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**APPLICATION ADDENDUM**  
**SITE PLAN APPLICATION CHECKLIST**

**INSTRUCTIONS**

Please ensure the site plan package includes all required information and applicable supplemental materials are uploaded **DIGITALLY** with the completed application.

**1. SITE PLAN CONTENTS [LDC SECTION 210.02]**

The following minimum information, as applicable, must be provided in the site plan package.

- General Requirements
  - Plans prepared & sealed by a Florida Registered Engineer
  - Scale (1" = 60' or larger)
  - North Arrow
  - Vicinity Map
  - Date Drawn & Date of All Revisions
- Accurate Boundary Survey, showing the following:
  - Legal Description
  - Easements
  - Encroachments/Existing Structures
  - Rights-of-Way
  - Jurisdictional Wetland Lines & Area, *if applicable*
  - Mean High Water Line, *if applicable*
  - Lot Dimensions & Curve Data
- Site Data Table (on the Plans), including the following information:
  - Total Site Area
  - Total Upland, Wetland, and Submerged Areas
  - Zoning & Future Land Use Designations
  - Use (Current & Proposed)
  - Open Space (Existing & Proposed)
  - Impervious Surface Area (Existing & Proposed)
  - Building Area Footprint and Floor Area (Existing & Proposed)
  - Flood Zone & Required First Floor Elevations, *if applicable*
- Parking Calculations Table
  - Number of Spaces (Existing & Proposed) [[LDC Section 127.04](#)]
  - Number of Bicycle Parking Spaces (Existing & Proposed)
- Facilities Impact Table (on the Plans), including the following (Existing/Proposed/Net Change):
  - Potable Water Consumption (Gallons Per Day)
  - Sanitary Sewer Generation (Gallons Per Day)
  - Solid Waste Generation (Tons Per Year)
  - Transportation (Vehicular Trip Generation): ITE Category/Daily Trips/Highest Peak Hour Trips)
- Existing Contours & Proposed Grades (1-foot Intervals)



**CITY OF TARPO SPRINGS**  
**PLANNING & ZONING DEPARTMENT**  
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- Tree Protection, Removal, Replacement
  - Survey and Site Plan showing overlay of tree locations, species and size, and showing calculation of total tree inches to be removed.
  - Certified Arborist's Tree Assessment listing trees to be removed, relocated or replaced and showing condition of each tree.
  - Tree Protection Plan showing protection methods for trees to remain.
  - Tree Replacement/Landscape Plan showing location of trees to be installed, table of species and sizes for trees, shrubs and groundcover, and, irrigation/maintenance plan.
- Utilities:
  - Master meter configuration (show on plans, if applicable).
  - Indicate whether utilities are proposed to be privately or publicly maintained.
  - Provide meter sizes, backflows, fire assembly size and locations including provision of applicable [City Standard Details](#) on plans.
  - Downstream sanitary sewer evaluation to determine available capacity (if applicable).
  - Note on plans stating, "Contractor shall field-verify all utilities. Contractor shall request all utility locates. Any adjustments or extensions shall be the contractor's responsibility. All restoration is the contractor's responsibility."
  - Note on plans stating, "The City requires 48 hours notice prior to any work being completed on utility mains."
- Proposed Location of All Improvements – On Plans
  - Buildings (Setback Dimensions Labeled)
  - Parking Areas (Setback, Parking Space and Drive Aisle Dimensions Labeled)
  - Bicycle Rack Location
  - Parking Design Features ([LDC Section 127.03](#))
  - Utilities – Potable Water, Sanitary Sewer, Reclaimed Water ([LDC Section 136.00 et seq](#))
  - Applicable [City Standard Details](#)
  - Fire Protection – site circulation and fire suppression ([LDC Section 135.00 et seq](#) and National Fire Protection Association (NFPA) fire code)
  - Driveways & Access Points [[LDC Section 129.00](#)]
  - Sidewalks & Internal Walkways [[LDC Section 132.00](#)]
  - Dumpster Location & Screening, dumpster detail [[LDC Section 139.01](#)]
  - Location & Dimensions of Loading Zones [[LDC Section 128.00](#)]
  - Designs and Locations of Parking Lot Lighting & Traffic Control Signs [[LDC Section 127.06](#)]
  - On-Site Signage Location & Dimensions [[LDC Article XI](#)]
- Landscape Plan (Prepared by a Registered Landscape Architect)
  - Location, Type, Size, & Spacing of Plantings
  - Irrigation Plan
  - Parking Lot Landscaping [[LDC Section 134.05](#)]
  - Screening & Buffering [[LDC Section 134.06](#)]
  - Retention/Detention Pond Landscaping [[LDC Section 134.07](#)]
- Proposed Architectural Elevations & Floorplans with Dimensions



## **2. SUPPLEMENTAL MATERIALS**

The following supplemental materials, if applicable to the project, must be submitted in addition to the site plan package and completed application.

- Stormwater Management Plan Layout, Geotechnical Report, Drainage Narrative and Calculations, demonstrating compliance with [LDC Section 141.00](#)
- Declarations & Maintenance of Common Facilities (HOA/POA Documents), *for Plats*
- Application for [Certificate of Concurrency](#) – Match Facilities Impact Table on plans
- [Public Art Form](#)
- Traffic Impact Study/Transportation Management Plan, *if required by [LDC Section 122.11](#)*
- Hurricane Shelter Space Impact Study, *if required by [LDC Section 122.12](#)*
- Wildlife and Wildlife Habitat Survey, *if required by [LDC Section 144.00](#)*
- Cultural Resources Assessment Survey (CRAS), *if required by staff*
- Phase I Environmental Site Assessment, *if required by staff*

## **3. SPONGE DOCKS & CRA SPECIAL AREA PLAN PROPERTIES**

For property located within the Sponge Docks & CRA Special Area Plan boundary, the site plan contents listed above are applicable, however please refer to the development standards of the [SmartCode](#).

## **4. BUILDING CODES, FIRE CODES AND FLOODPLAIN REQUIREMENTS**

Your Design Professional will know where to find these standards and will design the project to meet them.