



## 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)



- ☐ 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.