

Site Plan

Required Documents

Two hard copies and one electronic copy of the following:

Required

- Mandatory Pre-Application Meeting
- Application Fee:
 - Major Site Plan:
 - Approval: \$3,000
 - Amendment: \$1,500
 - Additional SPRT Meeting (begins at 3rd meeting): \$250
 - Minor Site Plan:
 - Approval: \$1,500
 - Amendment: \$500
 - Additional SPRT Meeting (begins at 3rd meeting): \$250
- Universal Development Application
- Sign Posting Agreement (not required for Minor Site Plan)
- Warranty Deed
- Survey:
 - No older than two years
 - Legal description
 - Signed and sealed by a Florida registered land surveyor
- Site Plan and Specifications, prepared by a Registered Professional Engineer or Architect, including the following information at a minimum:
 - Date, north arrow, and a graphic scale.
 - Vicinity map showing the property in relation to the surrounding area.
 - Location of the property line, right-of-way, proposed/existing easements, water courses and other essential features.
 - Location and dimensions of all required yards;
 - Streets, driveways, intersections, curbs cuts and turning lanes adjacent to or across from the subject property. Indicate directional flow with arrows, on plans.
 - The outlines of all present and proposed buildings showing their proposed uses, setbacks, dimensions, Floor area, number of stories, and points of access. Elevations from ALL perspectives, height to top of roof should be indicated on Elevations.
 - Location, dimensions and detail of all perimeter treatment (sidewalks, fences, walls, or berms).
 - Location, height, size and detail of all freestanding signs and other accessory structures.
 - Phasing of the site including any temporary access drives, uses, etc.
 - Location and width of any proposed dedication of property for public road right-of-way.
 - Means of vehicular (indicate with arrows) and pedestrian access to and from the site.
 - Layout and location of all off-street parking, loading and other vehicular use areas, including where applicable, the distance from the principle uses.
 - Location of all disabled spaces, ramps and signs.
 - Location, dimensions and intensity of all outdoor illumination.
 - Location of existing and proposed fire hydrants (or operational equivalents) within 250 feet of the proposed structure or structures.
 - Accessibility, location and screening of all garbage receptacles and areas for service to the property and for refuse disposal and recyclable material collection and storage;

- Standard City details of parking (small car, handicap space, and standard space), handicap ramps, driveways, dumpsters and signs.
- Location, dimensions and screening of all proposed satellite dishes.
- Supply a data table which indicates the following:
 - Existing/Proposed Zoning District
 - Existing/Proposed Future Land Use Designation
 - Required/Permitted and Proposed Lot Area
 - Required/Permitted and Proposed Lot Width
 - Required/Permitted and Proposed Building Height (Primary Structure)
 - Required/Permitted and Proposed Building Height (Accessory Structure)
 - Required/Permitted and Proposed Building Setbacks (Front, Rear, Side and Side Street if applicable)
 - Required/Permitted and Proposed Residential Density (if applicable)
 - Required/Permitted and Proposed Living Area (Primary Structure – if applicable)
 - Required/Permitted and Proposed Living Area (Accessory Structure – if applicable)
 - Required/Permitted and Proposed Impermeable Surface
 - Required/Permitted and Proposed Lot Coverage for Buildings
 - Required/Permitted and Proposed Wall Height at Side Setback
 - Required/Permitted and Proposed Floor Area Ratio
- Locate all underground piping.
- Site and Location of sanitary sewer connections and air conditioning units
- Adjacent properties on the same frontage, indicating the locations of buildings and structures on such adjacent properties, means of ingress and egress to such properties, off-street parking, loading and service areas, if any, for or on such properties, and any screening of buffers on such properties and the nature and type thereof;
- Drainage Plan, prepared by a Registered Professional Engineer
- Landscape Plan, prepared by a Registered Landscape Architect
- Architectural Plans, prepared by a Registered Architect
- Photographs of the Subject Site and Adjacent/Surrounding Properties
- Color Renderings of the Site Plan and Building Elevations
- Samples of the Color Treatments
- Project Narrative addressing the following:
 - Project Location
 - Current Zoning and Land Use Designation
 - Proposed Zoning and Land Use Designation (if applicable)
 - Existing Use (if applicable)
 - Project Background
 - Site Characteristics
 - Surrounding Property Information – Uses, Architectural Style and Size
 - Justification of the Proposal
 - Compliance with the Site Design Qualitative Standards in Section 23.2-31, which are as follows:
 - Harmonious and efficient organization. All elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of plot, the character of adjoining property and the type and size of buildings. The site shall be developed so as to not impede the normal and orderly development or improvement of surrounding property for uses permitted in these LDRs.
 - Preservation of natural conditions. The natural (refer to landscape code, Article 6 of these LDRs) landscape shall be preserved in its natural state, insofar as practical, by minimizing tree and soil removal and by such other site planning approaches as are appropriate. Terrain and vegetation

