
Sec. 3.6. Development plan submittal requirements.

In all cases other than those expressly exempted, a development plan will be required for any development within any zoning classification in the city, as well as for any area to be platted into two or more lots. Table 1 indicates which requirements are optional or mandatory.

- A. *Application.* A completed application shall be signed by all owners, or their agent, of the property subject to the proposal. Signatures by parties other than the owner will be accepted only with notarized proof of authorization by the owners. In a case of corporate ownership, the authorized signature shall be accompanied by a notation of the signer's office in the corporation and embossed with the corporate seal.
- B. *Procedure for approval.*
 - 1. For all applications for development order, a pre-application conference will be held with the director, or designee, to identify the rules, regulations, procedures and schedules which must be adhered to for the particular permit requested.
 - 2. After the pre-application conference, and any time within six months thereafter, the applicant may submit ten copies of the concept plan to the department. The director, or designee, shall review the plan to assure compliance with the requirements, consistency with the comprehensive plan and code, and confirm that it meets concurrency requirements. If approved for review, the DRC will review the plan. The director will issue a transmittal that the applicant can proceed with design of the final plan or may opt to submit a preliminary plan. If a final plan is not submitted within six months, the process may start over at the discretion of the director.
 - 3. Should the applicant choose to submit a preliminary plan, the director, or designee, will verify compliance with submittal requirements, and within 30 days, schedule a meeting of the DRC to review and make a recommendation on the development plan. If the DRC has recommended approval or approval with conditions, the director will advise the applicant in writing of the actions taken, and the applicant may proceed with preparation of the final development plans.
 - 4. For all development, upon receipt of final development plans, the director will verify that the submission is complete, and will schedule the applicant for a DRC meeting. The DRC shall make recommendation for final approval of the final development plan to the director. After review and final approval of the plan by the designated officials, the developer may request building permits for the approved development, or file the final plat for recording.
- C. *General plan requirements.* All development plans submitted pursuant to this Code shall conform to the following standards:
 - 1. All plans shall be drawn to a scale of one inch equals 100 feet, unless the director determines that a different scale is sufficient or necessary for proper review of the proposal.
 - 2. The trim line sheet size shall be 24 inches by 36 inches. A three-quarter inch margin shall be provided on all sides except for the left binding side where a two-inch margin shall be provided.
 - 3. If multiple sheets are used, the sheet number and total number of sheets must be clearly indicated on each.
 - 4. The front cover sheet of each plan shall include:
 - a. A general vicinity or location map drawn to scale (both stated and graphic) showing the position of the proposed development in the section(s), township and range, together with the principal roads, city limits, and other pertinent orientation information.

-
- b. A complete legal description of the property.
 - c. The name, address and telephone number of the owner(s) of the property. Where a corporation or company is the owner of the property, the name and address of a contact person for the entity shall be shown.
 - d. Name, business address, and telephone number of those individuals responsible for the preparation of the drawing(s).
 - e. Each sheet shall contain a title block with the name of the development, stated and graphic scale, a north arrow, and date.
 - f. The plan shall show the boundaries of the property with a metes and bounds description reference to section, township and range, tied to a section or quarter-section or subdivision name and lot number(s)
 - g. The area of the property shown in square feet and acres.
- 5. Ten copies of the submittal shall be required.
 - 6. Unless a format is specifically called for below, the information required may be presented textually, graphically, or on a map, plan, aerial photograph, or by other means, whichever most clearly conveys the required information. It is the responsibility of the developer to submit the information in a form that allows ready determination of whether the requirements of this Code have been met.
- D. *Concept plan.* Each concept plan shall show:
- 1. *Existing conditions.*
 - a. The location of existing property or right-of-way lines for private and public property, streets, railroads, buildings, transmission lines, sewers, bridges, culverts, drain pipes, water mains, fire hydrants, and any public or private easements.
 - b. Any land rendered unusable for development purposes by deed restrictions or other legally enforceable limitations.
 - c. Contour lines at one-foot intervals or spot elevations on an appropriate grid.
 - d. All water courses, water bodies, floodplains, wetlands, important natural features and wildlife areas, soil types and vegetative cover.
 - e. The approximate location of environmentally sensitive zones.
 - f. Existing land use/zoning district of the parcel or tract on all adjacent property.
 - 2. *Proposed development activities and design.*
 - a. The approximate location and intensity or density of the proposed development.
 - b. A general parking and circulation plan.
 - c. Points of ingress to and egress from the site vis-a-vis existing or planned public or private road rights-of-way, pedestrian ways, or bicycle paths, and proposed access points to existing or planned public transportation facilities.
 - d. Existing and proposed stormwater management systems on the site, and proposed linkage, if any, with existing or planned public water management systems.

