City of Sarasota Development Applications Portal User Guide

Revision Date: **April 2024   V3**

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Portal Overview

The portal process is used by various departments in the city and Development Applications have taken the opportunity to extend this function to allow for online submissions of applications and supporting documents / plans. This is a multi-phased project, and the first set of applications were "turned on" for online submission January 7, 2024.

For questions concerning the Development Application process in the Portal, please contact the City Clerk's office: (941) 263-6451.

Portal Link

To access the portal, use this link: https://ftgportal.sarasotafl.gov
Can also be found on these city web sites:

Development Applications

Government » City Auditor and Clerk »

Development Applications

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The Development Approval Applications Division within the Office of the City Auditor and Clerk receives and processes development applications for:

- community workshops,
- rezones
- conditional uses
- site plans
- street vacations
- annexations
- development agreements
- adjustments to the Downtown Code
- Comprehensive Plan Amendments
- Zoning Text Amendments
- off-site and shared parking agreements
- historic designations and certificates of appropriateness
- sidewalk café permits
- street name change requests
- traffic concurrency review and studies
- zoning variance requests and appeals.

This includes tracking fees associated with each application type as well as assuring that all legal advertising and noticing requirements are met when applications are set for public hearing before the Board of Adjustment, Historic Preservation Board, Planning Board and/or City Commission.

General information and forms needed to apply for development approval or sidewalk café permit:

- General Information and Printable Forms
- Link to New Online Application Forms ⟡ (Click here for Development Application Portal User Guide)

Development Application Forms

a   🔍 SEARCH...   JOBS | SPECIAL DISTRICTS | TR

| Stormwater |
| Contact |
| Facility Directory |
| City Attorney |
| City Auditor and Clerk |
| Public Records Request |
| City Commission |
| City Manager |
| COVID-19 |
| Development Services |
| Building & Permitting |
| + Code Compliance |

Government » Development Services »

Development Application Forms

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Below are the forms and general information needed to apply for development approval in the City of Sarasota. Request printed copies from Office of the City Auditor and Clerk. Need additional information? Contact City Auditor and Clerk's Office at (941) 263-6000 x36451. (Please be sure to complete and review all documents prior to submittal at the Office of the City Auditor and Clerk.)

PLEASE CLICK HERE TO VIEW THE NEW REQUIREMENTS FOR PROCESSING OF ADMINISTRATIVE SITE PLANS

PLEASE CLICK HERE TO VIEW THE NEW REQUIREMENTS & PROCEDURES FOR SUBMITTING A COMMUNITY WORKSHOP APPLICATION FORM ⟡

NEW LINK TO ONLINE APPLICATION FORMS ⟡ (Click here to view Application Portal User Guide)

DESCRIPTION	DOCUMENT	FORM
Describes the information needed to submit an application as well as the City's application approval process	Development Application General Information	Instructions

How to set up an account.

Anyone using the portal must have a user account, which you can register for on the initial sign on screen. If you have an account for other portal functions, it will also work for Development Applications.

To create your account
- Select the blue Register Now button.
- Select a Logon ID and Password
- Personal Information
- Select the Create User Button

An email will be sent to confirm your email address.

Mandatory Information has the red *

How to create an application

When you first log into the portal, the following screen is presented. Development Application function can be accessed from the links with the red arrow,

Select the first link: Development Application Online Services, the following screen is displayed.

The screen will present a **Create Application** link (red arrow) for you to launch to the create Development Application process.   Select that link.

A confirmation screen appears, click on the Create Application button.
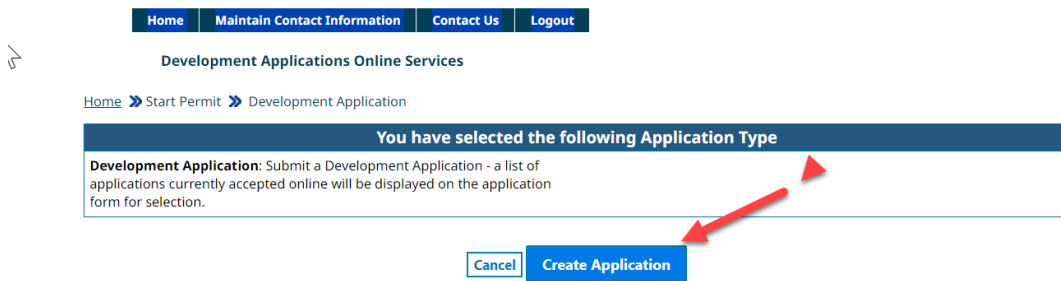
A screen is displayed with instructions on how to fill on the application, click on **Enter Application details (Form A)**

