

1/12/22



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 MASTER SITE PLAN REVIEW
A master site plan is required when a project will be developed in phases per Chapter 2

CITY COUNCIL MEETING DATE: _____

The City Council meets on the second Monday of the month at 6:30 p.m., 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 shown on the Master Site Plan Review Application Checklist (see page 5). If not applicable, indicate with N/A.
3. The applicant must be present at scheduled City Council meeting.

I. PROJECT DESCRIPTION & 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: _____

Applicant/Agent (if other than owner, complete 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), AS APPLICABLE _____

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.

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

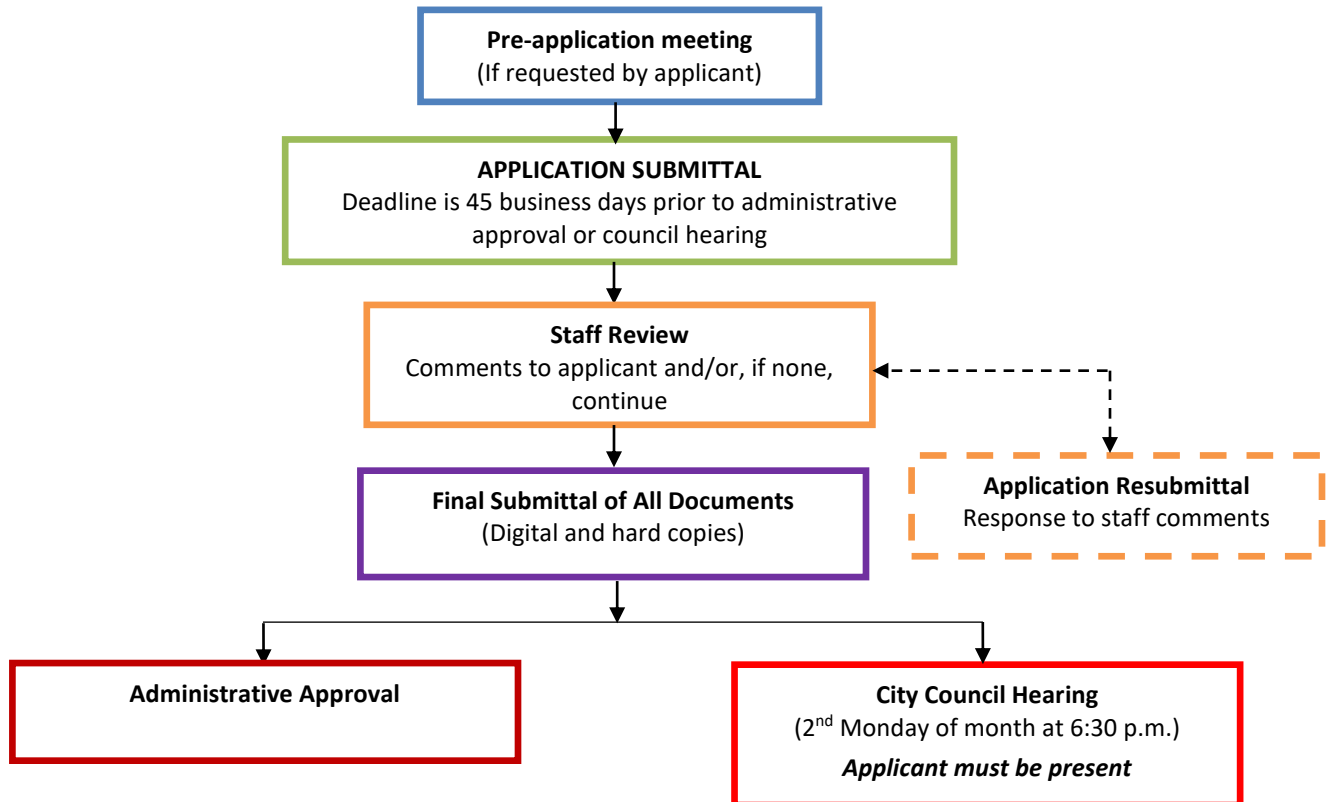
The owner/applicant agrees to compensate the City for all additional administrative costs, actual or anticipated, including, but not limited to, engineering fees, consultant fees, and special studies prior to the processing of the application or not later than 30 days after final application approval 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. APPLICATION SUBMITTAL 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) **For Review: Digital and Three (3) full-size sets** of professionally prepared plans and documents as specified in the **MASTER SITE PLAN REVIEW APPLICATION SUBMITTAL CHECKLIST** (see page 5).
 - 2) **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.**
 - 3) 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. MASTER SITE PLAN REVIEW REQUIREMENTS

