



**CITY OF ORMOND BEACH**

v5.3

Planning Department

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**SITE PLAN REVIEW CHECKLIST**

**PURPOSE**

This form shall serve as a checklist for site plan submittal and review by the Site Plan Review Committee (SPRC). The use of this plan review checklist ensures compliance with technical provisions of the City's Land Development Code pertaining to preliminary and final plan preparation.

**REQUIRED USE**

Submit 1 completed and signed original copy of this checklist to the Planning Department with all plan submittals. Except for surveys, information may be indicated on a sheet other than the required sheet, provided that the location is noted on the checklist. This form is also used by check-in personnel to verify that all required materials related to this application have been received. The use of this plan review checklist by the City or applicant does not constitute a waiver of any requirement contained in the City's Land Development Code. Refer to the City's Land Development Code for a complete listing of requirements.

**FORMS AND DOCUMENTS**

- | Applicant                | SPRC                     |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Site Plan Review Committee (SPRC) Application Form and fee.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Conditional Use, Special Exception, or Planned Development Application Form and payment, if applicable.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Proof of Ownership (Warranty Deed, Tax Bill, Property Assessor printout, or Contract Purchase Agreement).                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Affidavit Authorizing Representation.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Statement of Intent. Provide a paragraph statement describing in detail the nature and intended use of the development.                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of SPRC Previous Comments and response, if applicable.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Drainage Calculation Form. All documents provided to the St. Johns River Water Management District shall be provided concurrently to the City. |
| <input type="checkbox"/> | <input type="checkbox"/> | Tree Mitigation Form.  |

**GENERAL INFORMATION**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Plan Size - Must be 24" x 36" inches. 1 set is required to be 11" x 17" inches. |
|--------------------------|--------------------------|---|

## GENERAL INFORMATION (continued)

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- Project Name - Must be shown on each sheet and must be consistent with the application. Name changes shall indicate the current name followed by "formerly known as (previous name)".
- North Arrow - Must appear on every sheet showing a portion of the site.
- Scale - Must not be smaller than 1"=50'. Include graphic scale.
- Date - The date of the plans along with any subsequent revisions must be denoted.
- Sheet Number - Each sheet must show the sheet number and the total number of sheets included, as well as clearly labeled match lines to show where other sheets match or adjoin.
- Professional Seal - Must be indicated on all sheets. All drawings, specifications, plans, reports or documents prepared or issued shall be signed, dated and stamped with a seal.

## SHEET 1 - COVER

- Project Name and Address.
- Vicinity Map - Must be at a scale of not less than 1"= 2,000'.
- General Notes.
- Legal Description and Tax Parcel I. D. Number - Must include Section, Township and Range.
- General Soils Map - Soil types and boundaries from the Volusia County Soil Conservation Service (SCS) maps.
- Project Manager Information - The owner/developer's assigned point of contact for all correspondence and project coordination. Include name, address, telephone number and fax number.
- Project Engineer Information - Must be a Professional Engineer (P. E.) registered in the State of Florida. Include name, address, telephone number and fax number.
- Other Professionals - Name, address, telephone number and fax number. Signatures and seals shall be required where appropriate.

## SHEET 2 - CURRENT SURVEY

- Sheet Key - Provide table which indicates sheet numbers and sheet titles.
- The survey must be signed, dated, sealed and Certified to the City.
- Legal description(s), parcel identification number(s) and zoning classification(s).
- Tract boundaries and total acreage in tract.
- City limit lines, property lines.
- Names and locations of adjoining developments and streets, names of abutting property owners and zoning classifications of abutting properties.
- Right-of-ways, easements, streets and railroads.
- Bridges, buildings, bulkheads, and bulkhead lines and fuel storage tanks.
- Utility transmission lines, including but not limited to water, sanitary sewer and storm sewers.
- Existing Stormwater Management Systems - Location and horizontal limits of all existing drainage structures, culverts, ponds, ditches, swales and pipes within property, and adjacent rights-of-way and easements.
- Fire hydrants - Location of nearest fire hydrant.

