



**MINOR SITE PLAN  
APPLICATION**

Date : \_\_\_\_\_ Project Name: \_\_\_\_\_

1. Site Address: \_\_\_\_\_

2. Applicant's Name: \_\_\_\_\_

Company's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

3. Property Owner's Name(s): \_\_\_\_\_

Company's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

4. Engineer's Name: \_\_\_\_\_

Company's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

5. Landscape Architect's Name: \_\_\_\_\_

Company's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

6. Architect's Name: \_\_\_\_\_  
 Company's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State & Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_
7. Briefly describe the property project and proposed use(s): \_\_\_\_\_  
 \_\_\_\_\_
8. Property is located on the following adjacent streets: \_\_\_\_\_  
 \_\_\_\_\_
9. Zoning District: \_\_\_\_\_ Future Land Use Category: \_\_\_\_\_
10. Building Size Existing (SF): \_\_\_\_\_ Proposed (SF): \_\_\_\_\_  
 Total (SF): \_\_\_\_\_
11. Proposed Number of Seats: \_\_\_\_\_
12. Size of property in Acres: \_\_\_\_\_ Square Feet: \_\_\_\_\_
13. Number of structures to be built on the site: \_\_\_\_\_
14. Height of structures(s): \_\_\_\_\_ Building Stories: \_\_\_\_\_
15. Total square footage of impervious surface: \_\_\_\_\_
16. The percentage of lot coverage: \_\_\_\_\_
17. Are vested rights being requested as part of this application? Yes \_\_\_\_\_ No \_\_\_\_\_  
*If no, by signing this application you are waiving any future vested development rights on this property.*

## **CERTIFICATION AND SIGNATURE**

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal pursuant to the City's Land Development Code. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

\_\_\_\_\_  
**Owner/Applicant Signature**

\_\_\_\_\_  
**Date**

## SUBMITTAL CHECKLIST

Collate submittal requirements into two (2) individual packages (includes one original packages). Fold plan sets. All sets must include signed and sealed plan sets. Also, provide electronic copies (PDF) of the application and all support documents listed below (copied to a CD). Coordinate with staff on submittal documents, based on the proposed site improvements and use changes, as applicable.

The following items must be submitted:

1. **Application Fee: \$1,000.00**  
**Note:** Additional costs incurred by the city engineer, city attorney, or outside consultants shall be billed directly to the applicant.
2. Completed Minor Site Plan Application.
3. Minor Site Plan signed and sealed required, drawn to an appropriate scale, on 24" x 36" sheets.
4. Exterior Building Elevations (all sides) including dimensions, height elevations, proposed exterior color scheme, etc. same paper size as site plan (for building changes, additions, etc).
5. Two (2) Drainage Calculations and two (2) Traffic Impact Analysis Reports (signed and sealed), if required.
6. Owner authorization letter, notarized from the owner(s), designating the applicant to act on their behalf.
7. The Property Card(s) from the Lake County Property Appraiser's office and proof of ownership (warranty deed or title certificate).
8. Boundary Survey signed and sealed (recent, accurate survey showing all existing improvements on the property and certified by the surveyor, drawn to engineering scale). legal description of the property.
9. Electronic version (emailed or copied to a CD) of the full application submittal (application, site plan, landscape plan, exterior elevations, colored renderings, survey, all reports, drawings, etc.) in PDF.
10. One reduced copy 11" x 17" paper size of the site plan, landscape plan, lighting plan, exterior elevation sheets, colored renderings, and survey.

## PROCEDURES

1. Application Submittal Due Date: Completed application form with support documents must be submitted on or before the first Monday on any month.

**\*\*\* Incomplete submittals will not be accepted\*\*\***

2. Development Review Committee (DRC) meeting is held on the last Wednesday of the month in which the submittal was received and reviewed.
3. The application will be forwarded to the Planning and Zoning Commission for final action to be considered at their next available meeting, after it completes the Development Review Committee process.

*Submittals are to be in accordance with the City Land Development Code – relevant sections are shown below – for complete Land Development Code information refer to the City website.*

### 5.2 Procedures for review of site plans.

- 5.2.1 Pre-application Meeting/Conference: The applicant will meet with the Development Review Coordinator to discuss the proposed development prior to submitting a formal application.

