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CITY OF WESTLAKE
Planning and Zoning Department
4001 Seminole Pratt Whitney Road
Westlake, Florida 33470
Phone: (561) 530-5880
www.westlakegov.com

DEPARTMENTAL USE ONLY

Ck. # _____

Fee: _____

Intake Date: _____

PROJECT # _____

APPLICATION FOR CONDITIONAL USE

PLANNING & ZONING BOARD MEETING DATE: _____

CITY COUNCIL MEETING DATE: _____

*The **Planning & Zoning Board** meets on **the second Monday of the month at 6:00 p.m.**, the **City Council** meets on **the second Monday of the month at 6:30 p.m.** Both meetings are held in the Westlake City Council Chambers, located at 4005 Seminole Pratt Whitney Road.*

See page 3 for review process and submittal deadline.

INSTRUCTIONS TO APPLICANTS:

1. Please complete all sections of this application. If not applicable, indicate with N/A.
2. Provide all required documents as requested in the Conditional Use Application. If not applicable, indicate with N/A.
3. The applicant must be present at scheduled Planning & Zoning Board and City Council meetings.

I. PROJECT DESCRIPTION AND APPLICANT INFORMATION

PROJECT NAME: _____

PROJECT ADDRESS: _____

DESCRIPTION OF PROJECT: _____

Estimated Project Cost: _____

Property Control Number (PCN): _____

Section/Township/Range: _____

Property Owner(s) of Record (Developer) _____

Address: _____

Phone No.: _____ Fax No. _____ E-mail Address: _____

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Applicant/Agent (if other than owner, complete *Acknowledgement and Consent* section on page 2):

Name: _____

Address: _____

Phone No.: _____ Fax No.: _____ E-mail Address: _____

II. LAND USE & ZONING

A) ZONING DISTRICT _____ B) FUTURE LAND USE DESIGNATION _____

C) EXISTING USE(S) _____

D) PROPOSED USE(S) _____

III. ADJACENT PROPERTIES

	EXISTING USE(S)	FUTURE LAND USE DESIGNATION	ZONING DISTRICT
SUBJECT PROPERTY			
NORTH			
SOUTH			
EAST			
WEST			

IV. OWNER AND APPLICANT/AGENT ACKNOWLEDGEMENT AND CONSENT

Consent statement (to be completed if owner is using an agent)

I/we, the owners, hereby give consent to _____ to act on my/our behalf to submit this application, all required material and documents, and attend and represent me/us at all meetings and public hearings pertaining to the application and property I/we own described in the application. By signing this document, I/we affirm that I/we understand and will comply with the provisions and regulations of the City of Westlake, Florida, Code of Ordinances. I/we further certify that all of the information contained in this application and all the documentation submitted is true to the best of my/our knowledge.

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Owner's Name (please print)

Applicant/Agent's Name (please print)

Owner's Signature

Applicant/Agent's Signature

Date

Date

V. APPLICATION FEES

See City of Westlake Fee Schedule

VI. ADMINISTRATIVE COSTS

The owner/applicant agrees to compensate the City for all additional administrative costs, actual or anticipated, including, but not limited to, engineering fees, consultant fees, and special studies prior to the processing of the application or not later than 30 days after final application approval whichever is determined as appropriate by the City. **Failure to make such payment shall be grounds for withholding a building or zoning permit.** Costs associated with advertising for public hearings and other public notice requirements are the responsibility of the owner/applicant. The fee shall be paid prior to such application being scheduled for a public hearing requiring notice.

