



CITY OF GULFPORT, FLORIDA  
Community Development Department

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**PLANNING & ZONING GUIDELINES  
AND APPLICATION PACKET**

**NOTE:** Please be aware that these guidelines are intended only as a tool to assist you in submitting your application. They are derived from Chapter 22 of the City Code; please refer to Chapter 22 for any concerns or clarifications regarding these guidelines. You may view Chapter 22 of the City Code by visiting the online library at [www.municode.com](http://www.municode.com).

**PLEASE READ INSTRUCTIONS THOROUGHLY**

**I. PRE-APPLICATION CONFERENCE**

Prior to submittal of a planning and zoning application, it is strongly recommended that the petitioner schedule a conference with a staff member from the Planning & Development Division of the Department of Community Development (727) 893-1063. The planning staff will advise the applicant of any land use issues regarding the intended use of the property, explain the minimum data needed by staff to complete the application review, and describe the public meeting/hearing process.

**II. MINIMUM REQUIREMENTS FOR APPLICATION**

A. Application Form

Complete all applicable pages of application, which must be type written or printed neatly in ink.

B. Application Fee

Include fee by cash, check or money order payable to the City of Gulfport; site plan Application Fee: **Please see attached Schedule of Fees.**

C. Affidavit To Authorize Agent/Applicant

Required if anyone will represent the property owner during the review process and/or public hearing; or if the applicant is someone other than the owner. Note: If property has been recently sold and ownership cannot be verified through the County Property Appraiser's office, then submittal of recorded deed may be necessary. Affidavit must be signed in the presence of a notary.

D. Site Plan Requirements (if applicable)

Must be a minimum of 11" x 17" in size and applicant must provide at least 10 copies for staff review. Submit Four (4) copies of boundary/topo-/tree survey with site plan.

1. Refer to Exhibit A of this packet for more specific site plan requirements.

**III. SUBMITTAL OF AN APPLICATION:**

The application and all information required in Item II above shall be submitted in person to:

City of Gulfport  
Community Development Department  
5330 23<sup>rd</sup> Avenue South  
Gulfport, Florida 33707

**IV. SCHEDULING OF APPLICATIONS**

At time of application submittal applicant is given a **tentative** hearing date subject to certification of their application. Within 5 business days of submittal the Planning & Development staff will certify the application when it has been determined that all information on the application is correct and complete. If the application information is not correct or complete the applicant will be contacted and given three (3) business days to correct and resubmit. If applicant does not resubmit corrections within three (3) business days then the applicant's tentative hearing date may be changed to the next available date.

**V. APPLICATION REVIEW**

City staff will hold a site plan committee meeting where all applicable departments will go over any issues regarding the application request. This may result in needed changes to the application and/or site plan. The applicant is welcome to attend the meeting or City staff will contact the applicant within two (2) business days of the meeting with requested changes. If the applicant is present they will have seven (7) business days to correct their application and/or site plan, otherwise the applicant will have five (5) business days to submit revisions. If revisions are not received by City staff on the deadline this could result in a continuation of the application.

**VI. COMPLIANCE WITH ALL APPLICABLE CITY CODES**

The approval of any planning and zoning application before City Council is only one step in the development process. The effect of an approval is that a specific use, zoning district, or land use is determined appropriate for a specific location. The application approval does not waive or modify the requirements of other applicable City, State, Special District, or Federal codes, all of which shall be addressed at the time of permitting.

**VII. TYPE OF APPLICATION**

The application package includes a space to explain what type of request you have and why you are making the request. Listed below are the different types of planning and zoning requests covered by this application:

- Conditional Use Approval
- Land Use Amendment &/or Comprehensive Plan Text Amendment
- Site Plan Review
- Subdivision Replat
- Zoning Map Amendment &/or Text Amendment
- Subdivision/Replat

Applications for Text Amendments (of either the code of ordinance or the comprehensive plan) must include:

- New text proposed for addition into code of ordinance or comprehensive plan and text proposed for deletion.
- A statement of justification for the amendment relative to the development and improvement of the City.
- If text amendment will affect a specific property planned for development provide location and development proposal for subject property.