### 5.2.2 Application Procedure:

1. An approved site plan is required prior to the issuance of a building permit. Site plans shall show the size and location of any structures, parking areas, setbacks, source of utilities and storm water management concept.
2. It shall be unlawful for any person to construct, erect or alter a building or structure or to develop, change or improve land for which a site plan is required except in accordance with an approved site plan.
3. All applicants applying for site plan review, submitted under the purview of this chapter, shall submit required copies of the site plan to the Development Review Coordinator (additional copies will be required for Planning and Zoning Commission review).
4. Site plan submittals shall contain the information required by Section 5.3 or applicants will not be placed on the DRC agenda until they are completed.
5. The Development Review Committee shall review all site plans for compliance with site plan requirements. The applicant shall be invited to meet with the Development Review Committee in their review of the site plan. The Development Review Coordinator shall inform the applicant by letter of the recommendations which will be made by the Development Review Committee to the Planning and Zoning Commission if the applicant is not present.
6. If substantial revisions are required as determined by the Development Review Committee, required copies of the revised site plan shall be submitted within sixty (60) days from the Development Review Committee meeting at which the recommendations were made. The Development Review Committee will review these changes for compliance with the appropriate site plan regulations and make recommendations to the Planning and Zoning Commission.

7. More than two (2) reviews by the Development Review Committee for a site plan shall be considered a new application and therefore require an additional application fee.
8. Based upon the information and the recommendations of the Development Review Committee, the Planning and Zoning Commission will approve, approve subject to stated conditions or deny the site plan.
9. Upon site plan approval and issuance of a building permit, the development shall be built in accordance with the approved site plan and site plan regulations.

**5.3.1 Qualification of Engineer:** Site plans or any portion thereof involving engineering shall be certified and prepared by, or under the direct supervision of, a professional engineer, qualified by training and experience in the specific technical field involved and registered or licensed to practice that profession in the State of Florida.

**5.3.2 General Development and Proposed Improvements:**

1. General Information:

- a. Name of project.
- b. Statement of intended use of site.
- c. Legal description of the property and size of parcel in acres or square feet.
- d. Name, address and telephone number of the owner(s) of record.
- e. Name, address and telephone number of the owner's(s') agent.
- f. Name, address, signature and registration of the professionals preparing the plan.
- g. Date, north arrow, page numbers and scale (not smaller than one inch to fifty feet (1" = 50')) shall be designated and where appropriate as determined by the Development Review Coordinator, the same scale should be used on all sheets.
- h. Vicinity map, showing relationship of proposed development to the surrounding streets and thoroughfares, shall be at a scale of not less than one inch equals two thousand feet (1" = 2,000').
- i. Linear dimensions of the site.
- j. Existing topography with a maximum of one foot (1') contour intervals for the proposed site and three hundred feet (300') adjacent to the site Development Review Coordinator.
- k. Finished grade elevations.
- l. All existing and proposed building restriction lines (i.e.: highway setback lines, easements, covenants, right-of-ways and building setback lines).
- m. Commitments, such as contributions to off set public facilities impacts.
- n. Zoning on all adjacent land.
- o. All right-of-ways and curb cuts within 150 feet of the proposed site on both sides of the road.
- p. Elevation drawings showing architectural design as referenced in Section 6.13.2 of the Land Development Regulations.

2. Buildings and Structures.

- a. Intended use.
- b. Number of stories.
- c. Height of building.
- d. Number of dwelling units and density for multifamily site plans.
- e. Projected number of employees.
- f. If restaurant, show number of seats and occupancy load.
- g. Square footage for proposed development gross square footage, non-storage area, square footage of sales area, etc.
- h. Photograph or sketch of proposed sign with dimensions and material type.
- i. Façade and elevation plans as follows:

