



Form-Based Code Administrative Approval Application

Department of Planning & Community Development
101 Old Main Street, Bradenton, FL 34205
Ph. (941) 932-9400
www.cityofbradenton.com

CONTACT INFORMATION

Name of Property Owner: _____
Owner Address: _____ Telephone: _____
Name of Agent: _____
Agent Address: _____ Telephone: _____
Owner/Agent Email: _____

REQUIRED

PROPERTY INFORMATION

Property Address: _____
Parcel ID: _____ Acreage: _____
Zoning District: _____ Future Land Use: _____
*click to view [Zoning map](#) *click to view [FLU map](#)
Ward #: _____ Neighborhood #: _____
*click to view [Ward map](#) *click to view [Neighborhoods map](#)

REQUIRED

DESCRIPTION

Indicate Type of Administrative Approval Request: Commercial Residential
 New Development Expansion Exterior Remodel
Provide a brief description of the Approval Request: _____

REQUIRED

MATERIALS FOR REVIEW

Before submitting an application to the City of Bradenton, please check with the Planning & Community Development Department to verify all essential information for review is present. Incomplete applications will delay the review process.

- Application Fee: **\$200.00** (Single-family and Duplex Residential), **\$460.00** (All Other)
- Notarized Agent Authorization Form, if applicable
- The Preliminary Site Plan showing information as required
- Letter of Request
- Findings of Fact / Review Criteria (see page 2 for Approval Review Criteria)
- Four (4) copies of Site Plan to scale (see page 3 for Site Plan requirements)
- One (1) electronic copy of Approval Application and all materials for review in PDF format
- Current Property Survey signed & sealed within the last 3 years
- A physical and/or digital massing model of a proposed project may be required by the PCD Director to evaluate the effect of a proposed project on the surrounding area and better understand the project's characteristics.
- Additional information may be required for review, as needed

REQUIRED

PC REVIEW*: _____

ARB REVIEW*: _____

DRC: _____

REVIEW DATES – TO BE COMPLETED BY CITY STAFF



Form-Based Code Administrative Approval Application

Department of Planning & Community Development
 101 Old Main Street, Bradenton, FL 34205
 Ph. (941) 932-9400
www.cityofbradenton.com

SIGNATURE

The owner of this property and/or the undersigned agree to conform to all applicable laws of the City of Bradenton and to all applicable Federal, State, and County laws.

Signature of Owner/Applicant

Date

REQUIRED

CITY STAFF ONLY

Application Fees Required :
\$200.00 (Single-family and Duplex Residential)
\$460.00 (All Others)

FEE COLLECTED: \$ _____
 RECEIPT #: _____

Application Sufficiency:
 Sufficient:
 Incomplete:

APPLICATION #: _____

CITY STAFF ONLY



Form-Based Code Administrative Approval Application

Department of Planning & Community Development
101 Old Main Street, Bradenton, FL 34205
Ph. (941) 932-9400
www.cityofbradenton.com

REVIEW CRITERIA:

Form-Based Code Application for Development Approval Requests shall be reviewed administratively using the FBC Standards criteria below to determine whether the development order or permit requested at the proposed location conforms to the provisions of the Form-Based Code Regulations.

- New and Infill Community Scale
- Building Scale Plans and Urban Standards
- Architectural Standards
- Thoroughfare Standards
- Landscape Standards
- Lighting Standards
- Light Imprint Stormwater Management
- Sustainability
- Public Art

ADMINISTRATIVE APPROVAL REVIEW

REQUIRED

REVIEW PROCEDURE:

Step 1: Pre-Application Meeting

Prior to submitting an application for a Permit requiring Form-Based Code Administrative Review, please schedule a pre-application meeting by contacting Karen Aihara at (941)932-9400. Cost for a Pre-Application meeting is \$100.00. This amount is deductible from your application fee. Meetings are held the second and fourth Tuesday of each month by appointment only. At these meetings, the Development Review Committee (Fire, Public Works, Police, Building, Planning & Zoning), will review the proposed Development, Expansion or Remodel and offer constructive input. The Pre-Application meeting is required in order to file an application.

Step 2: Application Submittal

An official Form-Based Code Administrative Review application must be completely filled out and submitted to Planning and Community Development (PCD), along with required materials for review.

Step 3: Staff Review

The PCD Staff will review the application and provide a recommendation to the PCD Director. The applicant will be notified of approval, or of required revisions.

