



# 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](mailto: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: \_\_\_\_\_

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**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: \_\_\_\_\_

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