



Office of Planning & Zoning Site Plan Submittal Guide

The following required information shall be submitted when applying for site plan approval. Additional information may be required depending on the project.

- ___ 1. Completed Development Application form.
- ___ 2. Tax receipt or property record card.
- ___ 3. Latest recorded warranty deed showing the current title holders of the property.
- ___ 4. A legal survey prepared by a surveyor registered in the State of Florida, showing an accurate legal description and the total acreage when the property is part of a larger tract.
- ___ 5. **Major Site Plan Submittal:** Digital copy of the site plan with supporting documentation.
- ___ 6. **Minor Site Plan Submittal:** Digital copy of the site plan with supporting documentation.
- ___ 7. Application for Capacity Encumbrance Letter or vesting from concurrency, application for Capacity Reservation Certificate or a valid Capacity Reservation Certificate, or de minimus determination or an exemption determination.
- ___ 8. Environmental assessment. (if applicable)
- ___ 9. State agency permits. (if applicable)
- ___ 10. Tree removal permit. (if applicable)
- ___ 11. Utility availability letter.
- ___ 12. Corporation Paperwork (Sunbiz documents).
- ___ 13. Aerial photograph.
- ___ 14. Application fees.

A. PLAN FORMAT (Signed & Sealed Per F.S. 471.025)

- ___ 1. Digital copy includes a "24 x 36" PDF, 3/4" margin, 1"/100' scale
- ___ 2. 11" x 17" paper plan sheets to scale
- ___ 3. Sheet number and total number of sheets

B. PLAN REQUIREMENTS

- ___ 1. General vicinity map drawn to scale showing position of proposed site in the Section(s), Township and Range.
- ___ 2. Principal roads, city limits and other pertinent information.
- ___ 3. Complete legal description of the property.
- ___ 4. Name, address and telephone number of the owner(s) of the property.
- ___ 5. Name, address, and telephone number of engineer or landscape architect preparing the plan. The designated contact person must be referenced on the plans.
- ___ 6. Title block, north arrow, scale and date.

- ___ 7. Area of property, shown in square feet and acres.
- ___ 8. Provide building construction information to reflect type as listed: frame, joist masonry, non-combustible, modified fire resistive and fire resistive.
- ___ 9. Location of existing property and right-of-way/easement lines for private and public property.
- ___ 10. Location of existing streets, railroads, buildings, transmission lines, sewers and bridges.
- ___ 11. Location of existing culverts, drain pipes and water and sewer lines within 300 and 1000 feet (curb line distance).
- ___ 11. Location of existing stormwater management systems.
- ___ 12. Existing and proposed septic tank systems or sewer lines.
- ___ 13. Potable water source; existing and proposed wells and water lines.
- ___ 14. Indicate location of nearest alternative water supply (lake, pond, spring, development with approved water supply system. Alternative supply must be approved by fire prevention).
- ___ 15. Location of existing hydrants.
- ___ 16. Any land rendered unusable for site purposes by deed restrictions or other legally enforceable limitations.
- ___ 17. Landscape plan and legend (trees over 6" DBH).
- ___ 18. Tree Removal and Mitigation.
- ___ A tree inventory consisting of an aerial photograph or drawing (at a scale of one inch equals two hundred feet (1" = 200) or a greater legible scale showing:
 - ___ Property boundaries (survey)
 - ___ For all protected trees found on the attached approved tree list as specified in (B) below.
 - a. Location, caliper DBH and common name of individual trees or tree groupings
 - b. Location, caliper DBH of historic, specimen or heritage trees
 - ___ General schedule of when the trees will be removed and when replacement trees will be planted
 - ___ Mitigation plan indicating location, size and species of trees used as replacements.
- ___ 19. U.S.D.A. Soil conservation service soil types.
- ___ 20. Contour lines at five (5) foot intervals
- ___ 21. FLUCS vegetative cover overlain on the concept plan, and precept survey for designated species when native habitat is being altered or cleared or when project is 100 acres or greater.
- ___ 22. Water courses, water bodies, flood plains, wetlands and other important natural features. (jurisdictional wetland line, ordinary high water line or mean high water line and 100-year flood line.)
- ___ 23. Base flood elevation
- ___ 24. Designated species survey.
- ___ 25. Existing zoning of the parcel.
- ___ 26. Depiction of abutting property within five-hundred (500) feet showing:
- ___ Existing zoning
 - ___ Land uses
 - ___ Principal structures (construction type within 100 feet)
 - ___ Major landscape features

