

CITY OF BELLE ISLE  
SCOPE OF WORK FOR GENERAL PLANNING SERVICES

I. **PLANNING AND ZONING**

- A. The CONSULTANT shall advise and assist the CITY in the preparation of small-scale and large-scale Comprehensive Plan amendments made necessary by annexations, citizen requests, State statute changes, and CITY initiated requests.

The CONSULTANT shall advise and assist the CITY on matters concerning the review of proposed large scale development projects on such subjects as, (a) the contents of proposed plans, (b) the processes for development review, (c) the integration of the development and its infrastructure plans into the CITY'S Comprehensive Plan, (d) coordination of review and identification of other technical/professional review services needed such as transportation engineering review, and (e) consistency with the Land Development Regulations and Comprehensive Plan.

- B. The CONSULTANT shall provide technical assistance to the elected officials, Planning and Zoning Board, and CITY staff members by reviewing and providing recommendations on the evaluation and processing of land development proposals (i.e., comprehensive plan amendments, zoning applications, subdivision plats, site plans, zoning review of permits for items such as fences, accessory structures, single-family dwellings, commercial buildings and swimming pools).
- C. The CONSULTANT shall provide technical assistance on revisions to the Land Development Code regulations.
- D. The CONSULTANT shall attend and make presentations at Planning and Zoning Board meetings and City Council meetings as needed to carry out the duties identified in this Scope of Work.
- E. The CONSULTANT shall coordinate training sessions with the elected officials, Planning and Zoning Board and CITY staff members on State statute and rule changes that effect the CITY'S compliance with Chapter 163, F.S., as necessary and requested.