1. Exterior elevation with material designations.
  2. Outline specifications of façade and roof treatments.
  3. General exterior color description including signs.
3. Streets, Sidewalks, Driveways, Parking Areas and Loading Spaces:
- a. Engineering plans and specifications for streets, sidewalks and driveways.
  - b. All parking spaces designated.
  - c. Number of parking spaces.
  - d. Number and location of handicapped spaces.
  - e. Number and designation of loading spaces.
  - f. Number of square feet of paved parking and driveway area.
  - g. Surface materials of driveways.
  - h. Cross-section of proposed street improvements.
  - i. Fire lanes.
  - j. Location of proposed street improvements.
  - k. Location of traffic control signs and signalization devices.
  - l. Designated location of sidewalks.
  - m. Coordination of walkways, driveways, etc., with facilities in adjacent developments.
  - n. All proposed streets and alleys.
  - o. The extension or construction of service roads and access thereto on site must be shown where applicable.
4. Traffic Impact Analysis Data:
- a. Requirements: The developer shall prepare, or have prepared, by a qualified traffic engineer, a traffic impact analysis, unless determined by the city that the proposed development will not have a traffic impact which justifies such an analysis. Four (4) copies of the traffic impact analysis must be provided.
  - b. Data: The analysis of traffic impacts will provide the following findings and appropriate methodologies utilized in determining the findings:
    1. Total projected average weekday trip ends for the site in question.
    2. Design capacity of the accessed and impacted roads.
    3. Average projected peak-hour (including time of day) trip projections for the site in question.
    4. Analysis of projected on and off site traffic patterns, such as turning movements.
    5. Projected percentage of truck traffic.
    6. Recommended improvements made necessary by development.
    7. Other related information as required by the City Engineer.
    8. Impact to existing levels of service on accessed and impacted roads.
  - c. The applicant shall be responsible for all costs associated with review of the traffic impact analysis by the City Engineer.
5. Drainage: Two (2) copies of engineering plans and specifications for collection and treatment of storm drainage, including a description of the preservation of any natural features, such as lakes and streams or other natural features.
6. Dredge and Fill: If any dredging or filling operation is intended in development of the area, application shall be made to the official responsible for dredge and fill permits. No such work will be done prior to the issuance of such permit.
7. Soils:
- a. Indicate soil classifications on the site plan as identified by the United States Department of Agriculture Soil Conservation Service in the "Lake County Area Soil Survey." An applicant may challenge this designation by securing competent expert evaluation, at the applicant's expense, demonstrating that the identified soils are not classified correctly. If

that determination is concurred by the City, the soils shall be correctly identified for the purpose of this chapter.

- b. Soil analysis by a qualified soil engineer must be furnished upon request of Director of Public Services.
8. Erosion Control: Provision for the adequate control of erosion and sediment, indicating the location and description of the methods to be utilized during and after all phases of clearing, grading and construction.
  9. Limits of Floodplain: Indicate flood elevation for 100-year flood elevation on the site plan as established by the United States Geological Survey series entitled, "Map of Flood Boundary and Floodway Maps." An applicant may challenge this designation by securing competent expert evaluation, at the applicant's own expense, demonstrating that his property does not fall within the designated flood delineation. If said expert determines that the property in question is not within a flood-prone area, and said determination is acceptable to the Public Services Director and City Engineer said property shall be designated as non-flood-prone for the purpose of this Code.
  10. Proposed Water and Sewer Facilities:
    - a. Water: Size, material and location of water mains, plus valves and fire hydrants, fire flow calculations plus engineering plans and specifications within three hundred (300) feet of the site.
    - b. Sanitary Sewer System: Size, material and location of lines plus engineering plans and specifications, with submittal of profile where required.
    - c. Electric and Gas.
  11. Solid Waste: Location(s) and access provisions for refuse service, including pad screening, fencing and landscaping.
  12. Landscaping, Arbor, Recreation and Open Space:
    - a. Landscaping plan, irrigation system plan and provision for maintenance, including size, type and location of all landscaping, screens, walls, fences and buffers;
    - b. Application for arbor permit, if applicable.
    - c. Recreation and open space areas, if applicable.
- 5.3.3 *Existing Improvements:* (onsite, adjacent to site and across or opposite any public right-of-ways):
1. Locations and sizes of driveways and median cuts within three hundred (300) feet of the site.
  2. Sidewalks, streets, alleys and easements (note widths and type).
  3. Drainage systems to include natural and structural (size and materials, invert elevation).
  4. Size and location of nearest water mains, valves and fire hydrants.
  5. Sanitary sewer systems (size, invert elevations, etc., to be included).
  6. Gas, electrical and telephone lines, where available.
  7. Tree survey indicating the location of all trees on site which are a minimum of six (6) inches in diameter measured approximately three (3) feet above the ground designating the trees to be retained, removed, relocated or replaced. Smaller trees to be retained may also be shown by the applicant to assist the Arbor Inspector in determining replacement requirements. Groups of trees in close proximity may be designated as "clumps" of trees with the estimated number and type of trees noted. Trees with a diameter of 24 inches and greater shall be identified by type, height,

diameter and canopy spread. Trees to be removed, relocated or replaced must be named (common and botanical name) on the plan.

