

City of Lake Alfred
120 E. Pomelo Street
Lake Alfred, FL 33850



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www.mylakealfred.com

Community Development

Building | Code Enforcement | Planning | Zoning

Site Development Plan Review Checklist

Name of Project: _____

Contact: _____

Email: _____ Phone #: _____

Application Type

- Change of Use** – Administrative Review
- Site Plan for Conditional Use** – Administrative Review (Table 3.1)
- Site Plan for Conditional Use** – Planning and Zoning Board Review (Table 3.1)
- Site Plan for Conditional Use** – City Commission Review (Table 3.1)
- Planned Unit Development** – City Commission Review (Sec. 2.3.5 and Sec. 9.6.7)
- Development Agreements** (when Site Plan is required)
- Site Plan Modification** (Major or Minor Modification per Sec. 9.6.5.H)

Application Checklist

- | | |
|--|--|
| <input type="checkbox"/> Planning Application. One (1) original completed and signed. | <input type="checkbox"/> Cover Page |
| <input type="checkbox"/> Site Development Plan Checklist (this document). | <input type="checkbox"/> Certified Survey |
| <input type="checkbox"/> Application fee and deposit. | <input type="checkbox"/> Topographic Map |
| <input type="checkbox"/> Project Narrative and Supporting Data. | <input type="checkbox"/> Preliminary Lot Layout |
| <input type="checkbox"/> Proof of Ownership | <input type="checkbox"/> Special Area Maps |
| <input type="checkbox"/> An Electronic copy of all documents listed above (by email to cplanner@mylakealfred.com , CD delivered to Community Development Office, or available for download from data/file sharing site). | <input type="checkbox"/> Site Plan |
| <input type="checkbox"/> Green Swamp Area of Critical State Concern - Green Swamp Impact Statement | |

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City Use Only

Date Received: _____ Received By: _____ Fee Paid: _____

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***Amendments within the Green Swamp Area of Critical State Concern are required to issue and to render to the Department of Economic Opportunity (DEO) development orders pursuant to FAC 73C-44.002.*

Per Section 9.6.2

- Project narrative:
 - a. A description of the proposed development and how it is consistent with the existing goals, objectives, and policies of the Lake Alfred Comprehensive Plan.
 - b. A statement or map indicating the distance to all public improvements such as schools, firehouses, public recreational areas, that would serve the subject development.
 - c. A statement by the applicant of the major planning assumptions and objectives of the development project including but not limited to:
 - i. Size and/or scope of development.
 - ii. Projected Population.
 - iii. Proposed timing and phases of development.
 - iv. Proposed ownership and forms of organization to maintain common open space and facilities.
 - d. A concurrency analysis of all public facilities and services for which a Level of Service has been established in the Comprehensive Plan, pursuant to the standards and procedures in Article 6 of this Code.
 - e. A transportation analysis, prepared by a professional in the field of transportation planning, to include an estimate of average trips/land use, total average daily trips, distribution of total peak hour trips on existing and/or proposed transportation network, and distribution splits onto existing and/or proposed transportation network.

- Proof of ownership:
 - a. Firm evidence of control by the applicant(s) of the entire proposed site.
 - b. Agreeance to abide by the officially approved Site Plan of the development, and such other conditions and modifications as may be included.
 - c. Provide proposed agreements, covenants, or other appropriate mechanisms for completion of the undertaking in accordance with the approved Site Plan as well as for the continuing operation and maintenance of such areas, functions, and facilities as are not to be provided, operated and maintained at general public expense.
 - d. Agreeance to bind their development successors in title to any commitments made as a condition of development approval.

- Cover Page Information
 - a. Site development name.
 - b. The property owner's name, address and telephone number; and the designated project applicant or representative if other than the property owner.
 - c. The engineer's name, address, telephone number and registration number.
 - d. North arrow, scale and date prepared.
 - e. Site location block or map on the drawing showing the subdivision's relationship to City limits and major roads. A general location map showing the relationship of the subdivision tract to such external facilities as streets, residential areas, commercial facilities, and recreation or open space areas, and greenways, within one mile of the tract.

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- f. Future land use and zoning district assigned to the property that is the subject of the site plan and to the properties contiguous thereto.
- g. Tabular data block including total site acreage, acres of the site in wetlands, acres of the site in water bodies, area and delineation of the site within the 100-year flood zone as identified by FEMA, an area in stormwater management, acres of pervious and impervious areas, and acres of the site in the common area, open space and recreation use.
- h. Reservation of a blank space, three inches wide and three inches high for the use of the approving authority near the title block or engineers information.

Certified survey:

- a. A certified boundary survey of the tract and adjacent properties a minimum of 100 feet showing the location of utilities, structures, and type of boundary evidence related to the State Plane Coordinate System.
- b. Prepared by a surveyor registered with the State of Florida.
- c. Accurate metes and bounds legal description of the property with a computation of the total acreage of the tract to the nearest tenth of an acre.
- d. Identification of the name, plat book and page number of any recorded subdivision comprising all or part of the site.
- e. A survey must have been completed within one year prior to filing.

Topography map:

- a. Existing site topography and a minimum of 100 feet or more of the surrounding area as required to determine the offsite drainage and any impacts caused by or related to the offsite drainage.
- b. Prepared by a surveyor registered with the State of Florida.
- c. Maximum intervals of one foot where overall slopes are no more than two percent, two feet where slopes are between two and ten percent, and five feet where slopes are ten percent or greater based on North American Vertical Datum, 1988.

Preliminary lot layout:

- a. General layout and typical dimensions of proposed lots, blocks, parcels, tracts, sites, common areas and streets; which meet the minimum zoning district standards for width, depth and area.
- b. Proposed use and the number of acres devoted to each use. Total number of lots, number of existing and proposed units and resulting gross density and/or floor area intensity of non-residential uses.
- c. Location and names of all existing and proposed right-of-way for public and private streets, driveways and utility easements, within and adjacent to the site. The number of required and provided off-street parking and loading spaces.
- d. Phase lines, if the development is constructed in phases.
- e. Typical lot layout for interior and corner lots showing minimum building setbacks in accordance with the adopted zoning;

Site Plan:

- a. The footprint of all proposed buildings and structures on the site, including setbacks.
- b. The number of parking lots and spaces required and proposed.
- c. Open space expressed in square feet and as a percentage of the overall site.
- d. Sign locations.
- e. Provisions for both on- and off-site stormwater drainage and detention related to the proposed development.
- f. All existing and proposed utilities with anticipated demands, including but not limited to:

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- i. Water and sanitary sewer pipe and fire hydrant locations and flows.
- ii. Telephone, electric, gas and other utilities.
- iii. Location of major solid waste receptacles.

Special Area Maps:

- a. Existing trees having a measured trunk diameter of five (5) inches or more, four (4) feet above grade and understory vegetation that may provide wildlife habitats or other environmentally unique areas.
- b. Required landscape and buffer yards.
- c. All wetlands as delineated by the National Wetlands Inventory, water management district, or qualified professional.
- d. All flood-prone areas as delineated by the Flood Insurance Rate Maps published by the Federal Emergency Management Agency (FEMA).
- e. Identification of watercourses, or any other environmentally sensitive areas as determined by any appropriate agency.