-
- e. Proposed location and sizing of potable water and wastewater facilities to serve the proposed development, including required improvements or extensions of existing off-site facilities.
 - f. Proposed open space areas on the development site and types of activities proposed to be permitted on them.
 - g. Lands to be dedicated or transferred to a public or private entity and the purpose for which the lands will be held and used.
 - h. A description of how the plan mitigates or avoids potential conflicts between land uses.
- E. *Final development plan.* A final development plan shall include the information required in a concept plan plus the following additional or more detailed information:
- 1. *Existing conditions.*
 - a. A soils map of the site (existing U.S. Soil Conservation Service Maps are acceptable) or map indicating soil types using U.S.G.S. information.
 - b. A tree survey which includes the location and identity by common name of all protected trees. Groups of protected trees may be designated as "clusters" with the estimated total number noted. This information shall be summarized in tabular form on the plan.
 - c. Contour lines at one-foot intervals on spot elevations on an appropriate grid.
 - d. A detailed overall project area map showing existing hydrography and runoff patterns, and the size, location, topography, and land use of any off-site areas that drain onto, through, or from the project area.
 - e. Existing surface water bodies, wetlands, streams and canals within the proposed development site, including seasonal high water-table elevations and attendant drainage areas for each.
 - f. A map showing the locations of any soil borings or percolation tests as may be required. Percolation tests representative of design conditions shall be performed if the stormwater management system will use swales, percolation (retention), or exfiltration (detention with filtration) designs at the discretion of the city engineer.
 - g. Location, names, and widths of existing and proposed streets, highways, easements, building lines, alleys, parks, and other public spaces, and similar facts regarding adjacent property.
 - h. The 100-year flood elevation, minimum required floor elevation and boundaries of the 100-year floodplain for all parts of the proposed development.
 - 2. *Proposed development activities and design.*
 - a. *Generally.*
 - [1] Area and percentage of total site area to be covered by impervious surface.
 - [2] Grading plans, specifically including perimeter grading.
 - b. *Buildings and other structures.*
 - [1] Building plan showing the location, dimensions, floor area, and proposed use of buildings.
 - [2] Building setback distances from property lines, abutting right-of-way centerlines, and all adjacent buildings and structures.

-
- [3] Minimum floor elevations of buildings within any 100-year floodplain.
 - [4] The location, dimensions, type, composition, and intended use of all other structures.
 - c. *Utilities.*
 - [1] Proposed location and sizing of potable water and wastewater facilities to serve the proposed development, including required improvements or extensions of existing offsite facilities.
 - [2] The boundaries of proposed utility easements.
 - [3] Location of the nearest available public water supply and wastewater disposal system and the proposed tie-in points, or any explanation of alternative systems to be used.
 - [4] Exact locations of onsite and nearby existing and proposed fire hydrants.
 - d. *Street, parking and loading.*
 - [1] The layout of streets and driveways with paving and drainage plans and profiles showing existing and proposed elevations and grades of all public and private paved areas.
 - [2] A parking and loading plan showing the total number and dimensions of proposed parking spaces, spaces reserved for handicapped parking, loading areas, proposed ingress and egress (including proposed public street modifications), and projected on-site traffic flow.
 - [3] The location of all exterior lighting.
 - [4] The location and specifications of any proposed garbage dumpsters.
 - [5] Typical and special roadway and drainage sections and summary of quantities.
 - e. *Tree removal and protection.*
 - [1] All protected trees to be removed and a statement of why they are to be removed.
 - [2] Proposed changes in the natural grade and any other development activities directly affecting trees to be retained.
 - [3] A statement of the measures to be taken to protect the trees to be retained.
 - [4] A statement of tree relocations proposed.
 - f. *Landscaping.* A landscape plan prepared by a person registered as a landscape architect under F.S. ch. 481, pt. II (F.S. § 481.301 et seq.) shall be submitted in conjunction with any development requiring site plan approval. All landscape plan sheets shall be signed and sealed. The landscape plan shall indicate the following, using acceptable methods of drafting and delineation techniques:
 - [1] Delineation of existing and proposed parking, calculations of vehicular use areas and percent applied to interior landscaping.
 - [2] Access aisles, driveways, sidewalks, curbs.
 - [3] Any vehicular use controls (signs, stripes, firelanes, other special areas).
 - [4] Location of curb cut on adjacent property and rights-of-way.

