

1. Requested Motion:

Staff requests Town Council make a policy decision on specificity of permit documentation.

Meeting Date: April 21, 2014

Why the action is necessary:

Town Council sets policy.

What the action accomplishes:

Allows staff to verify the location of proposed improvements, determine if proposed height is in compliance with maximum height restrictions, and provides for a final check of compliance for all applicable LDC requirements.

2. Agenda:

Consent
 Administrative

3. Requirement/Purpose:

Resolution
 Ordinance
 Other

4. Submitter of Information:

Council
 Town Staff
 Town Attorney

5. Background:

The LDC requires permits to be obtained, and refers to the Florida Building Code for the technical aspects for permit requirements. *FBC Section 107.2.1 Information on construction documents* states that "Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by the building official. Construction documents shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official."

Specificity of documentation for zoning reviews, however, is not set forth by the LDC nor the FBC. Other communities have adopted requirements for a certified site plan or a current survey prior to issuance of a building permit, along with a 10 day spot survey or as-built survey prior to issuance of a Certificate of Occupancy or Certificate of Compliance.

6. Alternative Action:

7. Management Recommendations:

That Town Council make a policy decision regarding specificity of permit documentation.

8. Recommended Approval:

Town Manager	Town Attorney	Finance Director	Public Works Director	Community Development Director	Parks & Recreation Director	Town Clerk
				JRO		

9. Council Action:

Approved Denied Deferred Other