



Development Agreement
Application

Community Services Department
Planning and Zoning Division
65 Stone Street
Cocoa, Florida 32922

Phone: (321) 433-8535
Fax: (321) 433-8543
Web: <http://www.cocoafll.org>

This form is divided into steps, which will help you prepare your application and provide supplemental items. A pre-application meeting with Staff is **required**.

For Office Use Only - Date Received
Note: Applications received after 3:00 pm will be date stamped the next day.

Please TYPE or PRINT this application legibly.

1. Project Name: _____

2. Applicant Information:

Company (if applicable): _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____

Mobile #: _____ E-mail: _____

3. Property Owner Information:

** Check here if same as Applicant →*

** If more than one owner, attach additional sheet with names and addresses.*

Company (if applicable): _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____

Mobile #: _____ E-mail: _____

Engineer/Architect/Planner:

* Check here if same as Applicant →

Company (if applicable): _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____

Mobile #: _____ E-mail: _____

4. Attorney:

Company (if applicable): _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____

Mobile #: _____ E-mail: _____

5. Property Information:

Street Address and Location: _____

Parcel ID: ** If more than two Parcel IDs, attach additional sheet with Parcel IDs.*

----.-.

----.-.

Tax Account Numbers: ** If more than two Tax Account #s, attach additional sheet with Tax Account #s.*

Land Area: _____ square feet or _____ acres

Future Land Use (to be completed by City): _____

Zoning District (to be completed by City): _____

Existing Use(s) on Property: _____

Proposed Use(s) on Property: _____

6. Economic Impact: (for economic development information purposes only)

Estimated Total Value of Project: \$ _____ Estimated Number of Construction Jobs: _____

Estimated Number of Employees: _____ Estimated Completion Date: _____

7. Please submit the following items:

- a. **Notarized application.**
- b. **List of owners within 500 feet.** A "radius map package" from Brevard County containing a certified mailing list with mailing labels and a map of all property owners of record who reside within a 500-foot radius of the subject property is required for public notice. It is the applicant's responsibility to request these materials with the Brevard County GIS Department that are available free of charge. Inquiries need to be emailed to servicedesk@brevardfl.gov and forwarded to the **City of Cocoa Planning and Zoning Department** when available.
- c. **Applications Fee.** The fee is \$____ plus Advertisement fees. Please make checks payable to the 'City of Cocoa' and submit payment **ONLY** to the Community Services Department.
- d. **Proof of ownership.** A copy of the most recent recorded warranty deed is required.
- e. **Letter of authorization.** If the applicant is not the property owner, a notarized letter of authorization or agent affidavit is required, unless the applicant is the Attorney of the owner. Each property owner must complete a separate authorization form or other suitable documentation to allow the agent to act upon his/her behalf.
- f. **Corporate documents.** If the applicant/owner is representing a company, articles of incorporation which show the applicant/owner is authorized to represent the company is required. A data record printout from the Florida Department of State, Division of Corporations website may also be provided (<http://www.sunbiz.org/corpweb/inquiry/search.html>).
- g. **Legal description.** Submit an electronic copy of the legal description in MS Word format.
- h. **Boundary survey.** Provide a current boundary survey.
- i. **Conceptual site plan data table.** See details listed below.
- j. **Conceptual site plan.** Submit 2 paper copies (minimum 11"x17") and 1 electronic file in pdf format of a plan drawn to scale, using the land survey as a base and showing the required site plan elements listed below.
- k. **Architectural renderings and elevations.** Submit 2 paper copies (minimum 11"x17") and 1 electronic file in pdf format of architectural renderings and building elevations of all buildings included in the project. These must match the building(s) depicted in the conceptual site plan.
- l. **Additional information (optional).** Submit any information that may be helpful in understanding the request. This may include photos, sketches, etc.

Conceptual Site Plan Data Table: (list or table/chart format):

- Tabulation of gross acreage and square footage
- Tabulation of density (*City of Cocoa Comprehensive Plan, Chapter 1 Future Land Use Element*)
- Number of dwelling units / hotel rooms proposed
- Floor area of all uses by type of use
- Area and percentage of lot covered by structures
- Gross floor area (area of lot covered by structure times number of floors)
- Floor area ratio (total floor area in square feet divided by gross acre of lot in square feet) (*Appendix A, Art. V Definitions*)
- Height of structures and number of floors, including parking garages (*Appendix A, Art. XI, Zoning District Regulations*)
- Number of required and proposed parking spaces with formulas and calculations (*Appendix A, Art. XII Off-Street Parking*)
- Impervious surface area (*City of Cocoa Comprehensive Plan, Chapter 1, Figure FLU-1*)
- Location and acreage of open space and recreational areas
- If the project is divided into phases, provide a Site Plan Data Table for the entire project and for each individual phase

Conceptual Site Plan Elements Checklist:

- Property and right of way lines
- Depiction of abutting aprons
- Existing and proposed easements
- Right-of-way improvements
- Open water bodies (lakes, rivers, ponds, canals, etc.)
- Jurisdictional wetlands boundary as determined by the St. Johns River Water Management District
- Uplands buffer from wetlands (*City of Cocoa Comprehensive Plan, Chapter 6 Conservation Element, Policy 6.4.16(E)*)
- On and off-site sidewalks (*Chapter 18, Art. III and Appendix A, Art. XII, Sec. 3*)
- Trash receptacles/dumpsters and enclosures (*Chapter 9, Art. II, Division 3, Sec. 9-29*)
- All structures and major features fully labeled and dimensioned including (*Depends on Zoning District from Appendix A, Art. XI, Sections 1 thru 20*):
 - i. Setbacks
 - ii. Distances between structures
- Proposed parking and circulation plan including (*Appendix A, Art. XII, Sec. 3*):
 - i. Width of driveways and access aisles
 - ii. Parking spaces, including dimensions
 - iii. Existing and proposed points of ingress to and egress from the site
 - iv. Handicap accessible parking spaces and required access aisles
- Location and dimension of all landscape buffers

Signatures and Notarization.

STATE OF _____ COUNTY OF _____. I, _____
being first duly sworn, depose and say that:

- I am the applicant, or if corporation, I am the officer of the corporation authorized to act on this request.
- I am the legal representative of the applicant of this application and a notarized Letter of Authorization form or agent affidavit accompanies this application giving written, unless the applicant is the Attorney representing the owner.

I hereby certify that I have read, completed and understand this application and understand that if my application and all associated attachments are not complete and accurate in all respects, the application will not be scheduled for a public hearing. I further understand that this application must be complete and accurate prior to the legal advertising of a public hearing.

(APPLICANT SIGNATURE)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known OR Produced Identification

Type of I.D. Produced _____

(NOTARY PUBLIC SIGNATURE)

STATE OF FLORIDA, COUNTY OF BREVARD

Sworn and subscribed to before me this _____ day of _____, 20 _____