Per Westlake City Code Chapter 2, Article 2.1, Section 3, a master site plan shall be required when a project will be developed in phases.

The master site plan must show:

1. Authority and ownership of land to be developed.
2. Proposed phases of the development.
 - a. Proposed number of project phases, including total acreage in each phase, and gross nonresidential intensity (square feet) and gross residential density of each phase.
 - b. Sequencing of phasing for purposes of determining service availability.
3. Total land area, and approximate location and amount of open space or lake maintenance easements included in each residential, nonresidential, or mixed- use area, and a summary of the form of organization proposed to own and maintain such areas.
4. Circulation information, including:
 - a. Approximate location and ultimate right of way widths of proposed and existing roads, pedestrian, and bicycle routes, including interconnections between phases.
 - b. Locations, centerlines, and ultimate widths of rights-of-way for existing roads, streets, intersections, and canals within the proposed project.
5. Information on all easements, including:
 - a. Location and width of proposed and existing utility, drainage, access, electric, and similar easements, provided, however, only general location and widths are required for proposed easements.
 - b. Location, if known, of proposed landscape buffers, open space, and preserve areas.

Please provide the following information:

PHASING DATA	
Total gross site area in acres and square feet	
Total number of phases	
<i>Phase 1</i>	
Total acreage	
Gross non-residential intensity in square feet	
Gross residential density	
<i>Phase 2</i>	
Total acreage	
Gross non-residential intensity in square feet	
Gross residential density	

LAND AREA DATA	Square Feet/Acres	Owner/Maintenance Responsibility
Total gross land area in acres and square feet		
Total open space		
Total easement area		
<i>Phase 1</i>		
Total open space		
Total easement area		
<i>Phase 2</i>		
Total open space		
Total easement area		

IX. APPLICATION SUBMITTAL CHECKLIST

(Pursuant to Chapters 2 through 8 of the City of Westlake Code of Ordinances)

1. **Application.** Complete signed application forms as provided by the City and all required fees and costs.
2. **Project Description/Justification Statement.** The Project Description/Justification Statement should describe the desired outcome of the application.
 - a. The Project Description/Justification Statement must contain the following:
 - (1) Description of the property history and site conditions;
 - (2) History of approvals on the property;
 - (3) Statements addressing the special standards and criteria that may be required for the particular application;
 - (4) Statement of consistency with the Comprehensive Plan;
 - (5) Statements concerning compliance with applicable LDRs.
 - b. The Project Description/Justification Statement may also contain aerial photographs.
 - c. The Project Description/Justification Statement for applications for development orders must identify any cultural, historic, and natural resources that may be impacted by the development.
 - d. If an applicant is seeking approval for bonus housing units, the applicant must submit the following information as part of master site plan application:
 - (1) Number and location of affordable or workforce bonus housing units.
 - (2) Structure type and dwelling unit sizes of affordable or workforce bonus housing units.
 - (3) Identification of whether bonus housing units will be for sale or for rent.
 - (4) Proposed sale or rent price of affordable or workforce bonus housing units.

e. Consistency with level of service standards as required by the Comprehensive Plan. Provide a statement that the development will provide the necessary infrastructure to meet the following level of service standards (LOS):

- (1) Transportation (roads and rights-of-way)
- (2) Wastewater
- (3) Reuse water
- (4) Stormwater
- (5) Solid waste
- (6) Sanitary sewer
- (7) Recreation

f. Consistency with traffic circulation standards.