**SHEET 2 - CURRENT SURVEY (continued)**

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- Existing buildings, structures, signage and pavement - Indicate location of all existing structures, signage and pavement. Include striping and signage of existing parking, loading and circulation areas.
- Lighting - Indicate location of existing poles and fixtures.
- Existing topography of the site (extending to adjoining properties at least 1 contour) at not more than 1-foot vertical contour interval based on mean sea level data furnished by a professional engineer or surveyor.
- Wooded areas; wetland areas by type including acreage; 100-Year floodplain areas including acreage; watercourses, ponds and others.
- Archaeological features.

**SHEET 3 - TREE SURVEY**

- Wildlife corridors or habitats.
- Location, size, and type of all protected, historic and specimen trees.
- Size and Types - Locate all Hardwoods and Palms 6-inch caliper and greater, all Pine trees 10-inch caliper and greater as measured 4.5 feet above grade; specify tree variety and size.

**SHEET 4 - PROPOSED SITE PLAN**

- Site Data Table - Include current zoning and future land use designation; existing use(s); proposed use (s); total project acreage and the percentage for each use; building lot coverage; existing and proposed building and impervious surface coverage; percentage of landscaped area; required setbacks; required landscape buffer; and area to remain at natural grade.
- State in tabular format the proposed land uses with square footage of floor area to be assigned to each use.
- Residential Uses - If the development includes residential units, a table shall be presented that indicates the number of units by: tenure (i.e., owner occupied or rental) and by structure type (such as single-family, duplex or multiple-family).
- Density and Intensity of Use - Provide in tabular format a calculation of proposed density for all units and for units by structure type if the project accommodates mixed structure types.
- Transient Residential Lodging - Provide a table documenting number of units that characterizes the units as either short-term or long-term rental facilities.
- Provide calculations of floor area ratio for all developments, excepting single-family detached developments.
- Building Data Table - Must include type of construction per Florida Building Code; number of stories; total square footage; finished floor elevation(s); proposed building height; and area.
- Parking Calculation - Provide evidence that the plan is in accordance with LDC Section 3-26 of Chapter 3, Article III.
- Adjacent Land Use And Zoning - Within 150 feet of property boundaries.
- Location of driveways, interior roads, aisles and parking and loading bays; indicate how access and traffic flow will be separated from pedestrian and other types of traffic.

**SHEET 4 - PROPOSED SITE PLAN (continued)**

Applicant    SPRC

- Location of Buffer Wall - Provide evidence that the plan is in accordance with LDC Section 3-07 of Chapter 3, Article I.
- Sign Plan - Location for proposed ground and wall signage.
- Security measures addressed in design building layout or landscaping; including but not limited to meet federal, state or City laws and regulations.
- Location of protected, historic and specimen trees.
- Location of exterior elements such as vending machines, news racks, phone booths, benches, bus stops and the like.
- Location of Common Areas or Facilities - If common facilities (such as recreation areas or structures, private streets, common open space, etc.) are to be provided, provide documentation regarding the manner in which such common facilities will be provided and permanently maintained. Such statements may take the form of proposed deed restrictions, deed of trust, homeowners' associations, surety arrangements or other legal instruments providing adequate assurance to the City that such common facilities will not become a future liability for the City. List proposed stages (or phases) of development or operation and facility utilization.
- Location of Wetlands and Environmentally Sensitive Areas - Indicate whether the parcel is located in a floodplain, floodway or drainage way, wetland, open water or coastal high hazard area. Site-specific surveys may be required to demonstrate compliance with Chapter 3, Environmental Protection.
- Shoreline Access - If the project fronts a shoreline, indicate measures to allow public access, such as easements or rights-of-way; and illustrate any structure that may impede movement along the shoreline below the mean high water line and demonstrate measures being taken to mitigate any such impediment.

**SHEET 5 - PAVING, DRAINAGE, AND UTILITY PLAN**

- Sidewalks - Widths And Ramping.
  - Existing and Proposed Driveways, and Median Cuts.
  - Cross-Access - Minimum width 24 feet.
  - Interior Roads and aisles.
  - Fire Lanes/Laddering Areas.
  - Pavement Details and Cross-Sections.
  - Curbing - Required where there are no wheelstops or raised sidewalk.
  - FDOT Traffic Rated Paint for Pavement Markings.
  - Stop signs, stop bars, and other Traffic Control Devices.
  - Internal Traffic Circulation - Include directional arrows and signs. Indicate how access and traffic flow will be separated from pedestrian and other types of traffic.
- Site plans shall satisfy on- and off-site vehicular and bicycle circulation and parking requirements of Chapter 3, Article III. Site plans shall include location, dimensions and typical construction specifications for:**
- Vehicular access points, access-ways and common multi-modal access points with pavement markings or other improvements to achieve safe internal circulation without conflict among modes of travel.
  - Existing and proposed vehicle and bicycle off-street parking spaces, loading, unloading and service area space requirements.
  - Number of employees and number and type of vehicles owned by the establishment.

