



DRC PRE-APPLICATION CONFERENCE REQUEST

City Code Section 134-458

(\$500.00 Pre-application Fee & \$1000.00 Pass Through Fee Deposit)

This application must be completed and submitted 10 days prior to the scheduled DRC meeting. Incomplete applications will not be processed. If you have any questions, please contact the City Clerk at 407-851-2920. All meetings will be scheduled based on space available on the meeting and will be scheduled for one hour.

PROPERTY OWNER

Name/ Firm : _____

Address: _____

City: _____

Zip Code: _____

Phone: _____ Fax: _____

Project Engineer:

Name/Firm: _____

Address: _____

City: _____

Zip Code: _____

Phone: _____ Fax: _____

Applicant is Submitting- I am submitting with this form six (6) sets of the following (check one):

- Concept Plan
- Land Use Plan
- Development Plan
- Site Plan

Applicants Providing a Concept Plan Must Provide the Following: Sec. 134-459. - Concept plan requirements.

- (a) The concept plan shall consist of a generalized sketch which is drawn to scale (the proportion and locations of land uses may be generalized), and which shows or addresses (with supporting information) the following items and matters:
 - (1) Boundary of the subject property, identified by a heavy line.
 - (2) Major natural features such as lakes, streams and conservation areas.
 - (3) Existing or proposed streets abutting the project and other major streets and intersections within 500 feet of access points to the subject property.
 - (4) Generalized location map and legal description, including acreage.
 - (5) Proposed land use types by percentage of land area and their locations (land use or building bubbles are acceptable).
 - (6) Gross densities.
 - (7) Approximate minimum lot size.
 - (8) Approximate number of units.
 - (9) Approximate floor area for commercial or industrial.
 - (10) Adjacent zoning.
 - (11) Anticipated internal major road network.
 - (12) Anticipated maximum building height.
 - (13) Anticipated phasing plan.
 - (14) Proposed method of providing:
 - a. Water service (including fire protection).
 - b. Sewage disposal.
 - c. Stormwater management.
 - d. Parks/recreation facilities.
 - e. Schools.
- (b) The concept plan shall include the best information available to the applicant at the time of submission. Review of the plan shall be based on the date submitted.
- (c) The concept plan shall serve as the basis for the land use plan.

Applicants Providing A Land Use Plan (LUP) Must Provide the Following: Sec. 134-460. - Land use plan requirements.

- (a) The land use plan, consisting of properly identified exhibits and support materials, shall clearly indicate the following:
 - (1) The project name, legal description, total acreage and location map.
 - (2) Existing topography at one-foot contours based on the county datum (or as approved by the city engineer) and other natural features including, but not limited to, lakes, watercourses and conservation areas.

- (3) On-site soil types (based on the soil conservation service classification system), flood hazard areas and generalized vegetation.
- (4) Existing and proposed land uses, with each phase of the total development identified.
 - a. Residential. Maximum gross density, total number of units, type of unit where feasible or necessary, minimum net lot size, minimum net living floor area, building height, open space and recreation area.
 - b. Nonresidential. Types of uses, gross floor area, floor area ratio, building height, setbacks and open space.
- (5) The phasing of development and the manner in which each phase of development can exist as an independent stable unit with all necessary public services and facilities.
- (6) The location of collector and arterial streets and roads proposed in the development, right-of-way widths, the location of access points to abutting streets and highways, and projected traffic generation based on established standards. A traffic study shall be provided if determined to be necessary by the city engineer.
- (7) Identification of existing major street setbacks and planned right-of-way lines.
- (8) Proposed method of providing the following services:
 - a. Water service (including fire flows), plus gallons-per-day requirement.
 - b. Sewage disposal, plus gallons per day generated.
 - c. Stormwater management concept.
 - d. School age population.
 - e. Parks/recreation facilities.
- (9) Requested waivers from the subdivision regulations or the site development standards of the PD district shall be indicated on the land use plan or submitted in writing detailing the particular provisions of the Code requested to be waived and basis for the request.
- (10) All plans shall be drawn to scale, not to exceed one inch equals 200 feet, unless otherwise permitted.

- (b) The land use plan shall serve as the basis for the assignment of the PD zoning district to the subject property by means of enactment of an ordinance and an associated planned development agreement.

(Ord. No. 2002-04, § 8(2-136E), 5-7-2002)

Applicants Providing A Development Plan (LUP) Must Provide the Following: Sec. 134-461. - Development plan.

- (a) The development plan for the entire project or any phase shall include the following:
 - (1) Project name (indicate if different than approved land use plan).
 - (2) Legal description and the gross acreage of the proposed development, including and identifying land and water bodies.
 - (3) A location map identifying the relationship of the development plan to the approved land use plan.