5.3.4 *Additional Data:* Any additional data, maps, plans or statements, as may be required, which is commensurate with the intent and purpose of this Ordinance.

5.3.5 *Additional Required Legal Submittals Where Facilities are Dedicated to the Public:* The approval of the site plan wherein facilities are dedicated to the City shall be made only pursuant to certification of adequacy of the following list of required submittals by the City Manager and City Attorney, as appropriate:

1. Bonds: The approval of any site plan shall be subject to the applicant guaranteeing the installation and maintenance of the required improvements, where facilities are to be conveyed to the City, by filing a performance bond or bonds executed by an approved surety company in the amount of one hundred ten percent (110%) of the construction costs, including landfill. Costs for construction shall be determined by (1) estimate by the applicant's engineer, or (2) a copy of the actual construction contracts as provided. The amounts of the performance and maintenance bond must be approved as adequate by the Director of Public Services and/or the City Engineer.

In lieu of performance bonding, improvements may be installed following site plan approval and preceding issuance of the Certificate of Occupancy, a two (2) year maintenance bond in the amount of twenty percent (20%) of the construction costs must be submitted. A completed maintenance bond form shall be submitted when utilizing a cashier's check or certified check as the form of guarantee in lieu of a survey. The Certificate of Occupancy cannot be issued until the maintenance bond is approved. Bonding requirements may also be met by, but not limited to, the following:

- a. Escrow Deposit:
  - 1. Cashier's Check
  - 2. Certified Check
- b. Others, as approved by City Council, which may include developer-lender city agreement for providing public improvements, assignment of interest-bearing certificate of deposit, irrevocable letters of credit or developer's agreement.

2. Title Certificate: A certificate of ownership signed by a licensed attorney at law or an abstract company shall be required when property is conveyed to the City, in a form approved by the City Attorney and showing the following:

- a. Parties executing site plan are owners of the land embraced by the site.
- b. All mortgages, liens or other encumbrances.
- c. That all taxes and assessments are paid to date.
- d. Description of site is correct.
- e. No conflicting right-of-ways, easements or site plans exist.

3. As-Built Record Drawings: The City shall not accept improvements not issued a Certificate of Occupancy until THREE (3) sets of as-built record drawings are submitted to the City and reviewed, and determined to be consistent with this code.

**Costs incurred by the City's outside engineering consultants will be billed directly to the applicant. Outstanding fees shall be paid to the City prior to issuance of the CO.**

As-built Record Drawings. Three copies of as-built record drawings shall be required prior to the issuance of a certificate of occupancy. As-Built Record Drawings shall be prepared, signed and sealed by the engineer of record. The city shall not accept improvements nor issue a certificate of occupancy until three copies of as-built record drawings are submitted to the city and reviewed, and determined to be consistent with this code. Also, see Section 7.10.8 and Section 7.13.6 of this



code for specific as-built requirements for utility construction specifications.

Permits from all regulatory and applicable governmental agencies, including but not limited to the following:

- a. Department of Environmental Regulations
- b. St. Johns River Water Management District
- c. Army Corps of Engineers
- d. Florida Department of Transportation

### **Section 6.15 Trail Design Guideline Requirements.**

Section 6.15.1. *Purpose and intent.* The purpose of these standards is to provide a community wide trail network which links neighborhoods, parks, schools, shopping areas and opens spaces. The intent is to provide comprehensive guidelines for the design and construction of various trail types and compliance with American Association of Street and Highway Transportation Officials (AASHTO) standards, Uniform Federal Accessibility standards and the “American with Disabilities Act Accessibility Guidelines”.

Section 6.15.2. *Applicability.* These guidelines shall apply to shared-use trails, multi-use trails, park/nature trails, community paths/trails, and urban bicycle/pedestrian corridors.

Section 6.15.3. *Design Standards.* Trails are required in the following situations:

1. When a trail corridor traverses or is adjacent to a proposed development. Trails shall be provided within, or as close as possible to the delineated trail corridor.
2. To link public transit stops, schools, recreation facilities, park sites and/or to public areas interior or exterior to the proposed development.
3. When a trail is shown on an approved development plan.
4. To continue existing planned and/or platted trails, from adjoining developments.

*[See Chapter VI - LDC, Section 6.15 for the entire Trail Design Guideline Requirements]*

**11/2018**