

**HENDRY COUNTY PLANNING AND ZONING DEPARTMENT**

P.O. Box 2340

LaBelle, Florida 33975-2340

863-675-5240 • FAX: 863-674-4194

<http://www.hendryfla.net/planning.php>

<i>For Office Use Only:</i>	
Date:	_____
Hearing No:	_____
Fees:	_____
Check No.:	_____ or Cash _____
Strap No.:	_____

**SITE DEVELOPMENT PLAN APPLICATION (SDP)**

Please check applicable box(es):

- Project within 1,000 ft of the right- of-way of SR 80 or US 27
- Project not on SR 80 or US 27
- Minor change to previously approved SDP

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Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

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Name of Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

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

Property Acreage: \_\_\_\_\_

Future Land Use Designation on Property: \_\_\_\_\_ Existing Zoning on Property: \_\_\_\_\_

Adjacent Zoning: North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_

Adjacent Future Land Use: North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_

Reason for SDP: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there an existing approval for a special exception, rezone, variance, and/or administrative waiver on the property?  
 \_\_\_\_\_ If yes, please provide resolution and/or ordinance numbers \_\_\_\_\_

All data and exhibits submitted in support of this application shall become a permanent part of the public records of Hendry County, Florida. PLEASE SUBMIT (1) ONE ORIGINAL APPLICATION PLUS (5) FIVE COPIES PLUS 1 CD OF ALL REQUIRED DOCUMENTS.

**SUBMITTAL REQUIREMENTS (unless waived at the pre-application meeting):**

1. Original application.
2. Proof of ownership or contract to purchase or lease property.
3. A copy of the pre-application meeting notes.
4. The site plan shall be prepared on durable material with permanent writings and markings thereon showing to accurate scale all existing and proposed development on the property. The scale shall be no smaller than one inch to 200 feet. The plan shall show property boundaries with a legal or a metes and bounds description, references to section, township, and range, and subdivision name and lot numbers, if applicable. The area of the property shall be noted in square feet and acres. The plan shall show all proposed buildings, off-street parking areas, pavements, landscaping, utilities, on-site recreation, stormwater management facilities, water bodies, wellheads, walls, poles, towers, signs and the distances of all these improvements from the boundaries of the property.
5. Drawings shall be prepared by a registered architect, landscape architect, or civil engineer licensed in the State of Florida, each certifying to their field of expertise, and shall include the following:
  - a. Name, address, and telephone number of the owner(s) and/or developer of the property, the drawing scale used, number of sheets per set of plans, north indicator, and complete dimensions. All dimensions shall be in feet and decimal fractions of a foot.
  - b. A site location inset shall be included on the top page of each set of plans to indicate the location of the project relative to surrounding areas and including the nearest arterial or collector roadway.
  - c. A complete legal description of the property provided electronically and with the plan set.
  - d. A Boundary Survey (11" X 17" minimum), less than one-year old, signed, sealed, and prepared by a professional surveyor and mapper, showing the location and dimensions of all property lines, existing streets or roads, easements, rights-of-way, and areas dedicated to the public. In the case of improved property, the survey is to show all vertical improvements.
  - e. The land use districts of all abutting properties shall be shown. Where the property abuts a right-of-way, the street name shall be indicated.
  - f. The locations of all streams, floodplains, water bodies, and wetlands lying within, adjacent to, or affecting the site shall be clearly delineated.
  - g. Total area and percentages of the total site area shall be given for impervious surface.
  - h. If a residential development is proposed, the total number and type of residential units shall be given. The total number of units (all types) and units per acre shall be included. Construction phase lines, if proposed, shall be shown.
  - i. Locations of all proposed permanent signs and exterior lights shall be shown. Sign face area with dimensions shall also be provided.
  - j. Exact locations of the nearest existing and all proposed fire hydrants shall be shown.
  - k. The layout of any proposed sanitary sewer and water main construction shall be given, including the locations proposed connection to existing facilities.
    - l. If a garbage dumpster is proposed, show pad location and specifications.
  - m. A traffic impact statement, signed, sealed, and prepared by a Florida Licensed Engineer.
  - n. The plans shall show the total number of proposed parking spaces, spaces reserved for handicapped parking, loading areas, wheel stops, proposed ingress and egress (including proposed public street modifications), and projected on-site traffic flow. The full dimensions of parking spaces, travel lanes, and driveways shall be labeled.
  - o. Cross sections and specifications shall be shown for all proposed pavement.
  - p. A complete drainage, grading, and water retention plan is required with supporting calculations indicating existing and proposed runoff. The location of silt fencing shall be indicated on the plan.
  - q. Proposed landscaping, including a plant legend, shall be shown. The locations and names of any existing trees shall also be shown with labels as to which will remain.
  - r. Buffers shall be shown including the required materials. Agriculture uses that require a site development plan will be required to provide a buffer based on the intensity of the use and compatibility with the adjacent uses. The required buffer shall be determined by the Planning and Community Development

Director based on Section 1-58-41 with the required buffer being based on the intensity of the use on the agricultural land (e.g., an industrial-type activity on the agricultural land will be treated as if it were an industrial use).

- s. Submission shall indicate provisions to be made for adequate control of erosion, sedimentation, dust, and debris during all phases of clearing, grading, and construction.
  - t. Archaeological and historical site assessment report.
  - u. Provisions for protection of habitat and endangered or threatened species, including land area set aside, shall be indicated.
  - v. A space measuring at least four inches in width and three inches in height shall be provided in the title block on the top page of each set of plans. This space will be reserved for the County's development approval stamp.
  - w. Traffic Impact Statement (TIS).
  - x. Soil Borings.
  - y. Environmental assessment report.
  - z. Florida Land Use Cover Classification System (FLUCC) map.
  - aa. If the property is located within the SR 80 Gateway Overlay Corridor, a full set of architectural plans, landscape plans, screening plans etc. pursuant to LDC Chapter 1-58-Article II must be submitted with the SDP.
  - bb. Any additional data, materials or information deemed necessary by the County to make a determination.
6. Processing Fees payable to the Hendry County Board of County Commissioners:
- \$1,000.00 (Projects not on SR 80 or US 27)
  - \$1,500.00 (for projects within 1000 ft. of the right-of-way of SR 80 or US 27)
  - \$250.00 Each additional review after 2<sup>nd</sup> review
  - \$250.00 SDP – Minor change

**Please submit original application plus supporting documentation for sufficiency review. Once the application has been deemed sufficient, please submit 4 copies and 1 CD of all documents for formal review.**

***ALL TEXT DOCUMENTS ARE TO BE SUBMITTED ON DOUBLE-SIDED PAGES. ANY GRAPHS OR MAPS ARE TO BE ONE-SIDED.***

LETTER OF AUTHORIZATION

ATTEST:

We/I, \_\_\_\_\_, being first duly sworn, depose and say that we/I are/am the owners of the property described herein ; that all the answers to the questions in this application, all sketches, data, and other supplementary matter attached to and made a part of this application, are true and correct to the best of our knowledge and belief. We/I understand that the information requested on this application must be complete and accurate and that the content of this form, whether computer generated or County printed shall not be altered.

As property owner We/I further authorize \_\_\_\_\_ to act as our/my representative in any matters regarding this Petition.

\_\_\_\_\_  
(Signature of Property Owner)

\_\_\_\_\_  
(Signature of Property Owner)

\_\_\_\_\_  
(Typed or Printed Name of Owner)

\_\_\_\_\_  
(Typed or Printed Name of Owner)

State of Florida  
County of Hendry

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

\_\_\_\_\_  
(Signature of Notary Public – State of Florida)

\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of Notary Public)