-
- [5] Location of median opening on abutting street.
 - [6] Lighting.
 - [7] Irrigation systems.
 - [8] Planting areas (quantity, spacing, size, shapes, species).
 - [9] Decorative or screen walls (heights and types of construction).
 - [10] Existing and proposed trees (quantity, spacing, size, species and location of existing trees).
 - [11] Wheel stops.
 - [12] Screening or buffering as required.
 - [13] Contour data and drainage scheme (one-foot U.S.G.S. Datum Contours).

g. *Stormwater management.*

- [1] A stormwater management plan that describes the type and location of control measures, the stage of development at which they will be put into place or used, and maintenance provisions and other requirements in the stormwater section.
- [2] The entity or agency responsible for the operation and maintenance of the stormwater management system.
- [3] Runoff calculations shall be in accord with the stormwater management ordinance and SJRWMD.

h. *Environmentally sensitive lands.*

- [1] The exact sites and specifications for all proposed drainage, filling, grading, dredging, and vegetation removal activities, including estimated quantities of excavation or fill materials computed from cross sections proposed within an area of impact as defined in the comprehensive plan.
- [2] Detailed statement or other materials showing the following:
 - [a] The percentage of the land surface of the site that is covered with natural vegetation to be removed by development.
 - [b] The distances between development activities and the boundaries of the protected environmentally sensitive zones.
- [3] The manner in which habitats of endangered and threatened species are protected.
- [4] Wellfield protection. Location of onsite wells, and wells within 1,000 feet of any property line, exceeding 100,000 gallons per day.
- [5] Historic and archaeologic sites. The manner in which historic and archaeologic locations on the site, or within 1,000 feet of any boundary of the site, will be protected.

i. *Signs.* Signs shall be depicted on the preliminary development plan in sufficient detail to clearly illustrate their size, type, structure (as appropriate), height, proximity to buildings, rights-of-way, streets, and general location. Prior to construction of any regulated sign under this Code, plans and permits must be obtained as prescribed herein.