**SHEET 5 - PAVING, DRAINAGE, AND UTILITY PLAN (continued)**

Applicant    SPRC

- Any shared off-street parking facilities shall be submitted with an agreement specifying the nature of the arrangement, its anticipated duration and signatures of all concerned property owners.
- Any bicycle ways as well as pedestrian ways and other pedestrian use areas.
- Typical cross-sections, by type of improvement.
- Traffic control devices.
- Proposed parking surface material, pavement markings and other related improvements.
- Dedicated easements, including cross easements, indicating their purpose, design, location, alignment, dimensions and maintenance responsibilities.

**On-Site Parking:**

- Regular Spaces - 9 feet wide x 20 feet; Parking bays shall have a minimum stall depth of 20 feet. Depth may be reduced to 18 feet where the space abuts a sidewalk having a high back curb and a minimum width of 6 feet; or where it abuts a landscaped area, other than a required buffer area, having a high back curb and minimum width of 5 feet for 1 car or 6 feet for 2 cars.
- Handicapped Spaces - Parking bays shall have a minimum width of 12 feet except that handicapped bays shall have an additional 5-foot access aisle or width consistent with current state regulations. Handicapped parking must have pole signs.
- Keyways - Keyways shall have a depth of 6 feet minimum to 10 feet maximum and a width of 8 feet minimum to 12 feet maximum to allow vehicles to safely back out of a parking space and leave the site in a forward position. The maximum depth and width can be extended when keyways are part of a back up area for a loading zone. Keyways may encroach up to 4 feet into a required buffer area, if the encroachment is improved with turf block or other pervious material.
- Wheelstops - 1 per parking space.

**Landscaped Parking Islands - A minimum of one landscaped island shall be provided for every 10 parking spaces, as follows:**

- Each island with a minimum of 1 tree which is at least 3.5-inch caliper and of a hardwood variety.
- Curbing shall be required around the perimeter of the island.
- The size of the island shall be a minimum width of 9 feet, and a minimum area of 160 square feet.
- Parking lot islands are required at all terminal ends of parking space rows, regardless of whether they have more than 10 parking spaces in that row.
- Indicate sleeve locations for irrigation lines.
- Turning Areas must have a minimum radius for City emergency vehicles as listed in Section Chapter 3, Article III of the LDC.
- Lighting Plan. Lighting plan for streets, access drives, parking lot, building access points, and additional security lighting (to include fixture heights, type and rating by wattage, or lumens).

**SHEET 6 - PAVING AND UTILITY PLAN/PROFILE SHEET**

- Drainage Calculations - See Attached Drainage Calculations Form.
- Impervious and Pervious Surface Ratios - Maximum allowed and proposed.
- Site Grading - Contour Lines At 1-foot Intervals, referenced above NGVD and spot elevations as required to support the proposed design and to facilitate construction. Include drainage arrows to denote flow.
- Storm Sewer, pursuant to City Standard Details.
- Water Service, pursuant to City Standard Details.