Owner's Signature to Acknowledge

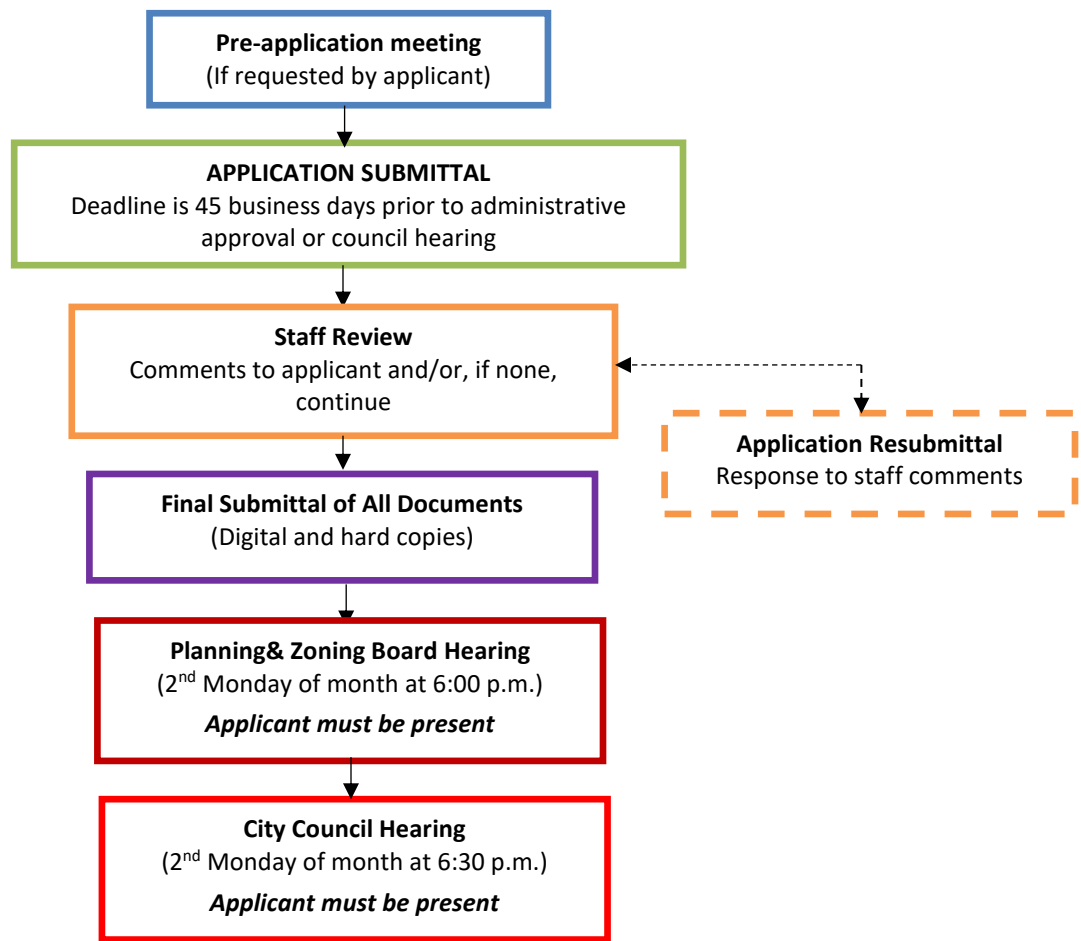
Date

VII. SUBMITTAL REQUIREMENTS AND REVIEW PROCESS

The applicant shall submit the following documents to the City of Westlake **forty-five (45) business days** prior to the desired council meeting date:

- 1) Complete signed application form as provided by the City and all required fees and costs.**
- 2) For Review: Digital and Three (3) full-size hardcopy sets of professionally prepared plans and documents as specified in this Conditional Use Application.**
- 3) For Final Submittal: Digital and Three (3) 11x17 sets of plans and documents required in 1) above and an exact rendering of the proposed modification, construction, or addition. Color photographs or prints as close to the actual colors to be used must be supplied. Since color printers often do not display the correct color, **samples of the paint chips and support materials (i.e., canvas, wood, metal, etc.) shall be provided.****
- 4) Any other documents, maps, photographs, or drawings that may help clarify the position of the applicant.**

NOTE: All renderings, models, drawings, photos, etc., will become the property of the City of Westlake.



VIII. STANDARD FOR APPROVAL

Pursuant to Chapter 2, Article 2.2, Section 2(G)(1)

- (d) **Standard for approval.** A development order application for conditional use approval shall demonstrate compliance with the criteria listed below:
 - (i) **Comprehensive plan.** The proposed use is consistent with the comprehensive plan.
 - (ii) **Chapter requirements.** The proposed use is consistent with all applicable requirements of this Chapter.
 - (iii) **Zoning District Standards.** The proposed use is consistent with the zoning district standards for such use as provided in Chapter 3.
 - (iv) **Public Welfare.** The proposed use provides for the public health, safety, and welfare by:
 - 1. Providing for a safe and effective means of pedestrian access;
 - 2. Providing for a safe and effective means of vehicular ingress and egress;