FIGURE 3

DEVELOPMENT PLAN REVIEW

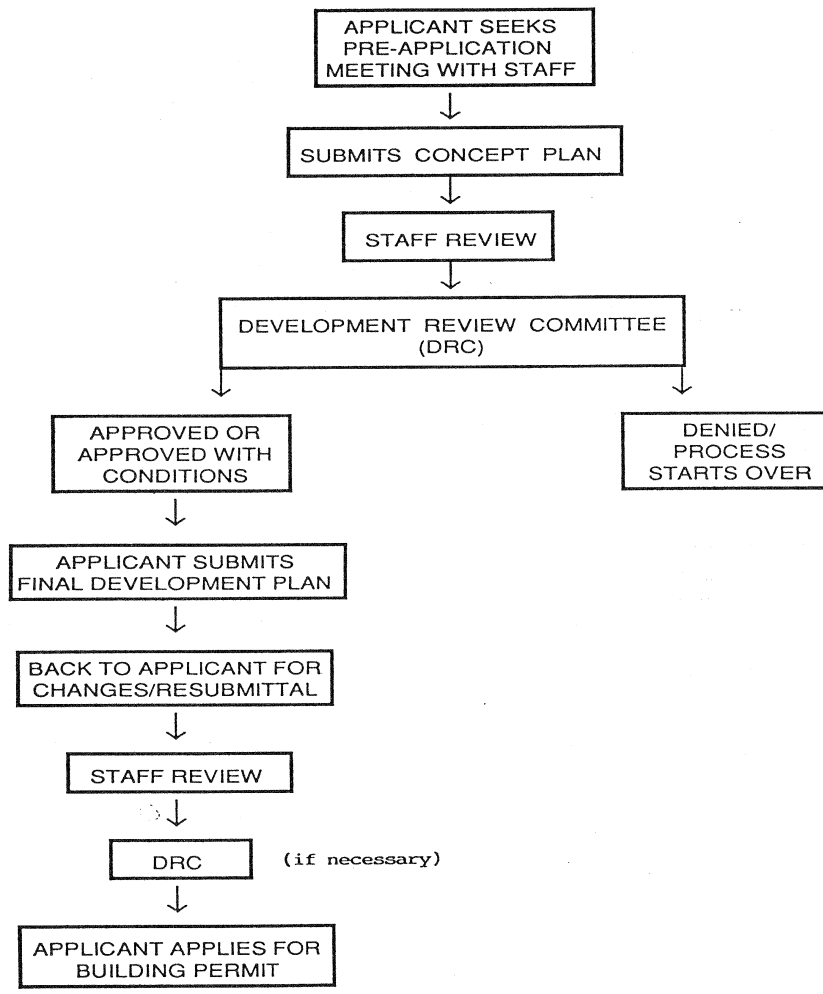


Figure chart

F. Time-frame for approvals.

1. After approval of the concept plan by the city, the developer must submit the final development plan within 24 months and obtain approval from the city of the final development plan within 30 months of concept plan approval. A new concurrency evaluation may be required, at the request of the director, if it appears that conditions have substantially changed to warrant reconsideration of concurrency matters. The determination to request a new concurrency evaluation, including the determination that there has been a substantial change to warrant reconsideration, shall lie solely in the discretion of the director, with concurrence of the city manager. For Planned Unit Development (PUD) or Planned Commercial Development (PCD) zoning designations, the approval of the rezoning ordinance to PUD or PCD zoning designation, including an attached master development agreement and concept plan, shall constitute the approval of the concept plan herein thereby starting the time period for submission and approval of the final development plan.

-
2. If construction has not commenced within one year of final development plan approval, the city council may grant a six-month extension of the plan, and, if subsequently determined necessary by the city council, additional six-month extensions, upon consideration of appropriate documentation demonstrating justifiable cause for the construction delay. Lot clearing and grading, road construction, drainage improvements and landscaping shall not constitute commencement of development activity for purposes of this section, except in the case of a residential subdivision. At the time the project is to commence, the city reserves the right to activate concurrency review if conditions warrant. The determination to request a new concurrency evaluation shall lie solely within the discretion of the director, with concurrence of the city manager.
- G. *Changes to approved site plans.* Any major or substantial change in an approved or final plan which affects the intent and character of the development, land use pattern, the location or dimensions of major streets, or similar substantial changes, shall be reviewed and approved by the staff development review committee (DRC). Minor changes which do not affect the intent or character of the development may be approved by the director, with concurrence of the city manager, who will report such changes to the city council. Major or substantial changes to plans which require LDRB and city council approval shall be reviewed by the LDRB after recommendation from the DRC, with subsequent referral to the city council for final action. Major or substantial changes may require submittal of a new concurrency evaluation to assure compliance with level-of-service standards as adopted by the city.
- H. *Project phasing.* For projects which are to be developed in phases a concept plan for all phases is required. In addition to any other requirements, the plan shall show all areas to be developed, with phases identified. The final development plan shall clearly indicate all phases, with the general location or types of development to be included in each phase. Prior to the issuance of building permits for subsequent phases, concept and final development plans shall be submitted and approved as stated herein. The city reserves the right to require a master development agreement to bind all parties for the term of the project or agreement, whichever is greater.
- I. *Effective period of a plan.* A development or separately approved phase of development must be completed within three years of approval of the final development plan for the development or phase. The city manager may approve up to a 12-month extension to the completion date as long as the development is proceeding towards completion in good faith. If the development is not completed within the time period set forth above, including any extension approved by the city manager, the matter shall be presented to the city council, which may grant additional time to complete the project. Failure to complete the development within the time period set forth above, including all extensions approved by the city manager and/or city council, shall cause a forfeiture of the right to proceed under the development plan and require re-initiation of the application, concurrency evaluations, payment of additional fees and compliance with current regulations. For purposes of this section, a development is deemed complete when all certificates of occupancy have been approved for the entire development, including all phases.

(Ord. No. 07-04, § 1, 4-10-07; Ord. No. 2020-12, § 1, 7-28-20)