



# General Site Plan Review/Certification Application

All submittals must include this completed application sheet as a PDF.

Ensure that you have all required files labeled with the application number, including the prefix. Files must be in pdf format and minimum resolution of 300 dpi. If the total size of your files is under 25 MB, you may email them to [ZoningIntake-DSD@HCFLGov.net](mailto:ZoningIntake-DSD@HCFLGov.net). Please ensure you include the application number including its prefix in the email subject. For example PD 20-1234.

If the total size of your files is greater than 25 MB, please [submit them to the appropriate Digital Drop-off folder](#). Highlight all files to be submitted and compress them into a single .zip file. Please ensure you label this file with the application number including its prefix. For example PD 20-1234. If you need assistance creating a .zip file, a [visual guide](#) is available. The attached application form must be completed and submitted with a digital copy of the general site plan to.

## REVIEW AND PROCESSING SCHEDULES

### 1. Rezoning applications for Planned Development (PD) or Major Modification (MM):

Within 21 calendar days of the submittal date of the general site plan, the Applicant/Applicant's Representative shall be notified by Development Services of the plan approval/disapproval.

- 1-A If the general site plan is approved, then formal processing shall require ten (10) additional calendar days. Total processing time for an approved general site plan shall require a maximum of 30 calendar days.
- 1-B If the general site plan is disapproved, the Applicant/Applicant's Representative shall be required to submit a revised set of general site plans utilizing the same submittal requirements and time frames as outlined above.

### 2. Rezoning applications for Planned Development (PD), Planned Development-Specific (PD-S), Planned Development-Specific with concurrent Site Development Review, or Major Modification (MM):

Within ten (10) calendar days after the date of the filing of the Zoning Hearing Master's (ZHM) recommendation the Applicant/Applicant's Representative shall submit a set of general site plans for certification and approval by the BOCC at the BOCC Land Use Meeting.

- 2-A The general site plan will be reviewed by staff to determine if it is eligible for certification and approval by the BOCC at the BOCC Land Use Meeting.
  - 2-A-1 If the general site plan is determined to be eligible for certification, it will go before the BOCC for approval at the BOCC Land Use Meeting.
  - 2-A-2 If the general site plan is determined to not be eligible for certification, then the application will be automatically continued to the next scheduled BOCC Land Use Meeting, and a resubmittal of a set of revised general site plans for certification will be required.
- 2-B If the general site plan is approved for certification by the BOCC, then formal processing shall require ten (10) additional calendar days from the date of the BOCC Land Use Meeting.
- 2-C If the general site plan is not approved for certification by the BOCC, then the application will be automatically continued to the next scheduled BOCC Land Use Meeting and a resubmittal of a set of revised general site plans for certification will be required if applicable.

### 3. Minor Modification (PRS) submitted any time:

Within 21 calendar days of the submittal date of the general site plan, the Applicant's Representative shall be notified by Development Services of the plan approval/disapproval.

- 3-A If the plan is approved for certification, then formal processing shall require ten (10) additional calendar days. Total processing time for an approved site plan shall require a maximum of 30 calendar days.
- 3-B If the plan is disapproved, the Applicant shall be required to submit a revised set of plans utilizing the same submittal requirements and time frames as outlined in 3-A above.



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## To be Completed by Applicant or Representative

Rezoning File No. RZ : \_\_\_\_\_

Related File Number (if applicable): MM \_\_\_\_\_ PR \_\_\_\_\_

BOCC Land Use Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Check the appropriate box(es):

The attached site plan meets all conditions of approval and requirements of certification as required by Community Development Staff and by the Zoning Hearing Master.

The attached site plan does not meeting the following conditions of approval and/or requirements of certification:

As required by Community Development Staff:

\_\_\_\_\_  
\_\_\_\_\_

As required by the Zoning Hearing Master:

\_\_\_\_\_  
\_\_\_\_\_

Applicant: \_\_\_\_\_ Daytime Phone \_\_\_\_\_

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

Email: \_\_\_\_\_

Representative: \_\_\_\_\_ Daytime Phone \_\_\_\_\_

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

Email: \_\_\_\_\_

I HEREBY CERTIFY that this application and all plans submitted herewith are true representations of all facts concerning the proposed General Site Plan Certification

\_\_\_\_\_  
Signature of Applicant or Authorized Representative

\_\_\_\_\_  
Date