- (4) Preliminary subdivision plans if the applicant proposes to subdivide the property involved in the proposed project.
- (5) Requested waivers from the subdivision regulations or site development standards of the PD district shall be indicated on the development plan or submitted in writing detailing the particular provisions of the Code to be waived and the basis for the request.
- (6) The development plan, drawn at an appropriate scale (one inch equals 100 feet) with all dimensions provided, shall identify:
 - a. Certified topography drawn at one-foot contours using the county datum and showing natural features.
 - b. Existing street intersections or rights-of-way within 500 feet of access points.
 - c. Surface improvements of primary streets serving the project.
 - d. Proposed uses.
 - e. Number of dwelling units, density, minimum space footage of living area, minimum net lot area.
 - f. Total square footage of commercial, industrial or office space and floor area ratio.
 - g. Maximum building height (stories and feet).
 - h. Maximum building coverage.
 - i. Acreage, types and percentage of open space and recreation area.
 - j. Pedestrian/bike path facilities.
 - k. Stormwater management plans, including direction of surface drainage flow.
 - l. On-site soils based upon the soil conservation service classification system (if muck soils exist, their depth and extent must be identified).
 - m. On-site vegetation.
 - n. Method of providing support utilities including water, sewer, fire flows and refuse storage areas.
 - o. Existing and proposed easements.
 - p. Parking spaces detailing location, size and whether handicap designated.
 - q. Exterior lighting.
- (7) Recreation area plan.
- (8) Landscape, tree planting and screening concept plan.
- (9) Design elevations or renderings of structures.
- (10) Sign plan, including scaled plans of proposed signs.
- (11) Preliminary engineering plans for the provisions of road, water, sewer and stormwater management for each proposed phase and its relationship to the master stormwater concept or for the entire development if not phased. Preliminary engineering plans shall also include qualitative data showing impervious surface ratio of no more than 55 percent per residential lot and 70 percent per commercial lot.

- (12) Proposed covenants, conditions, restrictions, agreements and grants which govern the use, maintenance and continued protection of building structures, drainage systems and landscaping within the planned development.
- (13) Areas to be conveyed or dedicated and improved for roadways, parks, parkways, playgrounds, school sites, utilities, public buildings and other similar public facilities and public service uses.
- (14) Identification of owners, developers and the consultants involved in the development plan.
 - (b) The development plan shall serve as the basis for a development order approving the plan.
 - (c) Each development plan submitted for a P.D. zoning district shall conform to all provisions of the comprehensive plan.

(Ord. No. 2002-04, § 8(2-136F), 5-7-2002; Ord. No. 2005-09, § 4, 11-15-2005)

Applicants Providing A Site Plan Must Provide the Following: Sec. 134-135.

- (b) No site development permit shall be issued unless an application in quadruplicate for the issuance of a site development permit is submitted to the city clerk. The application shall state the name and address of the applicant, the nature, location and purpose of the site development, the date of commencement and proposed date of completion of the site development, and the following minimum plan components:
 - (1) The zoning classification and legal description of the property to be developed.
 - (2) A boundary and topographic survey of the property prepared by a professional land surveyor registered to practice in the state showing existing elevations based on the county data and existing contours at one-foot intervals.
 - (3) A site plan depicting all structures, both existing and proposed, indicating setbacks from property lines and distances between structures.
 - (4) A general location map showing the relationship of the site to such external facilities as streets, residential areas, commercial facilities and recreation/open space areas.
 - (5) The location of all existing public streets, rights-of-way, easements and other reservations of the land in the area of the property in question, means of ingress and egress to such property, off-street parking, loading and service areas, if any, for or on such property and any screening or buffers on such property and the nature and type thereof.
 - (6) The location of all proposed streets, driveways or other facilities designed to accommodate vehicular movement in the development and points of ingress and egress, parking areas including the exact number of spaces and loading and service areas (location of dumpsters and any utility buildings), and traffic impact analysis of projected trip generation, including methods of circulation for the development.
 - (7) The location, size and capacity of all existing and proposed utilities, including but not limited to potable water, sanitary sewer, storm sewer, electric power, natural gas, and existing fire hydrant locations. (If central sanitary service is not available, the size/capacity and location of septic tank and drainfield is to be shown.)

- (8) The location of all existing drainage holding or carrying facilities, natural or manmade, including creeks, ponds, sinkholes, retention/detention basins, ditches, culverts and storm sewers.
- (9) All proposed drainage facilities required for the drainage of the property, showing the manner of drainage of all existing and proposed impervious surfaces, green areas, showing all control devices such as storm sewers and retention or detention facilities.
- (10) A landscape plan which shows all proposed landscaping as well as natural features to be retained.
- (11) Depending on the nature of the development, the city may require soil tests performed by qualified laboratories.
- (12) The location and dimensions of all proposed buildings and structures to be included in the development, indicating the gross floor area of all buildings.
- (13) Dimensions of all setbacks and open spaces.
- (14) Location of all open space planned with attention to their adequacy in terms of size and placement, their effect on privacy of adjacent living areas and their relationship to communitywide open spaces.
- (15) Location of proposed signage including size and materials.
- (16) The percentage of the site that will be covered by buildings and structures and the percentage that will be covered by streets, drives, parking and loading areas.
- (17) Such other information as required by the city due to the nature of the project.
- (c) Prior to submittal of the application, and to ensure compliance with this article, there shall be a pre-submittal conference between the applicant and the city engineer.
- (d) The requirements of the site development permit under this section shall be in addition and supplemental to any other ordinance or regulation of the city, including but not limited to those requirements under chapter 130 of this Code.

(Code 1985, § 17-21; Ord. No. 309, § 1, 10-1-1985; Ord. No. 2001-13, § 2, 8-21-2001)

ADVISEMENTS

1. Plans reviewed in DRC will not be forwarded to the Planning & Zoning Board for their review and consideration until approved by the Engineer and/or Planner.
2. Scheduling is done in accordance with City calendar.
3. Please note that there are months within the calendar year wherein the Planning & Zoning Board and Council meetings are back-to-back. When this occurs, the Planning & Zoning Board's recommendation will not be forwarded to Council until the following month.

SIGNATURE: _____ **DATE:** _____

PRINT NAME: _____ **Owner** _____ **Applicant** _____

<p>FOR OFFICE USE ONLY</p> <p>Meeting Scheduled for DATE: ____/____/____</p> <p>Application Status: Complete _____ Incomplete _____</p>
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