



ZONING CERTIFICATE APPLICATION (MINOR STRUCTURES)

City of Arcadia Florida
Community Development
23 Polk Avenue North
Arcadia, FL 34266
(863) 494-4114

City Website: arcadia-fl.gov

Date Stamp

File No. : **24** - ____ **ZC**

Fee: \$65.⁰⁰

R# _____

The Zoning regulations are used for controlling land use, height, setbacks, and similar concerns with occupying land. A zoning certificate authorizes the use of property and building structures, they are typically required when a building permit is not needed for certain minor, low intensity development activity. They are also called "Certificates," as they certify the use or building structure complies with the zoning regulations contained in the Arcadia Land Development Code.

APPLICANT'S INFORMATION (Agent or Contractor)	
Name: _____	
Organization: _____	
Address: _____	
City: _____	
State: _____ Zip Code: _____	
Telephone No.: () _____	
Email: _____	

PROPERTY OWNER'S INFORMATION (Leave Blank if Same as Applicant)	
Name: _____	
Organization: _____	
Address: _____	
City: _____	
State: _____ Zip Code: _____	
Telephone No.: () _____	
Email: _____	

I. Type of Development Activity Proposed (Check all development activities)

<input type="radio"/> Fence	<input type="radio"/> Shed (Up to 1,000 sq. ft.)	<input type="radio"/> Carport	<input type="radio"/> Roofed, Pole Barn (no sides)	<input type="radio"/> Deck
<input type="radio"/> Driveway (Under 1,000 sq. ft.)	<input type="radio"/> Culvert	<input type="radio"/> Curb Cut	<input type="radio"/> Paved Area/Patio (Under 1,000 sq. ft.)	Other _____

II. Property Information

Parcel Address (if assigned): _____

Parcel Identification Number: _____

III. Land Use and Utility Standards

Is the property located within a Historic District: No Yes (if yes, please see staff for HPC application)

Zoning Map Designation: _____
(Zoning code indicated for a parcel by the DeSoto County Property Appraiser may not be accurate. Please contact the City of Arcadia for correct zoning.)

Lot Size (sq. ft.): _____ Lot Length: _____ Lot Width: _____

Zoning Code Yard Setbacks:

Proposed Accessory Structure Setbacks:

_____ Front Yard	_____ Front Yard
(if corner lot) _____ Secondary Front Yard	(if corner lot) _____ secondary Front Yard
_____ Side Yard	_____ Side Yard
_____ Side Yard	_____ Side Yard
_____ Rear Yard	_____ Rear Yard
_____ 10' Between Buildings	_____ Between Buildings

(Per Code 110-631)

IV. Site Plan and Property Improvement Materials – Please provide a copy of any property survey, site development plans, drawings, renderings, engineered plans, photos, and vender specification sheets for prefabricated materials. Please indicate all attached exhibits that you are submitting (check all that apply):

<input type="radio"/> Property Survey	<input type="radio"/> Site Plan	<input type="radio"/> Building Elevation	<input type="radio"/> Drawings
<input type="radio"/> Engineered Plans	<input type="radio"/> Photos	<input type="radio"/> Vender Spec. Sheets	Other _____

I understand that I am required to include ALL property information, proposed improvements, and other such project delineations that may be necessary to confirm code compliance and to ensure there are no utility services conflicts.

I understand it is the *property owner's responsibility to determine property lines*. The City of Arcadia strongly recommends that homeowners obtain a property survey through a private surveyor prior to any planned development. Be advised, in some cases, the City will require the homeowner to obtain a property survey in order to fully process an application.

_____ **Applicant Signature** _____ **Date** _____

SITE PLAN INFORMATION SHEET: ZONING CERTIFICATE APPLICATION

V. Site Plan Requirements

1. Applications which lack essential information required by the City's Code of Ordinances cannot be processed for technical utility and zoning compliance review and will be returned to you for completion.
2. Provide site plan information and project details in a clear, legible format. If we are unable to understand or read project details, it may contribute to unnecessarily extending permit review processing time.
3. Reference your survey and plat information to ensure your improvements are within areas of legal ownership, and utility and service access are within approved easements and public right-of-ways.
 - DeSoto County Property Appraiser property search website at: www.desotopa.com/GIS/Search_F.asp
4. Exceeding height allowances or proposed encroachments into required yard setbacks (extending beyond zoning envelope or build-to lines) will require a zoning variance application -- and may not be supported by the City.

