and names of abutting subdivisions
- Architectural elevations of proposed structures for Planned Residential Development (PRD) or multi-family development review
- Application must be accompanied by a Certified List of Ownership and mailing addresses of surrounding property owners of the subject site as well as a Certified Copy of Deed that verifies current owner(s) of the subject site. *The property description/address and owner(s) names must match the same on application. If the Applicant is not the current owner of the subject site, a*

notarized letter from said current owner shall be required authorizing the applicant to act on his or her behalf for the request before the Planning Commission.

All applications for Subdivision Approval will require both current owner of subject site and only abutting property owners. All other requests will require current owner of subject site, property owners abutting, and across the street. This list must be certified by an abstract company as being current and complete.

Fees

The following fee schedule is required for Planning Commission review. When request involves two or more phases, the higher fee shall prevail.

Rezoning	$100 (1st acre or fraction thereof) $200 (over 1 acre/less than 5 acre) $300 (5 acres or larger)
Annexation	$100
Vacations of public Rights-of-way	$100
Subdivision Approval	$100 + $5 per lot

Protective Covenants

Although it is the practice of the City not to be involved with private property covenants, if a re-classification of property is requested from single-family use to another zoning classification, the application must be accompanied by a certificate from an abstract title company stating there are no restrictions on this property contained in protective covenants which would prohibit property from being used for purposes other than residential. This information is required by the Florence City Council.