**SHEET 6 - PAVING AND UTILITY PLAN/PROFILE SHEET (continued)**

Applicant      SPRC

- Reclaimed Irrigation Service, pursuant to City Standard Details.
- Meter - Size and location. Must be consistent with irrigation plan.
- Backflow Preventer - When chemical feed/injection system is proposed. Must be painted Forest Green.
- Purple Pipe, Valve Boxes and Heads Required.
- Solid Waste Collection Areas, Dumpster Pads and Enclosures, pursuant to City Standard Details.  
                          Dumpster pads shall be sized to meet potential maximum future demands based on the uses allowed within the zoning district. To the maximum extent feasible, pads shall be so located as to allow service vehicles to leave the site in a forward position to allow easy ingress and egress for pick-up vehicle.  
                          Dumpster pads shall be so located as to minimize public view. If the SPRC agrees, a pad site providing safe and adequate access and egress for sanitation trucks cannot be located in the interior of the site, the pad may be located in the front yard buffer area. Dumpster pads located within front yard setback areas shall be screened by landscaping designed to achieve 75% percent opacity within 3 years. When located within public view, the Site Plan Review Committee may require that doors be provided.
- Dumpster drain connected to stormwater management system that is internal to dumpster area to prevent floatable objects from leaving the dumpster pad area. Connection of the dumpster drain to sanitary sewer is prohibited.  
                          Dumpster pads shall be enclosed on the sides and rear by a brick or other finished masonry enclosure at least 6 feet in height. Dumpster pad enclosures may be increased to a maximum of 8 feet in height, under certain conditions, as determined by the SPRC. Where dumpster doors are provided, they shall be designed to allow easy operation and shall have durable stops to hold the doors open against the wind. Where walled enclosures are provided, bracing shall be on the outside of the enclosure to facilitate pick up operations per City Standard Details.

**SHEET 7 - LANDSCAPE PLAN**

- Land Clearing, Excavation and Fill - The site plan shall include documentation regarding how the applicant shall comply with applicable performance criteria in Chapter 3, Articles I and II, governing native habitat preservation, soil erosion control and sedimentation, well field protection and protection of native vegetation.
- Tree Protection - The site plan shall satisfy performance criteria of Chapter 3, Article I. The plan shall indicate location, size and type of existing trees as required, including all proposed tree removals requiring a tree removal permit. The relocation of trees shall be considered. The plan shall also identify existing trees to be protected and explain or illustrate method to preserve such trees during and after construction.
- Landscaping Plan - The site plan shall satisfy the performance criteria of Chapter 3, Article I, as well as the open space and land use screening requirements. The landscaping plan shall include a scaled working drawing indicating planting specifications for landscaping, buffers, open spaces, recreation areas, and other required landscaped areas which shall comply with those performance criteria included in Chapter 3, Article I. The plan shall also show:
  - Location of all protected, historic and specimen trees.
  - Disposition Statement (e.g., to be relocated, replaced or removed)
  - Method of Protection - Must comply with City Landscape Ordinance.
  - Tree Replacement Table - Completed Tree Mitigation Form.
  - Provide additional landscaping per LDC requirements.
  - Location of existing and proposed lighting.
- Landscape Architect's signature and seal required when total landscape and irrigation work costs exceed (\$1,500) dollars, not including sod cost.

**SHEET 8 - IRRIGATION PLAN**

Applicant SPRC

Irrigation Plan - May be submitted once Landscape Plan is in final stage of design. The irrigation plan shall be prepared by a registered landscape architect, Florida licensed engineer or an irrigation contractor working under the supervision of a registered landscape architect or Florida licensed engineer, and shall utilize the current techniques emphasizing design efficiency and water conservation, as well as public health, safety and welfare. The minimum requirements for plan approval shall include:

- Location and specifications for irrigation equipment.
- Source of water for irrigation system.
- Backflow Preventor (excluding reuse systems).
- Compliance with City xeric irrigation requirements.
- Maximum gallon demand per zone.
- Rain sensor.

**SIGN PLAN**

- Obtain City Standard Details from the Engineering Department and comply with design policy. Include lighting details with fixture type, lamp type, wattage and pole height.

**DETAILS**

- Show location of existing and proposed signs.
- Indicate type and approximate dimensions, height (include materials, colors, verbiage, etc). Provide color and materials samples.

**SHEET 9 - FLOOR PLAN AND ARCHITECTURAL ELEVATIONS**

**All architectural or engineering designs sheets must be prepared and sealed by a professional architect or engineer registered in the State of Florida pursuant to Florida Statutes 471 and 481 respectively, and shall include the following minimum information:**

- A scaled drawing of the side, front and rear facades of all the building or structure elevations, including roof pitch, fenestration including treatment of roof line, windows and doors and building mounted lighting.
- For residential projects, exact number of dwelling units, sizes and types, together with typical floor plans of each type.
- Estimated value of structure(s) proposed.
- Demonstration of compliance with the architectural standards in Chapter 3, Article IV.
- Location of building mounted light fixtures.

**PHASING PLAN**

- Provide details, if applicable, of the project phasing.