General Information to Provide on Site Plan

- North arrow
- Street names
- Property lines
- Right-of-ways
- Utility easements
- Identify primary building structures or points of reference
- Show measurement details in feet/inches

Fences and Walls

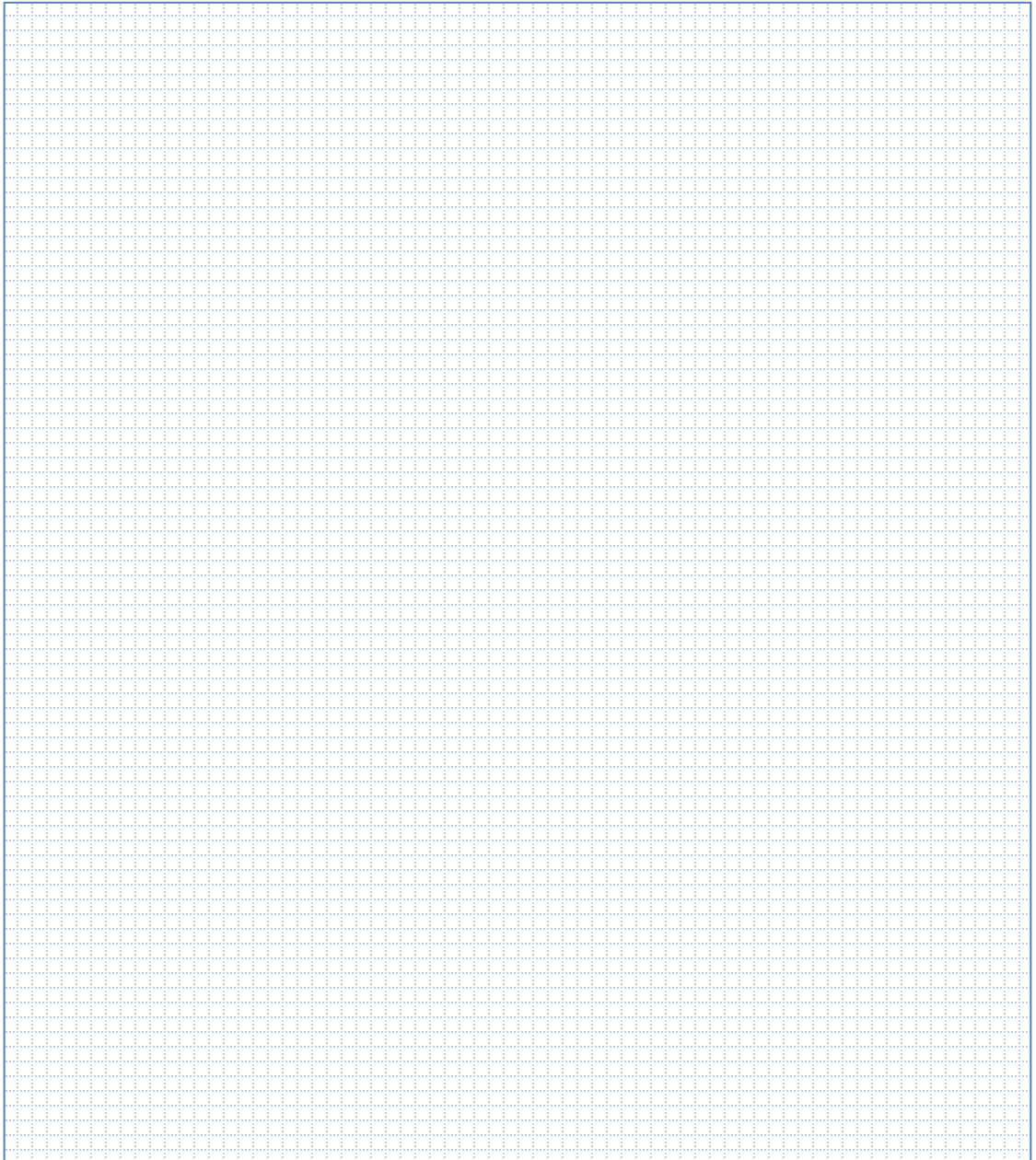
- Types of material
- Height of structure
- Location and linear runs of all fence lines

Sheds and Detached Covered Structures

- Placement in yard
- Footprint
- Height
- Length
- Width

Driveways, Sidewalks and Other Curb-Cuts

- Types of all surface stabilizing material
- Location, including length and width of infrastructure area
- Impervious surface coverage estimate
- Detailed cross-section depicting sub grade soils, base materials, and binder or surface courses



