

ADMINISTRATIVE APPROVAL (SPAD) APPLICATION FORM

PROJECT NAME (PRINT): _____

Description of proposed request (Attach cover letter if necessary): _____

PARENT SITE PLAN PROJECT NAME AND NUMBER: _____

OWNER: (PLEASE PRINT)

AGENT (PLEASE PRINT)

NAME

NAME

ADDRESS

ADDRESS

CITY, STATE, ZIP

CITY, STATE, ZIP

PHONE NUMBER

PHONE NUMBER

EMAIL ADDRESS

EMAIL ADDRESS

CONTACT PERSON

CONTACT PERSON

SIGNATURE OF OWNER OR AGENT

(if agent, letter of authorization from owner required)

AMOUNT OF NEW IMPERVIOUS SURFACE (SQFT.): _____

SITE ADDRESS: _____

TAX PARCEL ID#(s): _____

ZONING: _____ FLUE: _____ FLOOD ZONE: _____

TOTAL (GROSS) ACREAGE OF PARCEL: _____ AREA OF DEVELOPMENT: _____

PROPOSED CHANGES TO EXISTING DEVELOPMENT (if applicable):

A. NUMBER OF LOTS/UNITS: FROM _____ TO _____

B. DENSITY: FROM _____ units/acre TO _____ units/acre

CHANGE OF USE PROPOSED (if applicable):

FROM: _____ (SQ. FT.) OF _____ (USE)

TO: _____ (SQ. FT.) OF _____ (USE)

PROJECT # _____ APPLICATION # _____ FILE #: AA- _____ -- _____ -- _____

Assigned Planner: _____ Overall Site Project File #: _____

Community Development Directors Approval: _____ Date: _____

1801 27th Street, Vero Beach FL 32960

APPLICATION SUBMISSION CHECKLIST
(Checks Payable to Indian River County)

<u>MATERIAL</u>	Required/ Provided	N/A
Application Fee (not a fence or wall) \$400.00 (\$100 re-review fee for each resubmittal after the 2 nd resubmittal)	_____	_____
Application Fee (fence or wall) \$150.00 (\$37.50 re-review fee for each resubmittal after the 2 nd resubmittal)	_____	_____
Completed Administrative Approval Application Form	_____	_____
Ten (10) Copies of the Plan	_____	_____
Project Description Letter (If Necessary)	_____	_____
One (1) aerial of site with <u>project overlaid</u> showing surrounding 200 feet	_____	_____
One (1) Copy of the Owner's Deed	_____	_____
Letter of Authorization from Property Owner if owner is not applicant	_____	_____
Completed Tree Removal Permit Application and fee, if applicable	_____	_____
Completed Land Clearing Permit Application and fee, if applicable	_____	_____
Completed Concurrency application and fee, if applicable	_____	_____

ADVISORY NOTE: If a building expansion or change to a more intense use is proposed, then concurrency may be required. Concurrency involves a two (2) week application process and payment of impact fees. Check with the reviewing current development planner to find out if concurrency is required. For projects requiring concurrency, no building permit can be issued until the applicant obtains a concurrency certificate.

OFFICE USE ONLY

DEPARTMENTAL REVIEW/RESPONSE:

Health____Engineering____Traffic____Utilities____Fire____Environmental____Surveyor____Code____Bldg____

Approved By:_____Comments By:_____Date of Action:_____

Comments: (feel free to send via e-mail) _____

Conditions of Approval (Circle one: prior to plan release or not prior to plan release)_____

Inspection required prior to CO or building permit final:_____