PRELIMINARY SUBDIVISION PLAN SUBMITTAL REQUIREMENTS
City of Sanford

All preliminary subdivision plans and required supplementary materials shall cover the entire parcel proposed for development unless such preliminary subdivision plan and required supplementary material is based on a Master Plan approved and filed in the Office of the Administrative Official in accordance with Section 6.11. All preliminary subdivision plans shall contain at least the following data and information:

A. Preliminary Subdivision Plan Sheet Format. Preliminary subdivision plans shall be drawn at a scale of one inch to 100 feet or larger. The maximum sheet size for preliminary subdivision plans shall not exceed 24 inches by 36 inches. Multiple sheets may be used provided each sheet is numbered and the total number of sheets is indicated on each sheet. All sheets shall be folded to nine (9) inches by twelve (12) inches. Cross referencing between sheets shall be required. Necessary notes and symbol legends shall be included. Abbreviations should be avoided but if used they shall be defined in the notes.

B. General Information.

1. The identification "Preliminary Subdivision Plan" on each sheet.

2. Legend to include:

   a. Name of Development
   b. Proposed Street Address
   c. Acreage
   d. Scale
   e. North Arrow
   f. Existing Zoning and Other Special Districts
   g. Preparation/Revision Date
   h. Tax Parcel No. (Seminole County Property Appraiser)

3. Name, Address and Phone Number of:

   a. Owner
   b. Owner's Authorized Agent
   c. Engineer
   d. Surveyor
   e. Others involved in application

4. Vicinity Map. Show relationship of site to surrounding streets and public facilities at a scale of 1":2000' or larger.

5. Legal Description.

C. Existing Conditions

1. Existing Streets. Both on and within 50 feet of site, including:

   a. Name
   b. Location
   c. Right-of-Way Width
   d. Driveway Approaches
   e. Medians and Median Cuts
   f. Curbcuts

2. Existing Easements. Indicate location, dimensions, purpose and maintenance responsibility.

3. Existing Utilities. Provider, location and size.

4. Existing On-Site Improvements and Uses

5. Adjacent Improvements, Uses, Parcels and Zoning. Identify buildings, structures and vehicular access points. Indicate lot or tract lines, subdivision name and zoning districts.
6. Topography. At one (1) foot contours and extending 25 feet beyond the property boundaries. All elevations shall be based on mean sea level datum and referenced to the United States Geodetic Survey or its equivalent.

7. Soil Type(s). As identified in the Soil Survey, Seminole County, Florida, U.S.D.A. Soil Conservation Service or other competent expert evaluation. When soil suitability limitations are indicated for the proposed development, the City Engineer may require a preliminary soil analysis by a qualified soils engineer.

8. Drainage. As identified on Map I-1, Water Resources of the Comprehensive Plan. Depict and if necessary explain existing surface drainage characteristics of site including relationship to adjacent land areas and subbasin.

9. Wetlands. As identified by Future Land Use Map of the Comprehensive Plan, the St. Johns River Water Management District Wetlands Mapping or other competent evaluation.

10. Wellfield Protection Zones. Indicate whether or not the parcel is located within a wellfield protection zone as identified by the Wellfield Protection Zone Maps on file in the Department of Engineering and Planning.

11. 100-year Floodplain. If applicable, indicate 100-year flood elevation, minimum required habitable floor elevation and limits of 100-year floodplain for all land areas located within Zones "A" and “AE” for the parcel in question as identified on Map I-2, Water Resources of the Comprehensive Plan and the Flood Insurance Rate Map by the Federal Emergency Management Agency.

12. Surface Water. Approximate normal high water elevation or boundaries of existing surface water bodies, streams and canals, both on and within 50 feet of site.

13. Existing Vegetation. Identify existing vegetative communities including forest cover types as well as wetland types as identified by Map I-9, Vegetative Communities of the Comprehensive Plan, the St. Johns River Water Management District Wetlands Mapping or other competent evaluation.

14. Aquifer Recharge Areas. As identified on Map I-1, Water Resources of the Comprehensive Plan.

D. Proposed Development

1. Proposed Lot Layout to include:

   a. Lot and Tract Sizes, Dimensions and Shapes
   b. Proposed Use For Lots and Tracts
   c. Consecutive Numbering of lots, blocks and tracts or other proper identification.
   d. Number of Dwelling Units - By lot, by type of dwelling unit and total.
   e. Density - By type of residential land area (one family, two family, mobile home or multiple family) and for total residential land area.
   f. Net Density - Same as e., above, except exclude land area that is unsuitable for development.
   g. Nonresidential Uses - Indicate maximum potential building coverage in square feet.

2. Required Yards, Setbacks, Buffers and Parcel Width at Building Line. For a ‘typical’ lot, as well as an irregularly-shaped or irregularly-located lot, indicate the following information:

   a. Location and dimensions of all required yards, setbacks, buffers along parcel boundary lines and parcel width at building line along all proposed lot or tract lines.
   b. Direction of drainage flow.
   c. Typical location, in terms of setbacks from front, side and rear property lines, of mechanical equipment, accessory structures, screen porches, overhangs, decks and pools.

3. Proposed Circulation System. Include the following information:

a. The location and dimensions of:

1. Streets, Right-of-Way Width and Street Name
2. Sidewalks
3. Traffic Control Devices
4. Medians
5. Curbing

b. An analysis of the traffic circulation and related impacts based on requirements in Schedule Q, Level of Service Requirements and Methodologies.

4. Natural Vegetation Protection. Identify existing trees or tree groupings, wetlands and other natural vegetation to be retained and explain or illustrate method to preserve such features both during and after construction. Identify such features to be removed and state and/or explain reasons and/or justification for removal.

5. Public and Semi-Public Lands and Facilities. Identify location and dimensions and explain maintenance responsibility and ownership of all lots, tracts, easements and improvements that are proposed to be in common or public ownership.

6. Potable Water Supply and Wastewater Disposal System. Indicate required capacity, available capacity, provider, general location and size of lines and connections.

7. Fire Protection. Indicate the location of proposed hydrants.

8. Reclaimed Water System. Unless the proposed subdivision is exempt from the City's reclaimed water system regulations, indicate the amount of reclaimed water to be utilized and method of application on the site including the location and size of lines and connections.

9. Proposed Topographic Elevations and Preliminary Drainage Plan. Indicate proposed topographic elevations at one (l) foot contours, direction of flow, proposed methods of stormwater retention, proposed drainage improvements, proposed outfalls, drainage easements and preliminary engineering calculations (mean sea level datum preferred).

10. Typical Construction Details. Illustrate by cross section or other appropriate method the typical construction type, dimensions, size and material specifications to be utilized for streets, water retention areas, berms, sidewalks, culverts, swales, walls and other required and proposed improvements.

E. Exceptions. Any applicant may request that required information described in Paragraphs C and D of this section be omitted from the proposed preliminary subdivision plan; provided however, that such request shall be subject to the following requirements:

1. The request shall be in written form and shall be submitted with the proposed preliminary subdivision plan.

2. The request shall identify the information, item or data that is proposed to be omitted from the proposed preliminary subdivision plan and shall fully explain the reasons that such information, item or data does not apply to such plan.

3. The Administrative Official has the authority to accept or reject such request pursuant to procedures set forth in Section 6.5(B).