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## CHAPTER 75. SITE PLAN

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## Chapter 75. SITE PLAN

### ARTICLE I. FINAL SITE PLAN APPROVAL PROCEDURES

#### Sec. 75-1. Purpose.

The purpose of this Chapter is to establish requirements and procedures for site plan review activities within the City.

#### Sec. 75-2. Site Plan development activity; review requirements.

- (a) The following development activities shall require DRC Site Plan review, unless exempted by Section 75-4(c) and shall provide the information required, per section 75-4(d):
- 1) Residential or nonresidential developments including nonresidential additions.
  - 2) A change in the use of property to any permitted use that will require or voluntarily result in a site alteration in order to meet the provisions of the Land Development Code (e.g. a need for additional parking); with the exception of nonresidential structures occupied by multiple tenants where the existing and proposed uses are permitted and no site alteration is proposed or required. In such exceptions, no DRC review is required.
  - 3) Except or otherwise provided herein, applications for new paved areas shall be reviewed and approved by the DRC. The review may be conducted informally without filing a Site Plan application or, due to its complexity or size of project, warrant the submittal of a Site Plan application requiring a DRC meeting, as may be determined by the Planning and Development Services Director.

#### Sec. 75-3. Conceptual site plan review.

(a) *Necessity for filing.*

- (1) While there is no requirement to file a Conceptual Site Plan (CSP), all applicants for a FSP are encouraged to request a pre-application meeting with staff and have the option to file a CSP to the Planning and Development Services Department prior to submitting an application for FSP approval. The applicant may begin site plan review by filing a FSP.
- (2) The DRC will review the CSP application for conformity with this Chapter and other development regulations. The Planning and Development Services Director or his/her designee will notify the applicant in writing of the results of the review. The CSP will be considered as a separate document to the FSP.

(b) *Optional submittal.* A CSP application shall include the following:

- (1) *Conceptual site plan application.*
  - a. Statement of ownership of the proposed development, and the names, mailing addresses, email addresses, telephone numbers, and any project engineers, architects, planners or any others representing the developer;
  - b. Legal description;
  - c. Current zoning classification;

- d. Schematic representation of the proposed use, including building size, shape, and location on the site;
- e. Schematic representation of vehicular and pedestrian circulation within the site, including driveways, parking areas, and loading areas;
- f. Schematic representation of points of connection to the public rights-of-way; and
- g. Other relevant features, as may be requested by the City staff or provided by the applicant.

**Sec. 75-4. Final site plan review.**

- (a) *Procedures.* An application for an FSP shall be filed and processed pursuant to Sections 74-3 and 74-4 of this Code.
- (b) *Approval required.* Unless otherwise stated in this Chapter, the granting of a Final Site Plan (FSP) and associated Development Order is required prior to the issuance of any development permit allowing for the commencement of site construction activity for any development within the City. This Chapter does not address subdivision Preliminary Plat Development Order and Final Plat approvals consistent with Chapter 106. For information on subdivision Preliminary Plat Development Order and Final Plat approvals, see Chapter 106.
- (c) *Exempt development.* The following activities shall not require compliance with this Chapter, but may be subject to other Chapters:
  - (1) Construction of a single-family home and customary accessory structures on an existing single-family zoned lot.
  - (2) Construction of a duplex and customary accessory uses on an existing duplex zoned lot.
  - (3) The installation of those improvements, which are required to develop a subdivision and for which Development Order, plat approvals, and related permits have been issued, pursuant to Chapter 106.
  - (4) Agricultural production practices, which include fencing, drainage, irrigation, and other agricultural uses and structures, including portable structures, which do not conflict with existing City ordinances.
  - (5) Public buildings under 10,000 sq. ft., subject to DRC administrative review and final action, to ensure compliance with City ordinances and City Fire Codes.
- (d) *Required submittals.*
  - (1) *Final site plan application.* A FSP application shall include the following information and exhibits drawn to a scale of not less than one inch equals 60 feet:
    - a. Statement of ownership of the proposed property to be developed, the names, mailing addresses, e-mail addresses, and telephone numbers, and any project engineers, architects, planners, surveyors, or any others representing the developer;
    - b. Notarized authorization of owner, if the preparer of the site plan is someone other than the property owner;
    - c. Current zoning classifications;
    - d. Vicinity map at a scale not to exceed one inch equals 2,000 feet, with sufficient information to locate the property in the field;
    - e. A survey of the subject property that is less than two (2) years old, prepared, stamped and signed by a registered surveyor, showing the boundaries of the project, to include a legal

description, any existing streets, buildings, watercourses, easements and section lines. This survey shall be drawn to a scale of not less than one (1) inch equal sixty (60) feet.

