

# City of Longwood Site Plan Application



- Major Site Plan (For Projects <10,000 SF of Gross Floor Area)
  Minor Site Plan
  Site Plan Amendment (For revisions to approved site plans)

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

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

Tax ID Number(s): \_\_\_\_\_

Property Acres: \_\_\_\_\_ Gross Floor Area \_\_\_\_\_

Future Land Use \_\_\_\_\_ Planning District \_\_\_\_\_

Existing Use \_\_\_\_\_

Proposed Use \_\_\_\_\_

|         | Property Owner | Applicant |
|---------|----------------|-----------|
| Name    |                |           |
| Address |                |           |
| Phone   |                |           |
| E-Mail  |                |           |
| Fax     |                |           |

**Pre-Application Meeting**

**Before submitting this completed application**, you will need to schedule a pre-application meeting with Department staff. In this meeting, a tentative timeline will be established for your project including the schedule for public hearings, variances, and any other potential requirements. This meeting has a fee of \$150 which is credited to your site plan application fee.

**Public Notice**

Attached to this application is a sample adjacent property owner notice. Within five days of a completed application, this notice shall be given to surrounding property owners and each City Commissioner pursuant to Section 10.2.0(C) of the Longwood Development Code. Proof of mailing will be submitted to the City as part of the site plan process.

**Citizen Awareness and Participation Plan Meeting**

Prior to your pre-application meeting, you will receive an e-mail with the Citizen Awareness and Participation Plan (CAPP) Program booklet that discusses the public notification procedures related to site plans. Some site plans will require a CAPP meeting, which will be discussed at your pre-application meeting.

**Review Fee**

A deposit may be required by the Department Director or City Administrator in the amount of \$1,000.<sup>00</sup> if it is determined that outside consultants need to be brought in to complete review of the site plan. (Ord. 09-1885).

I hereby certify that I have read this application and that the information supplied herein is true and correct to the best of my knowledge. I agree to comply with the current City Codes and Ordinances and County, State and Federal laws regarding land development. I am the property owner, or authorized agent, of the subject property that this petition applies to.

**Project Number (Completed By Staff)**

**Intake Staff Person (Completed By Staff)**

**Project Manager (Completed By Staff)**

**Application Fee**

(With Review Fee, if applicable)

\$

**Fees**

- Major Site Plan** - Fee due upon submittal of a full site plan application is \$1,000.00 plus \$10 per dwelling unit or \$20 per 1000 SF (Resolution 09-1239) plus a \$50 stormwater management systems inspection fee (*Section 74-6, Longwood City Code*).
- Minor Site Plan** - \$250 plus a \$50 stormwater management systems inspection fee.
- Site Plan Amendment** - If revisions are made after the site plan is approved, a Site Plan Amendment will be required and a fee of ½ the initial review fee will be charged.

**Submittal Requirements**

- Completed, legible site plan application
- Seven (7) complete sets of 24x36 plans, folded to 8.5x11, with all sheets signed, sealed, and dated by an Engineer or Architect and an electronic copy (PDF)
- Completed "Required Information Checklist"
- Agent Authorization Letter

**Revision Requirements**

- Seven (7) folded 24x36 and two (2) 11x17 sets of plans, and an electronic copy (PDF) with all sets signed, sealed and dated with revision dates marked on plans and revisions clouded on applicable sheets
- Comment and Response Sheet listing each staff reviewer's comment and written response from project representative

Print Owner/Authorized Agent Name

Signature

Date

Version 1.3 – 11/4/10

## Required Information Checklist

Should any of the required information on this checklist not be included on the site plan, it may result in delays to any specified timetable. **In your pre-application meeting, items on this checklist may be revised in accordance with the complexity of the proposed site plan or site plan amendment.**

### Site Development Plan

- \_\_\_ Site plan must be signed and sealed by a certified Civil Engineer or Architect
- \_\_\_ All submittals shall be at a minimum scale of 1" = 30 feet and shall include a North Arrow
- \_\_\_ Preparation/Revision Date
- \_\_\_ Parcel ID and Address Included on Plans
- \_\_\_ The topography of the site at one foot contours
- \_\_\_ Table identifying the specific amount of each land use being proposed
- \_\_\_ Indicate surrounding land uses as per the adopted future land use map
- \_\_\_ Depiction of flood zones and wetlands and finished floor elevation
- \_\_\_ Boundary survey map, including the location, ownership, and maintenance responsibility of easements, and the location of the right-of-way line
- \_\_\_ Depiction of city setbacks
- \_\_\_ Location, size, materials, and elevations for all signage
- \_\_\_ Master Sign Plan, describing location, size, materials for all signage (only for multi-unit centers)
- \_\_\_ Proposed structures (square footage, height, stories, use, location, and dimensions)
- \_\_\_ Impervious surface calculations, including current and proposed impervious surface, and impervious surface ratio
- \_\_\_ Description of the number of units, density and/or intensity of the proposed development and the phases of development
- \_\_\_ A depiction of all vehicular and pedestrian circulation, open space, buffering, and recreation facilities including points of access to public roadways and the location of any median cuts
- \_\_\_ A depiction of the location of fire lanes and security lighting
- \_\_\_ Depiction of dumpster locations
- \_\_\_ Depiction of bike racks and bike parking
- \_\_\_ The location of all trees, by species, diameter, and approximate height
- \_\_\_ Location of all existing and proposed utilities (including water and sewer), the name of each utility provider and the type of service to be provided
- \_\_\_ Parking calculations and the location and dimensions of all parking spaces, drive aisles, and off-street loading facilities
- \_\_\_ Fire flow calculations, including water main sizes and the location of new and existing fire hydrants
- \_\_\_ Traffic Impact Analysis (if required by Longwood Development Code Article VII)

### Additional Sheets

- \_\_\_ Landscape plan (in the Historic District, this must be prepared by a Certified Landscape Architect)
  - \_\_\_ Show location, sizes and quantities of all planting materials with common and botanical names
- \_\_\_ Irrigation Plan (May be combined with landscape plan)
- \_\_\_ Stormwater Calculations
  - \_\_\_ Pre/Post Development Calculations, including required and provided retention retention and detention volume, and staging
  - \_\_\_ Basin Map
  - \_\_\_ Identification of all stormwater structures, elevation
  - \_\_\_ Identification of all slopes and grades
  - \_\_\_ High water, discharge, and wet season elevations
- \_\_\_ Erosion and sediment control plan (SWPP)
- \_\_\_ Signed and sealed IESNA Photometrics plan
- \_\_\_ Architectural Building elevations showing all sides of building, color and materials

Other information may be required as part of the site plan as part of the site plan application or if deemed necessary at the pre-application conference.

The following documents, unless otherwise noted, should be consulted in preparation for submittal:

- Longwood City Code
- The Longwood Development Code
- City of Longwood Manual of Standards for City Streets, Stormwater Systems, and Subdivisions
- The Design, Construction and Maintenance of Water and Wastewater Systems
- City of Longwood Design Guidebook
- City of Longwood Historic District Code Book (for Historic District projects)

This site plan submittal includes the required elements detailed above.