3. Providing for an adequate roadway system adjacent to and in front of the site;
 4. Providing for safe and efficient onsite traffic circulation, parking, and overall control; and
 5. Providing adequate access for public safety purposes, including fire and police protection.
- (v) **Screening and buffering.** The proposed use utilizes such techniques as landscaping, screening, buffering, site or building design, or business operation procedures to mitigate impacts on surrounding properties, including such impacts as:
1. Noise; glare; odor; ground-, wall-, or roof-mounted mechanical equipment; perimeter, interior, and security lighting;
 2. Signs;
 3. Solid waste disposal and recycling;
 4. Outdoor storage of merchandise and vehicles;
 5. Visual impact negatively impacting use of adjacent property; and
 6. Hours of operation.
- (vi) **Patterns of Development.** The proposed use will result in logical, timely, and orderly development patterns.
- (vii) **Purpose and Intent.** The proposed use will be in harmony with the general purpose and intent of this chapter and the goals, objectives, and policies of the City.
- (viii) **Compatibility.** The overall compatibility of the proposed development with adjacent uses, based on the following standards:
1. **Adverse Visual Impact:** The design of the proposed use and structures will minimize any adverse visual impacts or impacts caused by the intensity of the use.
 2. **Environmental impact.** The design of the proposed use minimizes any adverse impacts that may be created, including impacts on environmental and natural resources including air, water, stormwater management, wildlife, vegetation, and wetlands.
 3. **Other Negative Impacts.** Noise; glare; odor; ground-, wall-, or roof-mounted mechanical equipment; perimeter, interior, and security lighting are adequately screened, buffered, or otherwise mitigated.

IX. APPLICATION REQUIREMENTS

Pursuant to Chapter 2, Article 2.2, Section 2(G)(2)

- (i) **Justification statement.** The justification statement must state the grounds on which the conditional use is being met and cite the criteria in this subsection ~~(H)~~ Chapter 2, Article 2.2, Section 2(G)(1). *[See above]*

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- (ii) **Conceptual Plan.** The application must contain a conceptual plan on one or more sheets of paper measuring not more than 24 by 36 inches and drawn to a scale not smaller than 100 feet to the inch that provides the following:
1. Scale, date, north arrow, vicinity sketch, title of the project and total gross acreage
 2. The boundaries and dimensions of the property and its relationship to the surrounding road system, including the width of the existing road (pavement)
 3. The location and dimension of existing manmade features such as easements, existing roads and structures, with indication as to which are to be removed, renovated or altered
 4. Identification of surrounding land use, zoning and existing buildings within 100 feet of the petitioned site, as well as the zoning of the petitioned site.
 5. A layout of the proposed lots and/or building sites including the following site data.
 - a. Finished floor elevation.
 - b. Common open area.
 - c. Generalized landscaping and buffer areas.
 - d. Internal circulation patterns including off-street parking and loading facilities, pedestrian and vehicular access, and emergency vehicle access
 - e. Total project density.
 - f. The shape, size, location and height of all structures, including signs.
- (iii) **Phasing.** Proposed phasing of project, if applicable.
- (iv) **Aerial photographs**
- (v) **For non-residential uses:**
1. Proposed hours of operation.
 2. The estimated square footage of the structure, the number of employees, the estimated seating, and the estimated number of users of the facility, such as members, students and patients.
- (vi) Any additional information that will demonstrate that the grant of the conditional use will be in harmony with the general intent and purpose of Chapter 2.

Please provide the following information:

Proposed Hours of Operation	
Square Footage of Structure	
Number of Employees	
Number of Seats	
Number of Users	

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Please provide the following additional information:

SITE DATA AND SETBACKS	Required	Proposed
Zoning District		
Lot coverage ¹ (Total sq. ft. and percent of Site)		
Pervious area (Total sq. ft. and percent of Site)		
Open space area (Total sq. ft. and percent of Site)		
Front setback		
Side setback		
Side setback		
Rear setback		
Mean building height ² and number of stories		
Minimum sidewalk width		

¹ **LOT COVERAGE:** That portion of the area of a lot, plot, or building site, expressed as a percentage, occupied by all buildings or structures which are roofed, exclusive of its eaves. Pool decks, patios or outdoor sitting areas, even if enclosed with a screen enclosure shall not be calculated as part of lot coverage.

² **HEIGHT:** Unless otherwise noted, height shall be measured from the minimum finished floor elevation to the midpoint of the roof, or if the roof is flat, to the top of the parapet. Architectural features shall not count for purposes of measuring height so long as the architectural features do not exceed 10% of the height of the structure.

VEHICULAR USE AREA DATA	Required	Proposed
Total number of off-street vehicle parking spaces		
Minimum length		
Minimum width		
Total number of off-street ADA Parking spaces		
Minimum length		
Minimum width		
Total number of off-street guest parking spaces		
Total number of off-street bicycle parking spaces		
Minimum drive aisle width		
Minimum entrance queuing area length		
Number of loading zones		
Minimum length		
Minimum width		
Minimum overhead clearance		
Minimum maneuvering apron length and width		
Number of dumpster areas		