- f. Water bodies or courses;
- g. Swamp, wetland areas, conservation areas, or environmentally sensitive areas;
- h. A site plan containing the title of the project, date, scale, and a north arrow. It shall also include, among other features listed herein, the location of all existing and proposed buildings uses and structures; access and traffic flow; off-street parking and loading areas; vehicular reservoir areas; recreational facilities; and existing and proposed topography at one-foot contour intervals;
- i. Total acreage, project density/intensity, and the percentages of total acreage for each permitted use, for building coverage, and for impervious surface coverage;
- j. Calculation of the required and proposed number of off-street parking and loading spaces;
- k. Statement of the proposed arrangements for the maintenance of common open space areas and facilities;
- l. Height and setbacks of all structures and total floor area by land use;
- m. Identify distances between separate buildings, where applicable;
- n. Onsite vehicular circulation systems for bicycles, cars, trucks, and/or other required vehicle types, showing connections to related off-site facilities;
- o. All adjacent rights-of-way, including all existing and proposed, centerlines and widths, pavement widths, acceleration/deceleration lanes, existing median cuts, driveways and intersections, street light poles, and power company facilities;
- p. Onsite and connections to off-site pedestrian systems;
- q. Type, size and location of all existing and proposed utilities, including water sewer, electric, gas, communication and the providers of such utilities;
- r. Existing and proposed fire hydrant locations and water main sizes;
- s. Direction of drainage flows, retention/detention facilities, and their association with project phasing;
- t. Tree survey and related information consistent with the provisions of Chapter 98 of the Land Development Code and existing native vegetation that will be preserved that shall not be altered by site engineering;
- u. Identify known wildlife corridors, habitats, plants, and/or animals for Federal and State endangered species, threatened species or species of special concern;
- v. Identify known historic and archaeological sites;
- w. The date potable water and sanitary sewer facilities are needed to provide service to the proposed development and a verification from the appropriate potable water and sanitary sewer utility. That adequate capacity shall be available to serve the proposed development at the time of impact and meet the required fire flows and duration, as provided in Chapter 86;
- x. Location and screening of a solid waste disposal system and provisions for accessibility to refuse collection and recycling trucks;
- y. Bicycle parking, mass transit loading (bus stop) areas, if any, and provisions for accessibility to vehicles of the required type;

- z. Areas for emergency vehicles and fire engines and provisions for accessibility to vehicles of the required type through the use truck turning simulation shown on the plan. This provision typically includes plans to accommodate a WB-40 or greater wheelbase;
- aa. Design of all paved areas, including dimensions, cross sections, radii and elevations, as well as plans for traffic-control signs and pavement markings;
- bb. Per Section 110-829(f)(4)d, of the Land Development Code and within the right-of-way limits, the maximum recommended driveway grade is approximately three (3%) percent. Further, the maximum allowable grade is four and two tenths percent or one half-inch per linear foot and the maximum slope immediately beyond the right-of-way line shall not change in excess of five (5%) percent for either angle of approach or break over angle;
- cc. Location of all floodplain areas, established base flood elevations (BFE), and any proposed finished floor elevations (FFE);
- dd. Stormwater management construction plan calculations, which includes the computation of pervious and impervious surface areas, in square footage and percentage;
- ee. Construction type(s), building floor areas, including a floor area ratio calculation, elevations, sizes, types and typical floor plans;
- ff. Plans for all proposed site signage meeting Chapter 102, which includes location, design, size, copy area, and setbacks;
- gg. A landscaping and irrigation plan meeting the requirements of Section 110-808 of the Land Development Code;
- hh. Location of common areas and open space areas;
- ii. Location of outdoor storage areas and related screening features;
- jj. Illumination plan related to parking area;
- kk. Any additional information deemed necessary by any reviewing department or agency, or deemed appropriate by the developer;
- ll. The applicant shall provide the City with a minimum of eight (8) hard copies of the site plan package (10 copies if the project proposes to access a Volusia County roadway or is located in the Deltona North utility area) and an electronic copy of the Site Plan package including a separate PDF for each plan sheet; and
- mm. A Soil and Erosion Control Plan showing the location, type, and description of proposed erosion and sedimentation controls. At a minimum, it shall include:
  - 1. For proposed developments greater than or equal to one acre or developments less than one acre that are part of a larger common plan of development, a draft copy of the NPDES Generic Construction NOI (Notice of Intent) and SWPP (Stormwater Pollution Prevention Plan) shall be submitted to the City.
  - 2. Requirement that erosion control inspectors for project are Florida State Certified.
- nn. Waivers may occur for City regulations, if that option is already provided within a specific section of the City's Code of Ordinances for that specific regulation. If eligible, administrative waiver requests shall be made in writing by the developer to the Planning and Development Services Director.
- oo. Plans and specifications required pursuant to all other applicable articles of this chapter and other relevant items as may be required by the Planning and Development Services Director, DRC, and other decision making bodies responsible for reviewing Site Plan applications.

(e) *On and off-site development.* The provisions of this article shall be applied to all development, which is the subject of a FSP, whether that development is on or off of the subject site.

**Sec. 75-5. Conformity to recorded plat and zoning regulations.**

- (a) *Conformity to recorded plat.* All Final Site Plans shall conform to applicable plats.
- (b) *Conformity to regulations and policies.* All Final Site Plans shall conform to applicable City, County, Regional, State, and Federal regulations and policies.