**\**Insert Company Logo Here\****

**NOTICE OF COMMUNITY WORKSHOP**

**APPLICATION NO. XX-CW-XX**

**DISCUSSION OF A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date: **Day of the Week, Month Day, Year**

Time: 5:30 p.m.

Location: **Location Address**

 Sarasota, FL 3423**\_**

Contact: **Name, Company,** Applicant’s Agent**: (XXX) XXX-XXXX**

A community workshop is being held to discuss…

The Zoning Code (2002 Ed.) of the City of Sarasota requires that all applicants hold a Community Workshop prior to filing a formal application with the City of Sarasota if requesting one or more of the following applications: Conditional Use; Rezone; Street/ROW Vacation; “G” Zone Waiver; Amendment to the Future Land Use Map Illustration LU-6 of the Sarasota City Plan; Amendments to the text of the Sarasota City Plan that affect a specific and limited area of the City (as determined by the Director of the Department of Neighborhood and Development Services); day care facilities with more than ten children in certain zone districts; utilization of Golden Gate Point alternative standards, and/or certain development projects within the Laurel Park Overlay District (LPOD) and North Trail Overlay District (NTOD). The meeting is to inform neighboring property owners, residents, and business owners of the nature of the proposed development, explain the site plan, if any, solicit suggestions and identify concerns; prior to the filing of a formal development application. This meeting will be conducted by the applicant or their representative; however, a member of the City of Sarasota’s staff will be in attendance to address administrative questions.

An additional Community Workshop shall be required if: an increase is proposed to the height, density or intensity of an application occurs following the previous Community Workshop; an amendment is requested that requires action by the Planning Board or City Commission; and/or an application is not filed within 12 months following the previous Community Workshop.

Once a formal application is filed with the City of Sarasota, property owners and registered neighborhood associations within 500 feet of the subject site will be notified of any public hearings held as the application proceeds through the *Development Review Process*. Interested persons are welcome to attend the public hearings and be heard.

## By: **Name, Company,** Applicant’s Agent

Mailed on: **Date**