ADMINISTRATIVE APPROVAL PROCEDURES

REQUIRED



Form-Based Code Administrative Approval Application

Department of Planning & Community Development
101 Old Main Street, Bradenton, FL 34205
Ph. (941) 932-9400
www.cityofbradenton.com

SITE PLAN REQUIREMENTS:

Form-based Code Article 4.1.3 Building and site plans submitted under this Article shall show the following, in compliance with the standards described in this Article:

- a. For site plan and building permit:
 - i. Building Disposition
 - ii. Building Configuration
 - iii. Building Function
 - iv. Parking Location Standards
 - v. Utilities
 - vi. Stormwater Infrastructure
 - vii. Landscape Standards
 - viii. Signage Standards
 - ix. Architectural Standards or Conceptual Elevations
 - x. Special Requirements, if any.

Please prepare an accurate, legible, scaled SITE PLAN containing but not limited to the following information, as applicable to the scope and scale of your project. You may be required to submit such additional information as the City may deem necessary to review the application:

1. North arrow, graphic scale, and locator inset;
2. Name of project, names and addresses of owner(s), engineer, planner, and agent, as applicable;
3. Legal description with reference points used for determining the point of beginning, and project boundary lines with bearings and distances;
4. For commercial projects, describe use, hours of operation, and number of employees.
5. Site data table showing:
 - a) Dimension and acreage/square footage area calculations for each use and phase separately: setbacks, streets, parking, open space/green areas, all building coverage areas, all paved areas, total area of impervious surfaces, open water and stormwater retention areas, conservation and recreation areas, and all elements of site;
 - b) Total number of units and individual unit-type calculations, including square footage and density per acre;
 - c) Typical building characteristics including dimensions, height, and number of stories;
6. Parking areas with arrangement, number of parking spaces and aisle widths, broken down by area which they serve;
7. Boundary lines, bearings and distances for any parcel divisions or phases;
8. Contours, existing and proposed, at not greater than two-foot intervals;
9. Proposed access points, internal driveways and walkways.
10. Easements, existing and proposed, and their locations, widths, bearings and distances;
11. Sidewalks, streets and rights-of-way existing and proposed, on and adjacent to the project and their names, locations, widths, bearings and distances;
12. Wetlands, waterways and water bodies on and adjacent to the project;
13. Utilities, existing and proposed, on and adjacent to the project;

SITE PLAN REQUIREMENTS

REQUIRED



Form-Based Code Administrative Approval Application

Department of Planning & Community Development
101 Old Main Street, Bradenton, FL 34205
Ph. (941) 932-9400
www.cityofbradenton.com

SITE PLAN REQUIREMENTS

14. A detailed description for all proposed signage, including type, size, and locations. Calculations for total signage area must also be included. Exterior lighting, including foot candle readings at all property lines.
15. Dumpster and recycling pad locations and screening method;
16. Building envelopes with dimensions and distances from water bodies, adjacent buildings and rights-of-way;
17. Proposed recreation areas, showing dimensions of any proposed building or facilities;
18. Proposed buffers, walls or other features, including type of buffer and height;
19. Tree survey [Note: may be shown on separate sheet. May be waived by the PCD director.];
20. A landscape plan showing existing and proposed landscaping, trees, and vegetation proposed for removal. Landscape plans for projects that equal or are higher than 50 dwelling units, 50,000 square feet, or ten acres shall be prepared by a landscape architect registered in Florida. Landscape plan will indicate all existing and proposed sewer, water, and electrical lines in order to prevent planting of trees in piped easements.
21. Architectural Elevations of all sides of all structures; rendering required at the PCD Director's discretion.

REQUIRED



Agent Authorization Form

Department of Planning & Community Development
101 Old Main Street, Bradenton, FL 34205
Ph: (941) 932-9400
www.cityofbradenton.com

PLANNING & ZONING AGENT AUTHORIZATION FORM

Property Address: _____

I, _____, the registered property owner(s) of the above noted property, do hereby authorize

to act on my behalf and take all actions necessary for the processing, issuance and acceptance of this permit or certification and any and all standards and conditions applicable.

AGENT AUTHORIZATION

REQUIRED

STATE OF FLORIDA, MANATEE COUNTY

The Foregoing instrument was acknowledged before me this ____ day of _____,

produced _____ respectively, as

as identification and who did (did not) take an oath:

_____, Notary Public

Print Name

State of Florida

My Commission Expires: _____

NOTARY

REQUIRED