shall not be disturbed in a manner likely to significantly increase either wind or water erosion within or adjacent to a development site. Natural detention areas and other means of natural vegetative filtration of stormwater runoff shall be used to minimize ground and surface water pollution, particularly adjacent to major waterbodies. Fertilizer/pesticide conditions may be attached to development adjacent to waterbodies. Marinas shall be permitted only in water with a mean low tide depth of four feet or more.

- Screening and buffering. Fences, walls or vegetative screening shall be provided where needed and practical to protect residents and users from undesirable views, lighting, noise, odors or other adverse off-site effects, and to protect residents and users of off-site development from on-site adverse effects. This section may be interpreted to require screening and buffering in addition to that specifically required by other sections of these LDRs, but not less.
- Enhancement of residential privacy. The site plan shall provide reasonable, visual and acoustical privacy for all dwelling units located therein and adjacent thereto. Fences, walks, barriers and vegetation shall be arranged for the protection and enhancement of property and to enhance the privacy of the occupants.
- Emergency access. Structures and other site features shall be so arranged as to permit emergency vehicle access by some practical means to all sides of all buildings.
- Access to public ways. All buildings, dwelling units and other facilities shall have safe and convenient access to a public street, walkway or other area dedicated to common use; curb cuts close to railroad crossings shall be avoided.
- Pedestrian circulation. There shall be provided a pedestrian circulation system which is insulated as completely as reasonably possible from the vehicular circulation system.
- Design of ingress and egress drives. The location, size and numbers of ingress and egress drives to the site will be arranged to minimize the negative impacts on public and private ways and on adjacent private property. Merging and turnout lanes traffic dividers shall be provided where they would significantly improve safety for vehicles and pedestrians.
- Coordination of on-site circulation with off-site circulation. The arrangement of public or common ways for vehicular and pedestrian circulation shall be coordinated with the pattern of existing or planned streets and pedestrian or bicycle pathways in the area. Minor streets shall not be connected to major streets in such a way as to facilitate improper utilization.
- Design of on-site public right-of-way. On-site public street and rights-of-way shall be designed for maximum efficiency. They shall occupy no more land than is required to provide access, nor shall they unnecessarily fragment development into small blocks. Large developments containing extensive public rights-of-way shall have said rights-of-way arranged in a hierarchy with local streets providing direct access to parcels and other streets providing no or limited direct access to parcels.
- Off-street parking, loading and vehicular circulation areas. Off-street parking, loading and vehicular circulation areas shall be located, designed and screened to minimize the impact of noise, glare and odor on adjacent property.
- Refuse and service areas. Refuse and service areas shall be located, designed and screened to minimize the impact of noise, glare and odor on adjacent property.
- Protection of property values. The elements of the site plan shall be arranged so as to have minimum negative impact on the property values of adjoining property.
- Transitional development. Where the property being developed is located on the edge of the zoning district, the site plan shall be designed to provide for a harmonious transition between districts. Building exteriors shall complement other buildings in the vicinity in size, scale, mass, bulk, rhythm of openings and character. Consideration shall be given to a harmonious transition in height and design style so that the change in zoning districts is not accentuated. Additional

consideration shall be given to complementary setbacks between the existing and proposed development.

- Consideration of future development. In finding whether or not the above standards are met, the review authority shall consider likely future development as well as existing development.
- Compliance with Community Appearance Criteria Section 23.2-31(l), which are as follows:
 - The plan for the proposed structure or project is in conformity with good taste, good design, and in general contributes to the image of the City as a place of beauty, spaciousness, harmony, taste, fitness, broad vistas and high quality.
 - The proposed structure or project is not, in its exterior design and appearance, of inferior quality such as to cause the nature of the local environment or evolving environment to materially depreciate in appearance and value.
 - The proposed structure or project is in harmony with the proposed developments in the general area, with code requirements pertaining to site plan, signage and landscaping, and the comprehensive plan for the City, and with the criteria set forth herein.
 - The proposed structure or project is in compliance with this section and 23.2-29, as applicable.