



City Of Starke

BUILDING, ZONING & PLANNING

*Post Office Drawer C * 209 N. Thompson Street
Starke, Florida 32091
Ph.: (904) 964-5027 * Fax: (904) 964-3998*

SITE PLAN PROCEDURE

Items to be submitted to the City of Starke Building and Zoning Department:

1. Completed Application
2. 3 copies of the Site plan which also should include utilities.
3. Email electronic copy of site plan to: buildzone@cityofstarke.org.
4. Permit or application from Suwannee River Water Management (1-800-226-1066)
5. If on a State Highway a permit or letter from FDOT (1-800-749-2967)
6. The non-refundable review fee of \$350.00 payable to City of Starke Building and Zoning Dept. There will be an additional fee to be paid prior to being placed on the agenda for City Commission approval. The additional amount owed will be what was charged by the City's Engineer for reviewing the site plan.

After being reviewed by the City's Engineer and receiving a favorable recommendation, the additional fee paid (amount charged by Engineer to review) the site plan will be placed on the next regular scheduled meeting of the City Commission.

SITE PLAN APPLICATION

NAME OF APPLICANT: _____

ADDRESS: _____

PHONE NUMBER(S): _____

EMAIL ADDRESS: _____

PROPERTY OWNER: _____

PARCEL NUMBER: _____

911 ADDRESS: _____

LAND USE AND ZONING CLASSIFICATION: _____

DO NOT WRITE BELOW THIS LINE FOR OFFICE USE ONLY

DATE RECEIVED: _____

DATE SUBMITTED TO ENGINEER: _____

COMMENTS RECEIVED FROM ENGINEER: _____

APPLICANT/AGENT NOTIFIED OF COMMENTS: _____

COMMENTS ADDRESSED AND RESUBMITTED: _____

DATE OF CITY COMMISSION MEETING: _____

CITY COMMISSION DECISION: _____

NOTES: _____