SAMPLE SITE PLAN - ZONING CERTIFICATE APPLICATION

Site Plan Requirements

1. Applications which lack essential setback measurements for proposed improvements cannot be processed for technical utility and zoning compliance review – incomplete applications will be returned to you for completion.
2. Provide site plan information and project details in a clear, legible format. If we are unable to understand or read project details, it may contribute to unnecessarily extending permit review processing time.
3. Reference your survey and plat information to ensure your improvements are within areas of legal ownership, and utility and service access are within approved easements and public right-of-ways.
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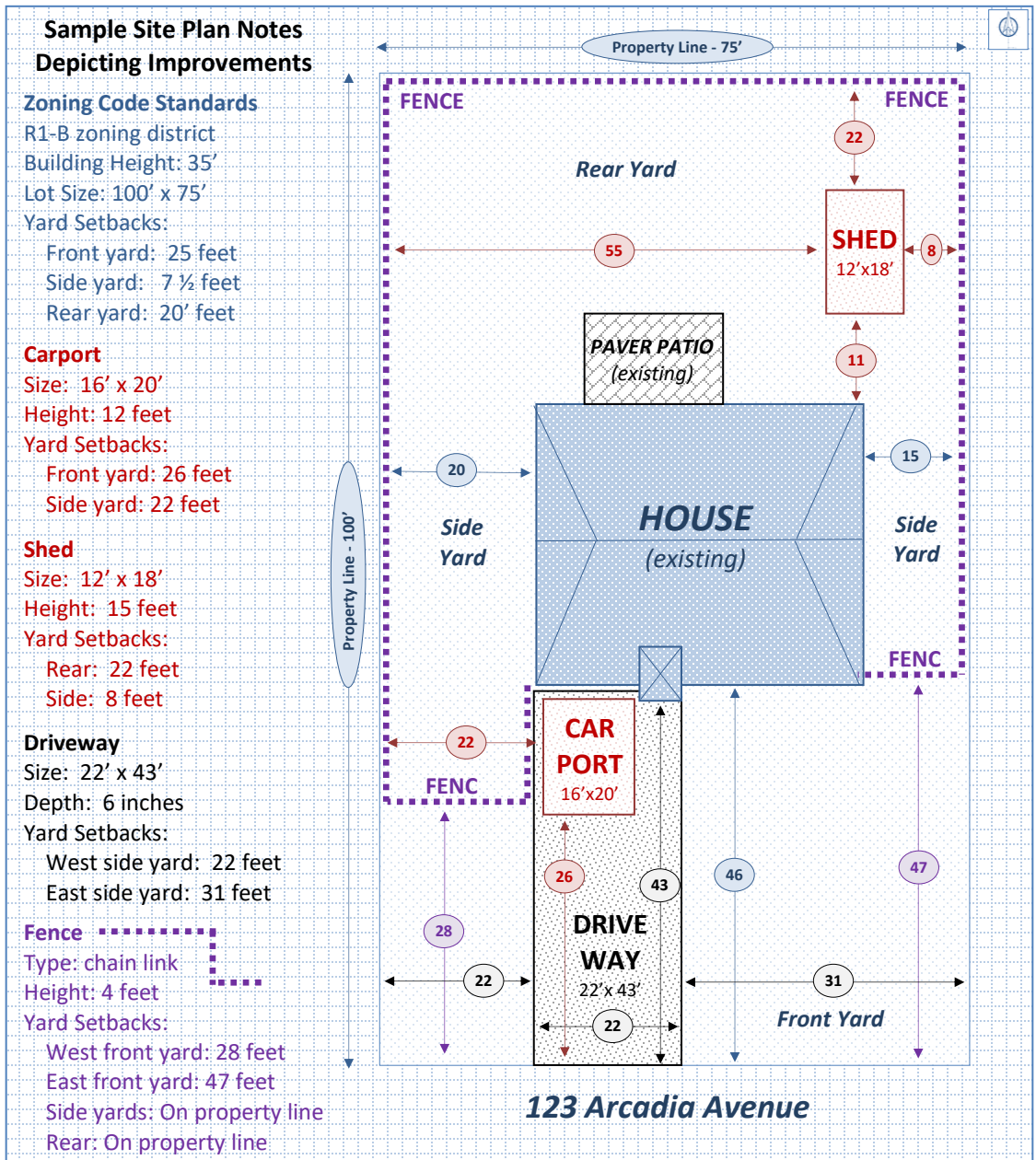
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Planning and Zoning Review:

- Approved
- Denied

Zoning Inspector Signature

Date: _____

Utility Systems Review:

- Approved
- Denied

Utility Inspector Signature

Date: _____

Notes, Restrictions, and Permit Coordination:

Public Works Review:

- Approved
- Denied

Inspector Signature

Date: _____

Notes, Restrictions, and Permit Coordination:

Code Enforcement (First Inspection):

- Approved
- Denied

Inspector Signature

Date: _____

Notes, Restrictions, and Permit Coordination:

Code Enforcement (Final Inspection):

- Approved
- Denied

Inspector Signature

Date: _____

Notes, Restrictions, and Permit Coordination:
