

Memo

To: Planning and Zoning Advisory Board
From: John Stone, CBO
CC: Courtney Barker, City Manager
Date:
Re: Site Plan Application

Technical Review of Proposed Site Plan

Applicant:

Name of Project:

Location:

Zoning:

Proposed Use:

Permitted Use:

Contents. The site plan shall include the following:

- 1 *Existing site conditions.*
 - (a) A soils map of the site. Existing USDA Soil Conservation Service maps are acceptable.

Applicant Comments:

Staff Comments:

- (b) A map of vegetative cover with the location and common name of all

protected trees. Groups of protected trees may be designated as clusters, with the estimated total number noted. This information shall be summarized in tabular form on the plan.

Applicant Comments:

Staff Comments:

- (c) A topographic survey.

Applicant Comments:

Staff Comments:

- (d) A detailed project-area map showing existing hydrography and runoff patterns, as well as the size, location, topography, and land use of any off-site areas that drain onto, through, or from the project area.

Applicant Comments:

Staff Comments:

- (e) Existing surface waters, wetlands, and canals within the proposed development site, including seasonal high-water-table elevations and attendant drainage areas for each.

Applicant Comments:

Staff Comments:

- (f) A map showing the locations of any soil borings or percolation tests required by this chapter. Percolation tests representative of design conditions shall be performed if the surface water runoff management system includes swales, percolation (retention), or exfiltration (detention with filtration) designs.

Applicant Comments:

Staff Comments:

- (g) A scale drawing of the site and all land within 500 feet of any property line of the site.

Applicant Comments:

Staff Comments:

- (h) The location of any underground or overhead utilities, culverts, and drains on the property and within 100 feet of the proposed development boundary.

Applicant Comments:

Staff Comments:

- (i) The location, names, and widths of existing and proposed streets, highways, easements, building lines, alleys, parks and other public spaces, and similar information regarding abutting property.

Applicant Comments:

Staff Comments:

- (j) The 100-year flood elevation, minimum required floor elevation, and boundaries of the 100-year floodplain for all parts of the proposed site.

Applicant Comments:

Staff Comments:

- (k) Drainage basin or watershed boundaries, identifying locations of the routes of off-site waters onto, through, or round the project.

Applicant Comments:

Staff Comments:

- (l) Location of wells.

Applicant Comments:

Staff Comments:

- (2) *Proposed site activities and design.*

- a. *Generally.*

- 1. Area and percentage of total site area to be covered by an impervious surface.

Applicant Comments:

Staff Comments:

2. Grading plans, including perimeter grading.

Applicant Comments:

Staff Comments:

b. Buildings and other structures.

1. Building footprint, showing the location, dimensions, floor area, and proposed use of buildings.

Applicant Comments:

Staff Comments:

2. Building setback distances from property lines, abutting right-of-way center lines, and all adjacent buildings and structures.

Applicant Comments:

Staff Comments:

3. The location of all off-site sidewalks required by Section 30-547.

Applicant Comments:

Staff Comments:

4. Minimum floor elevations of buildings within any 100-year floodplain.

Applicant Comments:

Staff Comments:

5. The location, dimensions, type, composition, and intended use of all other structures.

Applicant Comments:

Staff Comments:

c. *Utilities.*

1. Proposed location and sizing of potable water and wastewater facilities to serve the proposed development, including required improvements or extensions of existing off-site facilities.

Applicant Comments:

Staff Comments:

2. Location of the nearest available potable water supply and wastewater disposal system and the proposed tie-in points, or an explanation of alternative systems to be used.

Applicant Comments:

Staff Comments:

3. Boundaries of proposed dedicated utility easements.

Applicant Comments:

Staff Comments:

4. Exact locations of existing and proposed fire hydrants within 500 feet of the site.

Applicant Comments:

Staff Comments:

5. Location of irrigation wells.

Applicant Comments:

Staff Comments:

d. *Streets, parking, and loading.*

1. The layout of streets and driveways, showing proposed elevations, grades, paving, and drainage plans and profiles.

Applicant Comments:

Staff Comments:

2. A layout showing the total number and dimensions of proposed parking spaces and loading areas, as well as all proposed ingress and egress, including proposed public street modifications and projected on-site traffic flow.

Applicant Comments:.

Staff Comments:

3. The location of all exterior lighting.

Applicant Comments:

Staff Comments:

4. The location and specifications of any proposed garbage enclosures.

Applicant Comments:

Staff Comments:

5. Cross sections and specifications of all proposed pavement.

Applicant Comments:

Staff Comments:

6. Typical and special roadway and surface water runoff drainage sections and summary of quantities.

Applicant Comments:

Staff Comments:

e. *Tree removal and protection.*

1. All protected trees to be removed.

Applicant Comments:

Staff Comments:

2. Proposed changes in the natural grade and any other development activities directly affecting trees to be retained.

Applicant Comments:

Staff Comments:

3. A statement of measures to be taken to protect the retained trees.

Applicant Comments:

Staff Comments:

4. A statement of proposed tree relocations.

Applicant Comments:

Staff Comments:

f. Landscaping.

1. Location and dimensions of proposed landscaped areas, access aisles, and driveways.

Applicant Comments:

Staff Comments:

2. A description of existing and proposed plants for landscaped areas, including species (scientific and common names), variety and size.

Applicant Comments:

Staff Comments:

3. An irrigation plan for landscaped areas. Irrigation within areas that have native plants that can be damaged by spray type irrigation due to salinity conditions must utilize other methods such as soaker or drip hoses.

Applicant Comments:

Staff Comments:

g. Surface water runoff management.

1. A plan that describes the type and location of measures to control erosion and sedimentation, the stage of development at which they will be put into place or used, and maintenance provisions for the control measures.

Applicant Comments:

Staff Comments:

2. A description of the proposed surface water runoff management system, including: Items

Applicant Comments:

Staff Comments:

3. Channel, direction, flow rate, and volume of surface water that will be conveyed from the site, with a comparison to natural or existing conditions.

Applicant Comments:

Staff Comments:

4. Detention and retention areas, including plans for the discharge of contained waters, maintenance, and impact on receiving surface waters.

Applicant Comments:

Staff Comments:

5. Areas of the site to be used or reserved for percolation, including an assessment of the impact on groundwater quality.

Applicant Comments:

Staff Comments:

6. Location of all water bodies to be included in the surface water runoff management system (natural and artificial) with details of hydrography, side slopes, depths, and water-surface elevations or hydrographs.

Applicant Comments:

Staff Comments:

7. Linkages with existing or planned surface water runoff management systems.

Applicant Comments:

Staff Comments:

8. Location of on- and off-site rights-of-way and easements for the system.

Applicant Comments:

Staff Comments:

9. The entity or agency responsible for the operation and maintenance of the surface water runoff management system.

Applicant Comments:

Staff Comments:

10. The location of off-site surface water runoff management systems that will be used by the proposed development, showing the names and addresses of the owners of the systems.

Applicant Comments:

Staff Comments:

11. Runoff calculations, which shall be in accord with St. Johns River Water Management District regulations.

Applicant Comments:

Staff Comments:

h. Environmentally sensitive lands identified in this chapter.

1. Exact sites and specifications for all proposed drainage, filling, grading, dredging, and vegetation removal, including estimated quantities of excavation or fill materials computed from cross sections.

Applicant Comments:

Staff Comments:

2. Percentage of the site's land surface that is covered with natural vegetation and percentage of natural vegetation to be removed by development.

Applicant Comments:

Staff Comments:

3. Distances between development activities and the boundaries of protected, environmentally-sensitive lands.

Applicant Comments:

Staff Comments:

4. The manner in which habitats of endangered, threatened, and special-concern species will be protected.

Applicant Comments:

Staff Comments:

- i. *Signs. Location of all proposed signs.*

Applicant Comments:

Staff Comments:

- j. Subdivision. The proposed number, minimum area, and location of lots if development involves a subdivision of land.

Applicant Comments:

Staff Comments:

- k. *Land use and dedications.*

1. The location and amount of area on the site devoted to all existing and proposed land uses, including schools, open space, churches, and residential and commercial uses.

Applicant Comments:

Staff Comments:

2. The total number of dwelling units per acre.

Applicant Comments:

Staff Comments:

3. The location of all land to be dedicated or reserved for all public and private uses, including rights-of-way, easements, special reservations, and the like.

Applicant Comments:

Staff Comments:

- (3) *Concurrency requirements.* Before a building permit may be issued, the following concurrency requirements regarding potable water, sanitary sewer, solid waste disposal, surface water runoff drainage, roads, recreation, and schools shall be met:

Applicant Comments:

Staff Comments:

- a. A certificate from the appropriate permitting authority, indicating that the surface water runoff management system into which the proposed project will discharge surface water runoff has sufficient capacity to accommodate the proposed development.
- b. A certificate from the county indicating sufficient sanitary sewer capacity for the proposed development.
- c. A certificate from the county indicating sufficient solid waste capacity for the proposed development in the county landfill.
- d. A certificate from the City of Melbourne indicating sufficient potable water capacity for the proposed development in the Melbourne Water System.
- e. A certificate from the city's recreation director indicating that sufficient recreational facilities exist in the city to serve the occupants of the proposed development.
- f. For those projects proposing access to a state roadway, an access permit from the state. Such permit shall indicate the existing level of service from the access road, the latest average daily traffic count on such road, and the average daily trip generation projections for the project and their resulting level of service on the access road.

- g. A certificate from the Brevard School District indicating that sufficient public education facilities exist to serve the occupants of the proposed development.

(4) *Traffic study.*

- a. *Required.* Proposed development projects which meet one of the following criteria shall submit a traffic study prepared and signed by a professional traffic engineer:

- 1. Nonresidential projects which have a total of 10,000 or more square feet of floor area.

Applicant Comments:

Staff Comments:

- 2. Residential projects of 25 or more dwelling units.

Applicant Comments:

Staff Comments:

+++++

Additional Staff Comments