## CONCURRENCY

Applicant    SPRC

- Site plans shall satisfy concurrency management regulations cited in Chapter 1, Article V. This component of the plan shall identify demands on concurrency facilities generated by the proposed development and identify how the demands shall be accommodated through improvements. The site plan shall also list the utility providers currently serving the site together with a description of the existing infrastructure serving the site. Include the location, design and character of all concurrency facilities and other utilities, such as underground or overhead electric lines, gas transmission lines or other similar facilities or services, on the site plan, including the following:

### Potable Water Supply

- Identify projected average daily potable water demands at the end of each development phase and specify the consumption rates that have been assumed for the projection.
- Provide proof of coordination with Volusia County Utilities Department. Assess the present and projected capacity of the water supply system and the ability of such system to provide adequate water for the proposed development.
- Describe measures taken to ensure the water pressure and flow will be adequate for fire protection for the type of construction proposed.
- Denote both planned system improvements required to establish and/or maintain adopted level-of-service and proposed funding resources to provide these improvements.

### Wastewater Management

- Provide projection of the average daily flows of wastewater generated by the development at the end of each development phase. Describe proposed treatment system, method and degree of treatment, quality of effluent, and location of effluent and sludge disposal areas. Identify method and responsibilities for operation and maintenance of facilities.
- Assess the present and projected capacity of the treatment plant and the availability of sewer lines to the subject site. If septic tanks are proposed, demonstrate coordination with the Volusia County Health Department.
- If applicable, provide a description of the volume and characteristics of any industrial or other effluent.
- Denote both planned system improvements required to establish and/or maintain adopted level of service and proposed funding resources to provide these improvements.

### Water Quality

- Identify any wastewater disposal areas, septic tank drain field, urban runoff areas impervious surfaces and construction related runoff. Describe anticipated volume and characteristics. Indicate measures taken to minimize the adverse impacts of these potential pollution sources upon the quality of the receiving waters prior to, during and after construction.
- Describe plans for re-vegetation and landscaping of cleared sites including a completion schedule for such work. Demonstrate coordination with the Volusia County Health Department.

### Stormwater Management

- A stormwater management plan for the site shall be provided which is consistent with the requirements of Section 3-18, Chapter 3, Article II. All reports submitted to the SJRWMD shall be submitted to the City concurrently.

### Roadways

- Provide a traffic impact analysis, as may be required by the SPRC to address concurrency and/or related improvement needs.



**CONCURRENCY (continued)**

Applicant SPRC

**Solid Waste**

Identify projected average daily volumes of solid waste generated by the development, including projected volumes by phase on phased projects. Indicate proposed methods of treatment and disposal. Provide proof of coordination with the Volusia County Solid Waste Disposal District to ensure compliance with the concurrency management requirements of Chapter 1, Article V. Assess the present and projected capacity of the solid waste treatment and disposal system and the ability of such facilities to provide adequate service to the proposed development.

**Recreation**

Identify projected demand generated by the development and cite land and facility improvements provided to ensure the City's level of service is not adversely impacted.

**REPORTS**

- Traffic Impact Analysis
- Soils Report
- Wetland Management Plan
- Sea Turtle Protection Plan
- Environmental Assessment Report
- Hazardous Substance Plan
- Other (specify)

**PERMITS**

- SJRWMD Environmental Protection Permit (ERP)
- DEH/DEP Water Distribution System Construction Permit
- DEP Sanitary Sewer Distribution System Construction Permit
- FDOT Permit
- County Permit
- Wetlands Protection Permit (City)
- DEP Coastal Construction Setback Permit
- Other (specify)

**ADDITIONAL ITEMS**

- Sample(s) of Structure and/or Signage Material(s) and Color(s)
- Other (specify)

**LEGAL DOCUMENTS**

Applicant    SPRC

- Unity of Title
- Utility and/or Conservation Easement
- HOA Documents
- Title Opinion
- Other (specify)

**CERTIFICATION**

I hereby certify that I am aware of the application submittal requirements and review process for this application. I hereby authorize City of Ormond Beach Staff to place legal notice on my property and to take pictures pertaining to my request. I am aware of the required pre-application meeting and am aware that if all the submittal requirements are not provided, my application will be continued to the next weekly scheduled meeting.

Signed By

Date