3. **Master Site Plan.** A master site plan containing the title of the project and names of the architect, engineer, project planner and/or developer, date, and north arrow, and based on an exact survey of the property drawn to a scale of sufficient size to show:

a. Boundaries of the project, any existing streets, buildings, watercourses, easements, section lines, plats, water, sewer and reuse water and other utility facilities, lighting, and other existing important physical features on the site and on property adjacent to the site.

- (1) Information on all easements shall include location and width of proposed and existing utility, drainage, access, electric, and similar easements[SD41].

b. Area Location Map. Vicinity map of the area within one mile surrounding the site, including the principal roadway network.

c. Pods and Phases, Number of Acres, Number and Type of Units for each Phase.

d. Pod Limits and Phase Lines

e. Pod Entry Sign location, size, and orientation

f. Location of proposed landscape buffers, open space, and preserve areas. (Landscaping requirements will be reviewed with the Site Plan application for each parcel.)

g. Location and size of recreational area

h. Site Details (Curbs, ramps, dumpster area layout and screening, trash receptacles, benches, bike racks, etc.)

i. Traffic Circulation information consistent with Chapter 8, including:

- (1) Approximate location and ultimate right of way widths of proposed and existing roads, pedestrian, and bicycle routes.
- (2) Locations, centerlines, and ultimate widths of rights-of-way for existing roads, streets, intersections, and canals within the proposed project.

h. Tabular project data, including but not limited to the following:

- (1) Project Name
- (2) Land Use Designation
- (3) Zoning District
- (4) Existing Uses
- (5) Proposed Uses
- (6) Gross Site Area

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- (7) Density
- (8) Intensity
- (9) Required Parking
- (10) Proposed Parking
- (11) Required Recreation Area
- (12) Proposed Recreations Area

IX. REQUIRED SUPPORTING DOCUMENTATION

9. **Legal Description.** A formal description of land containing sufficient information to permit the identification of the property to the exclusion of all others, which may be - but is not required to be - accomplished through a description by metes and bounds.
10. **Survey**
11. **Approved Plat**
12. **Proof of Ownership [Owner-Applicant Developments Authorization]**
13. **Declaration of Covenants**
14. **Warranty Deeds**
15. **Preliminary Landscape Plan**
16. **Conceptual Engineering Plan**
17. **Engineering Approval**
18. **Drainage Statement [Stormwater Management]**
19. **Fire Safety Approval**
20. **Traffic Concurrency Report**
21. **School Capacity Availability Determination**
22. **Floor Plans**
23. **Renderings**
24. **Color Schemes**
25. **Design Standards**
26. **Circulation Information**
27. **Maintenance of Vacant Parcels**
28. **Phasing Plan.** If portions of subject property will be owned by different entities, the phasing plan shall indicate which items will be constructed by each owner. ~~Who is responsible for various features? [Question posed by Suzanne in Site Plan application]~~
29. **Additional Documents.** Applicants may submit additional documents or professional studies in support of an application to assist in satisfactory review of a development order application consistent with the requirements of these LDRs.

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Please provide the following information:

NON-RESIDENTIAL PARCEL DATA	ACRES	SQUARE FEET	PERCENT
Parcel/Phase			
Use Category			
Use Category			
Use Category			
Use Category			
Use Category			
Total Non-Residential Parcel Data			

NON-RESIDENTIAL BUILDING DATA by Parcel/Phase	ACRES	SQUARE FEET
Parcel/Phase		
Use Category		
Use Category		
Use Category		
Use Category		
Use Category		
Total Non-Residential Building Data		

RESIDENTIAL PARCEL DATA	ACRES	DENSITY (Units per Acre)
Parcel/Phase		
Type of Dwelling Unit		
Type of Dwelling Unit		
Type of Dwelling Unit		
Type of Dwelling Unit		
Total Residential Parcel Data		

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PARKING DATA	Vehicle		Guest		Bicycle	
	Required	Proposed	Required	Proposed	Required	Proposed
Parcel/Phase						
Use Category						
Use Category						
Use Category						
Use Category						
Use Category						

RECREATION AREA	REQUIRED	PROPOSED
Parcel		
Parcel		
Total		