Applications for a Land Use Amendment must include:

- Current land use designation and requested land use designation of subject property.
- Economic feasibility study for requested change.
- Schedule of intent to carry out plans within a reasonable time period.
- Specific comprehensive plan policies that support or are affected by requested change.
- If land use designation requested is approved then submit plans for rezoning and development of

subject site.

Applications for *Subdivision/Replat* (highly recommended that applicant bring a sketch into staff prior to submitting application and purchasing final subdivision/replat surveys to discuss feasibility) must include:

- Applicant must employ a surveyor to provide a survey of current property configuration and survey of proposed subdivision or replat.
- City must hire independent surveyor to ensure that all state regulations (F.S. Ch. 177) for land platting are met. The applicant pays the cost for this statutory review.
- Applicant must provide proof of ownership.

CITY OF GULFPORT, FLORIDA  
Community Development Department

PLANNING & ZONING APPLICATION

**SUBJECT PROPERTY INFORMATION**

Property Address or Legal Description:

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

**TO BE COMPLETED BY STAFF**

Application #: \_\_\_\_\_

File Date: \_\_\_\_\_

P&Z Hearing Date: \_\_\_\_\_

City Council/CRA Hearing Date:  
\_\_\_\_\_

Property Identification Number(s)

(PIN) \_\_\_\_\_

Zoning District: \_\_\_\_\_ Future Land Use Category: \_\_\_\_\_

Type of Application & Request (please refer to page 2 for applicable requests and explain why you are making request.):

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

**OWNER/APPLICANT INFORMATION** (Owner information required whether owner is applicant or not; please circle all that apply.)

Owner/Applicant Name: \_\_\_\_\_

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

Phone Number: Day \_\_\_\_\_ Evening \_\_\_\_\_ Other \_\_\_\_\_

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

**AGENT/APPLICANT INFORMATION** (If agent will represent owner or if applicant is different from owner; please circle all that apply)

Agent/Applicant Name: \_\_\_\_\_

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

Phone Number: Day \_\_\_\_\_ Evening \_\_\_\_\_ Other \_\_\_\_\_

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

I hereby certify that the information on this application is true and complete.

\_\_\_\_\_  
Owner/Applicant Signature

Sworn and Subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_.

\_\_\_\_\_  
Notary Public, State of Florida  
My Commission Expires:

Driver's License # \_\_\_\_\_

CITY OF GULFPORT, FLORIDA  
Community Development Department

PLANNING & ZONING APPLICATION

AFFIDAVIT TO AUTHORIZE AGENT AND/OR  
APPLICANT TO EXECUTE APPLICATION

STATE OF FLORIDA  
COUNTY OF PINELLAS

\_\_\_\_\_  
**ABOVE LIST NAME (S) OF PROPERTY OWNER (S), being first duly sworn, depose(s) & say(s):**

1. That (I am/we are) the owner(s) and record title holder(s) of the following described property:

Address or Legal Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. That this property constitutes the property for which a request for a: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(NATURE OF REQUEST) is being applied to the Planning & Zoning Board and City Council or  
Community Redevelopment Agency of, Gulfport, Florida;

3. That the undersigned (has/have) appointed and (does/do) appoint (below list name of appointee)  
\_\_\_\_\_

as (his/their) agent(s) to execute any applications or other documents necessary to affect such  
application;

4. That this affidavit has been executed to induce the City of Gulfport, Florida to consider and act on  
the above-described property;

5. That (I/we), the undersigned authority, hereby certify that the foregoing is true and correct.

\_\_\_\_\_  
SIGNED (Property Owner)

Sworn to & subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_  
SIGNED (Property Owner)

\_\_\_\_\_  
Notary Public, State of Florida  
My Commission Expires:

\_\_\_\_\_  
SIGNED (Property Owner)

Driver's License # \_\_\_\_\_

## Exhibit A

ON YOUR SITE PLAN PLEASE PROVIDE THE FOLLOWING INFORMATION\*:

### Project, Location and Boundaries

- Type of request (variance, conditional use, etc.) address of project, date, north arrow, and scale of drawing.
- Lot boundaries, surrounding streets and alleys (include r-o-w widths), sidewalks, existing buildings, and all other existing improvements located onsite.

