SITE PLAN SUBMITTAL REQUIREMENTS

City of Sanford

All site plans and required supplementary material shall cover the entire parcel proposed for development unless such site 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 site plans shall contain at least the following data and information:

A. **Site Plan Sheet Format**. Site plans shall be prepared and certified by an architect, engineer or landscape architect licensed in the State of Florida and drawn at a scale of one inch to 100 feet or larger. The maximum sheet size for site plans shall not exceed 24 inches by 36 inches and all sheets shall be folded to nine (9) inches by twelve (12) inches prior to submittal. All submittals shall be accompanied by a reduction of the site plan to eleven inches (11") by seventeen inches (17"). Multiple sheets may be used provided that each sheet is numbered and the total number of sheets is indicated on each sheet. Cross referencing between sheets is 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 "Site Plan" on each sheet

2. Legend, including:
   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** of the parcel in question.

C. **Existing Conditions**.

1. **Existing Streets**. On, adjacent to 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. Curbing

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

3. **Existing Utilities**. Provider, location and size.

4. **Existing On-Site Improvements and Uses**.
   a. Each building and structure shall be individually identified or numbered. Existing use, square footage and number of dwelling units shall be provided.
   b. Vehicular use areas
   c. Other impervious surfaces

5. **Adjacent Improvements, Uses and Zoning**. Identify adjacent buildings, structures, curb cuts, accessways, other vehicular use areas, drainfields, wells and other impervious surfaces extending fifty feet (50') beyond the property boundaries or as determined necessary by the Administrative Official. Also indicate adjacent zoning districts.

6. **Topography**. At one (1) foot contours (elevations based on mean sea level datum preferred) and extending 50 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. Note on the plans the benchmark used, its designation, location, description and elevation as described in the Seminole County Vertical Control Points and Elevations Manual.

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**. Depict and, if necessary, explain existing surface drainage characteristics of site including relationship to adjacent land areas.

9. **100-year Floodplain**. As identified on Map I-1, Water Resources of the Comprehensive Plan.

10. **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.

11. **Wetlands**. As identified by the Future Land Use Map of the Comprehensive Plan as Resource Protection (RP), St. Johns River Water Management District Wetlands Mapping or other competent evaluation.

12. **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.

13. **Floodways and Drainageways**. As identified on Map I-1, Water Resources of the Comprehensive Plan.

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

15. **Upland Wildlife Habitat**. As identified on Map I-9, Vegetative Communities of the Comprehensive Plan.

16. **Trees**. Indicate location, size and type of existing trees as required by this Ordinance.

17. **Signs**. Location, size and type.

D. **Proposed Development**.

1. **Proposed Buildings and Structures**. Individually identified by number, symbol or other appropriate system, including the following information:
   a. Location.
   b. Proposed Use For Each Building Or Portion Thereof.
   c. Dimensions and Height.
   d. Gross Floor Area For Nonresidential Uses - In square feet by building, use and total.
   e. Floor Plan For Nonresidential Buildings.
   f. Number of Dwelling Units - By building, by type of dwelling unit and total.
   g. Density - By type of residential land area (one family, two family, mobile home or multiple family) and for total residential land area.
   h. Net Density - Same as g., above, except exclude land area that is unsuitable for development.
   i. Preliminary Architectural Elevations.
   j. Location of each single family residence. Individually identify each house lot and indicate the location, square footage and dimensions of each house on the lot.
   k. For residential subdivisions and multifamily developments, indicate the location, dimensions and materials of entrance features, including entrance signage, water features and associated landscaping.
   l. Proposed preliminary address list including street names and address scheme in accordance with the established addressing system.

2. **Required Yards, Setbacks, Buffers, Open Space and Distances**. Indicate location and dimensions of all required yards, setbacks and buffers and location and percentage of site devoted to open space. Also indicate distance between buildings.

3. **Outdoor Storage and Display Areas**. Include dimensions, type, screening type and materials,

4. **Proposed On-Site and Off-Site Vehicular Circulation System, Parking Areas and Pedestrian Circulation**. Include location, dimensions and typical construction specifications of:
   a. Driveways, Approaches and Curb cuts.
   b. Vehicular access points, Accessways and Common Vehicular Access Points.
   c. Off-street Parking Spaces, Loading, Unloading and Service Area Space. Requirements - Also note number of spaces required and provided by use.
   d. Other Vehicular Use Areas.
   e. Sidewalks and Other Pedestrian Use Areas.
   f. Typical Cross-Sections - By type of improvement.
   g. Traffic Control Devices.

5. **Landscaping Plan**. Include the location and specifications for plantings for parking lot landscaping, buffers, open spaces, recreation areas and other required landscaped areas and required landscape which shall include a schedule of common and botanical plant names and total quantities by container size and species, seed mixes with application rates and relevant germination specifications. In addition, identify water conservation techniques which include use of drought tolerant plants as well as efficient relationship of plant types to irrigation water demands;

6. **Irrigation Plan**. The irrigation plan shall consist of:
   a. Location and specifications for irrigation equipment;
   b. Source of water for irrigation system.

7. **Existing Tree Protection**. Identify existing trees to be protected and explain or illustrate method to preserve such trees both during and after construction.

8. **Street Graphics and Outdoor Lighting**. Include the locations and sizes of all signs and the intensity and nature of all proposed lighting.

9. **Public and Semi-Public Lands and Facilities**. Identify the location, extent, maintenance responsibility and ownership of:
   a. Street Rights-of-way.
   b. Easements for ingress/egress, utilities, drainage or a related stormwater management function, pedestrian ways, sidewalks, bike paths and other similar or related functions.
   c. Designated Lands for parks, open space and recreational facilities, stormwater management, schools and other public facilities.

10. **Potable Water Supply and Wastewater Disposal System**. Indicate required capacity, available capacity, provider, general location and size of lines and proposed ownership of and maintenance responsibility for improvements.

11. **Fire Protection**. Identify nearest existing or proposed hydrant location in relationship to building(s) and other fire protection systems.

12. **Reclaimed Water System**. Unless exempt from the reclaimed water requirements, include a statement regarding the use of the City of Sanford's reclaimed water system including the amount of reclaimed water to be utilized and method of application on the site.

13. **Solid Waste Disposal and Service Equipment**. Identify the location of dumpsters and other service equipment locations, including dimensions of pads and maneuvering areas for collection and service vehicles. Also indicate methods and materials to be utilized to prevent such dumpsters and equipment from being viewed from public rights-of-way and adjacent property.

14. **Proposed Topographic Elevations and Preliminary Drainage Plan**. Indicate proposed topographic elevations at one (1) foot contours (datum based on mean sea level preferred), direction of flow, proposed methods of stormwater retention/detention, including location and size of swales, drainage improvements, proposed outfalls, drainage easements and preliminary engineering calculations.

15. **Concurrency Management.** An analysis of the traffic circulation and related impacts to prove that the proposed plan would meet all roadway concurrency requirements if the project were approved based on requirements in Schedule Q, Concurrency Management.

16. **Elevation Drawings.** Conceptual elevation drawings of the north, south, east and west side of each building shall be submitted as a part of the Site Plan Review package. Drawings shall depict the general architectural style of the buildings, the height of the buildings and shall, at a minimum, list the types of exterior building materials, colors and finishes proposed for use. In addition, the applicant shall submit a typical wall section of the front façade of each building.

E. **Exceptions**. Any applicant may request that required information described in Paragraphs C and D of this section be omitted from the site plan application, 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 site plan.

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

3. The Administrative Official has the authority to accept or reject such request pursuant to procedures set forth in Section 5.3(A).