1. Enter application details (Form A)
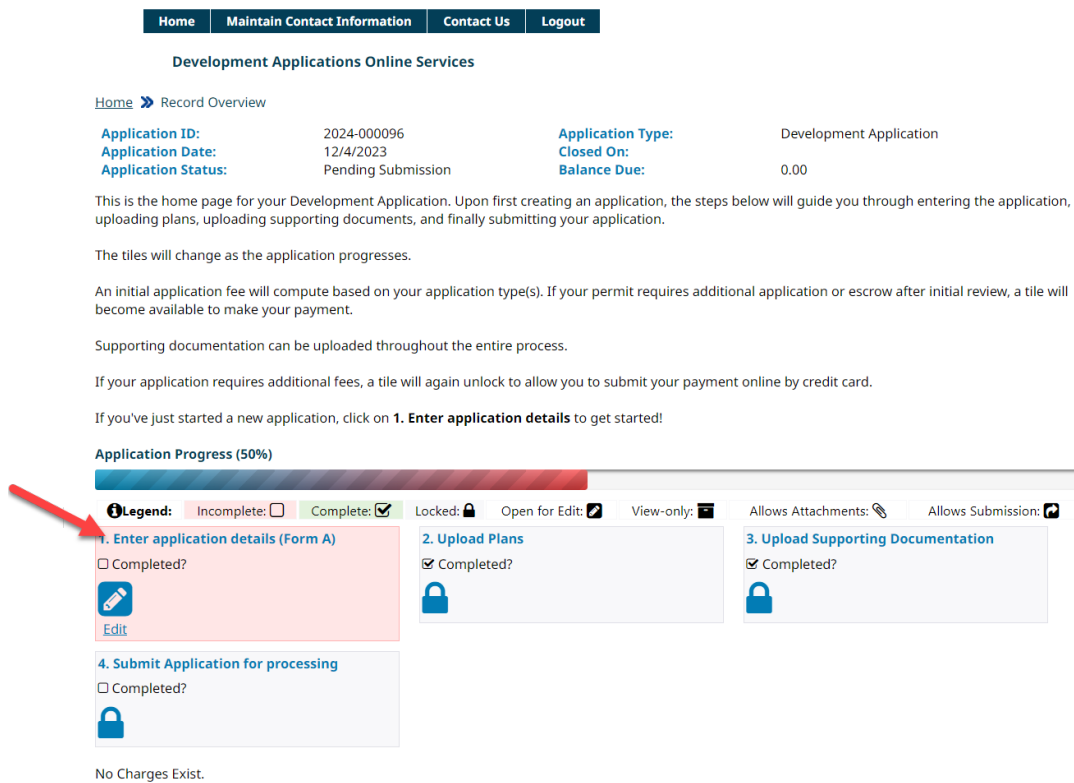
The following screen is presented, which is a digitized Form-A.

Development Applications Online Services

Home » Record Overview » Form A

Application ID:	2024-000096	**Application Type:**	Development Application
Application Date:	12/4/2023	**Closed On:**	
Application Status:	Pending Submission	**Balance Due:**	0.00

Continue to Upload Plans 🔒

1. Enter application details (Form A)

CITY OF SARASOTA

DEVELOPMENT APPLICATION

Site Address

Enter where the Proposed Work Site is at:
You may enter the street number and/or just street name or the Parcel ID and search for this property location in our Property Database by pressing 'Search or Enter a Different Property'. If you're unable to locate a match, check "The system can't find my property."

Street Number:

Street or Location *

Parcel ID: *

☐ The system can't find my property

Search for a Property Address

City: *

Address Line 2:

Address Line 3:

State: Postal Code:

Unit:

Enter Additional Properties for this Application: Collapse
You may enter the street number and/or just street name or the Parcel ID and search for this property location in our Property Database by pressing 'Search or Enter a Different Property'. If you're unable to locate a match, check "The system can't find my property."

Add Related Property

Application Types

Most application types must be submitted on separate applications. The system will prevent invalid combinations of selections after your first selection.

Key things to consider when filling out the application:
- Required fields have the red *.
- Use the tab key to move through the fields, the enter key audits the form for completeness.
- Property address and Parcel ID are connected, so if you put a street in and hit the "search for a property address" button

Street or Location *   4TH ST

Parcel ID: *

☐ The system can't find my property

Search for a Property Address

a screen appears for you to select the right location and fill in details.

- Based on the type of application being submitted, minimum submission guidelines link will be provided. Review these guidelines and click the checkbox.

Once an application is complete, then press **Continue** to save the application and continue to the plan uploads step. You may also print a copy of the application, save an incomplete application, or exit without saving.

2. Upload Plans

The Upload Plan screen is displayed where supporting documents (aka: plans) are uploaded. The minimum submission guidelines for the application will specify the document to upload and whether to use Plans or attachment. PDF requirements are listed. Click on the subject type to upload the PDF.

Application ID:	2024-000096	**Application Type:**	Development Application
Application Date:	12/4/2023	**Closed On:**	
Application Status:	Pending Submission	**Balance Due:**	594.72

◀ Return to Questionnaire   Proceed to Upload Supporting Documentation ▶

The most common reason your electronic plans will be rejected is if they don't meet the following criteria.

- Plans must be submitted in PDF format.
- File Size must be 400MB or less. Break into smaller files if over the limit.
- PDFs must be built using PDF version 1.3 or greater.
- PDFs must not be password protected.
- PDF cannot contain damaged pages.
- File name cannot contain &, ! * \ ; : @ & = + $, / ? % # [ ] " < > | characters.