### Percentages and Figures

- Dimensions of lot and all existing and proposed structures.
- Total square footage of buildings and total square footage of impervious (paved or built over).
- Total square footage of lot.
- Floor area ratio (total building square footage divided by lot square footage; expressed as a percent).
- Impervious surface ratio (total building and paving on the site divided by lot square footage; expressed as a percent).
- If multiple uses are requested provide total square footage breakdown by uses (for example-office, retail, restaurant, etc.). If mix of uses includes residential please provide total number of residential units.

### Parking & Access

- Draw in all parking spaces:  
Required dimensions are 9 ft. wide x 18 ft. long (regular space)  
12 ft. wide x 18 ft. long + 5 ft. wide paved aisle to entrance for  
ADA (handicapped) access.
- Tabulation for required number of parking spaces.
- Show access points and internal driveways and walkways.

### Proposed Improvements and Additional Information

- Show all existing or proposed fences/walls or landscape buffers and indicate their height.
- Garbage collection area.
- Existing and planned landscaping or green space areas.
- Location of exterior lights.
- Indicate any proposed construction or additions to existing buildings and any other proposed improvements (make sure that existing improvements are differentiated from proposed improvements, e.g., utilization of hatching or different colors)
- Location of signs if any (along with dimensions and type of sign, e.g., wall, monument, etc.).

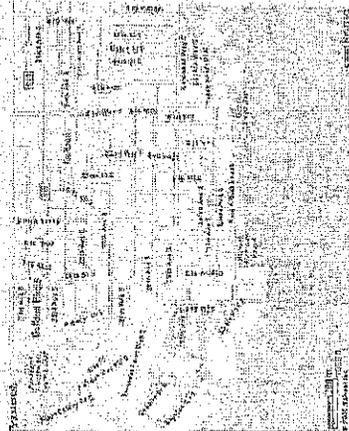
### Submit with Application

- Ownership information (copy of deed; if you are representing the owner or are the applicant but do not own the property have owner(s) complete the affidavit provided in application, which must be notarized).
- Brief description of your business, hours of operation and number of employees.
- Two architectural renderings of the site or photos if utilizing existing site.
- Tree, Boundary, & Topographic Survey.

\*This list is for use as a guideline only. Additional information may be required.

**Restaurant Site Plan (57 Seats)**

General Location: 2913 Beach Boulevard South



**Site Data**  
 Zoning District: WDM-10  
 FLOOD: CH1  
 Current Use: Restaurant  
 Proposed Use: Restaurant  
 Full Land Area: 8,200 sq. ft.  
 Building Area: 1,882 sq. ft.  
 (includes enclosed/covered porch)  
 F.A.C.C.: 1.38  
 I.S.A.: .49

**Conditions of Approval**

1. Applicant shall coordinate with the Public Works Department to install a backflow preventer in accordance with Public Works specifications.
2. Proposed improvements shall be completed within one year of approval or site plan will expire.
3. All marking and signage for handicapped parking spaces will comply with federal ADA standards.
4. Property must comply with the City of Gulfport Outdoor Seating Ordinance 22-06-00.
5. Any new building ingress/egress (access points) must meet all applicable land development and building codes at time of permitting.

**General Notes**

1. Original site plan approved on 04/15/96 showed 3 parking spaces for this 42 seat restaurant. The applicant received a variance on 01/12/05 to reduce the additional 15 seat required parking from 4 to 1 space. Therefore total parking required is 3 regular parking spaces and 1 ADA parking space.
2. Applicant will provide new landscaping on south side in buffer proposed site.

**Legal Description**  
 Lots 3 and 4, Block 9, according to the Plat of Beach Creek Park Subdivision as recorded in Plat Book 2, Page 24 of the Public Records of Pinellas County, Florida.

