

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

- 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 Plan #: _____

Approved By: _____ Date: _____

1801 27th Street, Vero Beach, FL 32960

APPLICATION SUBMISSION CHECKLIST (Use N/A where appropriate)

<u>MATERIAL</u>	YES	NO
Application Fee - \$200.00 (\$75.00 for Fence/Wall Items)	_____	_____
Completed Administrative Approval Application Form	_____	_____
Ten (10) Copies of the Plan	_____	_____
Project Description Letter (If Necessary)	_____	_____
One (1) aerial of site with project overlaid 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, if applicable	_____	_____
Completed Land Clearing Permit Application, if applicable	_____	_____
Submitted Concurrency application	_____	_____

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.

FOR OFFICE USE ONLY

DEPARTMENTAL REVIEW/RESPONSE:

Health _____ Engineering _____ Traffic _____ Utilities _____ Fire _____ Environmental _____

Approved By: _____ Denied By: _____ Date of Action: _____

Comments: _____

Conditions of Approval _____

Required for CO: _____
