



Community Workshop Application

This form is to be completed and submitted to the City Auditor and Clerk's Office for any of the following:

- Amendments to the Future Land Use Map Illustration LU-6 of the Sarasota City Plan
- Rezone (with or without site plans)
- Major and minor conditional uses
- Street and right-of-way vacations
- Amendments to the text of the Sarasota City Plan that affect a specific and limited area of the City
- Government (G) zone waivers
- Day care facility with more than ten children in the DTN, HAOD, OCD, OND, ORD, and RMF zone districts
- Utilization of North Trail Overlay District (NTOD) standards
- Utilization of Golden Gate alternative standards
- Building permit or administrative site plan which meets or exceeds the thresholds of Zoning Code IV-501(c) located on a parcel of land that is located entirely or partially within the Laurel Park Overlay District (LPOD) in accordance with the procedures located within Zoning Code VI-911

An additional community workshop is required if:

- Any increase to the height, density, or intensity of a development application occurs following the community workshop
- An amendment to the items listed is requested that requires action by the Planning Board or City Commission
- A development application is not filed within 12 months following the previous community workshop

Project Name: _____ Parcel ID Number(s): _____

Property Address(es): _____

	Existing	Proposed
Zone District		
Total Acres/Square Feet		
Future Land Use Classification		

The following must be submitted with a Community Workshop application:

- Narrative including why the applicant is holding the community workshop, proposed height, density, intensity, parking, vehicular access, landscaping, and/or any other applicable information related to the project
- Proposed site plan or concept plan, if applicable
- Other materials may include a sketch or concept plan, architectural renderings, special studies, etc.
- Community Workshop Application fee payable to the City of Sarasota
- Draft notice and aerial map depicting the subject area for the Community Workshop to be approved by City staff.

Once the completed application has been submitted to the Office of the City Auditor and Clerk, a city staff member will contact the applicant based on the information provided. **Please allow up to seven business days for processing. The community workshop must be held prior to filing a development application.**

Applicants are required to:

1. Obtain a mailing list and subject parcel sign(s) from the City Auditor and Clerk. Mailing list must be requested at least five business days prior to mailing.
2. Mail notices including a date, time, location, and project narrative to property owners within 500 feet of the subject parcel(s) and adjacent neighborhood associations on record with the City. Notices must be postmarked at least 14 days prior to the workshop date.
4. Post sign(s) on each street frontage of the subject property at least 10 days prior to the workshop date and provide photo documentation via email to: CommunityWorkshops@sarasotaFL.gov
5. Create a workshop sign-in sheet for attendees.
6. Provide summary minutes, a copy of the sign-in sheet, and any available visuals used during the workshop within 30 business days via email to: CommunityWorkshops@sarasotaFL.gov

Property Owner, Lessee, Contract Purchaser, Agent (Circle One)

Name/Title: _____ Company Name: _____

Contact No.: _____ Company Address: _____

E-Mail: _____ City/State/Zip: _____

The undersigned, as the Property Owner, Lessee, Contract Purchaser, or Agent (Circle One), hereby certify that all information contained herein is true and correct.

Signature: _____ Date: _____

Signature of Property Owner, Lessee, Contract Purchaser, or Agent [Circle One]

Witness: _____ Witness: _____

Print Name: _____ Print Name: _____