- _____ Intensities of non-residential use
- _____ Traffic circulation systems
- _____ Existing and proposed driveways
- _____ Water and sewer facilities
- _____ Wells and septic tank systems
- _____ 27. Intensity or density of the site (ISR/- DU/AC/Building Square Footage)
- _____ 28. General parking and circulation plan broken down by standard, compact and handicapped.
- _____ 29. Points of ingress and egress from the site with relation to existing or planned public or private road rights of way; pedestrian ways, bicycle paths and access points to public transportation facilities.
- _____ 30. Proposed stormwater management systems and proposed linkage, if any, with existing or planned public water management systems.
- _____ 31. Location and availability of capacity for potable water and wastewater facilities to serve site and identification of who will serve the site. (Potable water systems within 300 feet and wastewater treatment systems or central lines within 1000 feet).
- _____ 32. Description of any required improvements or extensions to off-site facilities.
- _____ 33. Proposed open space areas on the site and types of activities proposed to be permitted on them.
- _____ 34. Location of existing public or private easements.
- _____ 35. Lands or land use rights to be dedicated or transferred to the public or a private entity and the purposes for which the lands will be held and used.
- _____ 36. Location of the site in relation to any established urban service areas and utilities.
- _____ 37. A description of how the plan mitigates or avoids potential conflicts between land uses.
- _____ 38. Commercial Design Standard Renderings.

C. **ADDITIONAL DATA**

TRANSPORTATION REVIEW

A Traffic Impact Study (TIS) will generally not be required for projects, meeting the following conditions: The proposed development meets the “De Minimus” criteria specified by LDR chapter 5.01.03 (A & B) - Exemptions for Development with “De Minimus” Impact, and that the development site is on a roadway currently operating at vehicles/capacity (V/C) ratio below 0.5.

For development sites that do not meet the “De Minimus” criteria but generate less than 25-net new vehicular trips based upon weekday A.M. peak-hour, weekday P.M. peak- hour and or weekend peak-hour trips; a Request of Exemption Letter must be submitted. The minimum data required for this letter is described in Lake Sumter Metropolitan Planning Organization (MPO) Traffic Impact Study Methodology Guidelines. A traffic impact study will be required as outlined in the MPO Manual for all other development sites.

Please contact the Lake County Public Works Department at 352-253-6000 with any questions regarding requirement

FIRE PLAN REVIEW

Plans shall include:

- a key plan that indicates the location of the proposed tenancy with the building.

- a key plan that includes the occupancy classification of all adjacent occupancies.

Plans shall indicate:

- proposed tenant occupancy classification.
- the occupant load for the proposed tenant.
- required fire protection features (i.e. fire sprinkler system, fire suppression system, etc)
- required life safety systems (i.e. fire alarm system, detection system, etc.)
- any existing fire protection features in place.
- any existing life safety systems in plan.

Plans shall identify/label room/area use.

ADDITIONAL STANDARDS

Additional standards applying to the Wekiva River Protection Area or Green Swamp Area of Critical State Concern shall be required for development proposals pursuant to Chapters VII and VIII of the Land Development Regulations, as amended. Any requested development order must comply with the Lake County Land Development Regulations, as amended, and the Lake County Comprehensive Plan, as amended. If this project has vesting status or is subject of a special master settlements please include documentation of such.

Commercial Design Standards per LDR Chapter 9.10.02 Design Standards. The following standards shall apply to nonresidential buildings and structures on parcels within the Commercial, Industrial and Community Facility zoning classifications and located on an arterial or collector road within Lake County. Portions of buildings and structures on these parcels that are not visible from the road shall not be subject to these requirements. Existing development shall comply with these requirements when substantially improved.

A. Building Design.

1. Materials and colors. Buildings shall be constructed to have the following:

- a. Significant use of two building materials shall be incorporated into the design to establish a clear texture change.
- b. Façade colors shall be neutral or earth tone colors.
- c. Building trim, doors, shutters, and accent areas may feature other colors, including primary colors and black. Metallic, fluorescent, or neon tubing shall not be permitted for building trim or accent areas.

2. Massing. Massing shall be used to encourage pedestrian scale elements in building design, and to reduce bulk and mass of buildings.

3. Roofs. Roofs shall be constructed to meet the following minimum criteria:

- a. Parapets concealing flat roofs; or
- b. Sloping roofs of 3:12 or greater, with overhanging eaves extending no less than two (2) feet past the supporting walls; or
- c. Three (3) or more roof slope planes that do not exceed the average height of the supporting walls, with overhanging eaves extending no less than two (2) feet past the supporting walls.

4. Building Lighting.

- a. Lighting shall be decorative and blend with the architectural style of the development.
- b. All lighting shall be cutoff fixtures designed and located so as to minimize glare and overhead sky glow.
- c. Canopy and overhead lighting shall be recessed or shielded in a manner that prevents lighting of the horizontal axis.

5. Mechanical Equipment.

- a. All mechanical equipment shall be located as far as reasonably possible from adjoining residential uses.
- b. Roof-mounted mechanical equipment shall be shielded from view with the use of a parapet wall or other architectural feature.
- c. Ground-mounted mechanical equipment shall be located within 20 feet of the principal structure on the site and shall be shielded on all sides with acoustically lined walls that are at least two feet higher than the top of the equipment and treated to match the exterior of the building.