When we're finished reviewing your plans, we'll return them to you for download on this page. Retrieved PDFs should be viewed in ==Adobe Reader== **to ensure proper formatting. The PDF viewer in your browser may be incapable of displaying our stamp/seal and comments.**

2. Upload Plans

SUBJECT	UPLOADED ON	STATUS	ACTION	DESCRIPTION	FILE NAME
⊞ Consolidated Package				Preferred. Rather than uploading individual files, upload all of your required attachments under one consolidated PDF package.	
⊞ Architectural Renderings					
⊞ Building Elevation Plans					

Pop up is displayed to upload the PDF
1. Enter a description of the PDF
2. Choose or drop in the file
3. Click the upload button

Add ePlan

(Fields marked with an * are required.)

Attachment Type: *	Consolidated Package ⌄
Description:	
Select a file to upload: * Each upload must have a unique name.	Choose File No file chosen Drop File Here
E-mail Address: * If your plans are rejected, you will receive an e-mail at this address.	allen1schmidt@gmail.com

Cancel   **Upload**

A success or not success message will appear, click ok, and screen will display your uploaded file

2. Upload Plans

ⓘ **Legend:**
⊕ **Submission:** This file was uploaded to our reviewers for review.
⊕ **Review Result:** This file was delivered from our reviewers after review. Download may contain reviewer comments and/or stamps.

SUBJECT	UPLOADED ON	STATUS	ACTION	DESCRIPTION	FILE NAME
⊞ Consolidated Package				Preferred. Rather than uploading individual files, upload all of your required attachments under one consolidated PDF package.	
	12/28/2023	Pending Validation Transfer	⊕	Material for app	BA COMBINED BACKUP.pdf

Click on the **Continue Application** button at the bottom of the list

3. Upload Supporting Documentation

A screen for **3. Upload Supporting Documentation** is displayed. Additional documentation and forms may be submitted here similar to submitting a Plan.

Forms listed may be downloaded (using the link on the right of the page), completed and submitted.

Click on **Finished Uploading Supporting Documentation**

4. Submit application for Processing

Screen will display to confirm application fees and enter payment detail.

If fees apply but are not due at time of submitting the application, an invoice will be emailed to the applicant once the Clerk has reviewed the application for completeness and associated fees.

Note: *Incomplete applications will be deleted after 90 days if not submitted.* **

How to Display your applications

Once you have submitted an application on the main screen for development Applications you can see all your applications and click on any of them to display the details.

Start a New Application

View My Records

⊕ **Development Application** Submit a Development Application - a list of applications currently accepted online will be displayed on the application form for selection.

Your Applications

Your Development Applications

Application ID	Type	Status	Application Date	Balance	Project Name	
2024-000006	Development Application	Pending Intake Review	10/04/2023	$0.00	test due date	
2024-000072	Development Application	Pending Intake Review	11/02/2023	$0.00	TEST FOR FINANCE - Portal entry with $7.50 CC Fee	
2024-000071	Development Application	Pending Application Fee Payment	11/01/2023	$6,594.72	Traffic study	
2024-000067	Development Application	Pending Application Completion	10/31/2023	$0.00	FINANCE TEST ZCC refund	
2024-000088	Development Application	Pending Plan Review	11/15/2023	$0.00	prototype	
2024-000007	Development Application	Pending Plan Review	10/04/2023	$0.00	na	
2024-000018	Development Application	Pending Plan Review	10/10/2023	$0.00	test na	
2024-000023	Development Application	Pending Plan Review	10/12/2023	$0.00	TEST REVISIONS FROM REVIEWERS	
2024-000003	Development Application	Pending Plan Review	10/02/2023	$0.00	none	
2024-000034	Development Application	Pending Plan Review	10/13/2023	$0.00	UAT For Noah - revision	
2024-000038	Development Application	Pending Plan Review	10/16/2023	$0.00	UAT functional test	
2024-000041	Development Application	Pending Plan Review	10/16/2023	$0.00	UAT functional test on emails	
2024-000048	Development Application	Pending Plan Review	10/20/2023	$0.00	TEST - Pay In Person Test Case	
2024-000084	Development Application	Pending Plan Review	11/13/2023	$0.00	Prototype for variance	
2024-000032	Development Application	Review Complete	10/13/2023	$0.00	TEST OPEN CYCLE COMPLETE ISSUE	
2024-000044	Development Application	Review Complete	10/19/2023	$0.00	TEST - BA from Portal	
2024-000047	Development Application	Review Complete	10/20/2023	$0.00	TEST: Correction request from REVIEWER	
2023-011268	Development Application	Review Complete	09/26/2023	$0.00	FINANCE functional testing	
2024-000100	Development Application	Review Complete	12/13/2023	$0.00	Back Porch Project	
2024-000017	Development Application	Completed	10/10/2023	$0.00	TEST Resubmission	

How to update an application once it has been submitted

If you need to update an application, display it as described in the previous section, and make updates and resubmit.

Updated supporting documents / attachments can be submitted.

How to cancel an application that has not been submitted.

In the case you have started an application but need to cancel it, there is a button in the bottom right had corner of the application that can perform this function.

Cancel this application   Exit

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