



CITY OF PORT ORANGE

Department of Community Development
Planning Division

CASE NO.

DATE APPLICATION RECEIVED

1000 CITY CENTER CIRCLE, PORT ORANGE, FLORIDA 32129 (386) 506-5600 (www.port-orange.org)

SITE DEVELOPMENT PLAN APPLICATION

(Chapter 6, Section 5, Land Development Code)

Name of Proposed Development: _____

Property Address/Location: _____

Parcel No.: _____ Current Zoning: _____

Description of Development: _____

Developer's Name: _____

Address: _____

E-Mail Address: _____ Phone: _____

Project Engineer: _____

Address: _____

E-Mail Address: _____ Phone: _____

Type of Development:

- \$4,500 - Major Site Plan (Requires Planning Commission and City Council Review)
- \$4,000 - Minor Site Plan (Staff Review Only)
- \$1,000 - Modification to an Approved Site Plan (more than 3 years old)
- \$ 500 - Modification to an Approved Site Plan (3 years old or less)

Please note: The above referenced fees are for SDRC review and one resubmittal only. Separate resubmittal fees will be assessed for each re-submittal thereafter (see the City's web site for resubmittal fees). Also, Site Inspection fees are due at the Pre-construction Meeting.

NOTE TO APPLICANT: A pre-application conference must be held with Department Staff prior to filing for Site Development Plan approval. This application should be accompanied by twelve (12) copies of the proposed site development plan, signed and sealed by a registered Engineer, Architect, and/or Landscape Architect, as required by the LDC along with all other required exhibits references in the LDC as well as the attached checklist.

Owner's Name: _____

Address: _____

E-Mail Address: _____ Phone: _____

Applicant's Name (if other than owner): _____

Address: _____

E-Mail Address: _____ Phone: _____

Applicant is: Contract Purchaser Agent

Owner's Signature: _____ Date: _____

**STATE OF FLORIDA
COUNTY OF VOLUSIA**

The foregoing instrument was acknowledged before me this _____ by _____
(Date)
_____, who is personally known to me or who has
(Name of Person Acknowledging)
produced _____ as identification and who
(Type of Identification)
did (did not) take an oath.

(Signature) Notary Public, Commission No. _____

(Name of Notary typed, printed or stamped)

NOTE TO APPLICANT

If you would like assistance in completing this form, please call or stop by the Department of Community Development, (386) 506-5600. Our offices are located on the second floor of City Hall, 1000 City Center Circle. Office hours are Monday through Friday 8:00 a.m. to 4:00 p.m.

AFFIDAVIT OF AUTHORIZATION

_____ hereby authorizes _____,
Property owner's name Applicant/agent/s name representing property owner
and its agents, to make application for _____ to
Type of Application requested
the City of Port Orange for property described on the attached application form.

PROPERTY OWNER'S SIGNATURE: _____
DATE: _____

**STATE OF FLORIDA
COUNTY OF VOLUSIA**

The foregoing instrument was acknowledged before me this _____ by
(Date)
_____, who is personally known to me or who has
(Name of person acknowledging)
produced _____ as identification and who
(Type of Identification)
did (did not) take an oath.

(Signature) Notary Public, Commission No. _____

(Name of Notary typed, printed or stamped)

**THE FOLLOWING ARE MINIMUM REQUIREMENTS FOR ACCEPTANCE OF
A MINOR/MAJOR SITE PLAN APPLICATION.
ANY MISSING ITEMS WILL RESULT IN AN INCOMPLETE APPLICATION, WHICH WILL
NOT BE ACCEPTED FOR REVIEW**

Application Attachments

- Completed Application Signed by Owner
- Notarized Authorization from Owner
- School Planning and Concurrency Application
- Application Fee
- Letter Outlining Project and Any Non-Applicable Items

General Plan Information

- 12 folded copies of plans, 5 signed and sealed by a FL licensed engineer
- Project Name
- Development/Owner
- Development Type
- Engineer, Surveyor, Architect, and Landscape Architects Names, Addresses, and Phone Numbers
- Parcel Number
- Legal Description of the Property
- Date
- North Arrow
- Scale minimum of 1 inch = 60 feet
- Vicinity map, drawn to scale, showing zoning of site and adjacent properties
- Existing streets, buildings, lot lines, easements, or other improvements adjacent to development
- Tabulations verifying lot coverage, residential density (if applicable), parking and loading (numbers of spaces by type and size), tree preservation (total number of specimen trees and number preserved, and total land area dedicated to tree preservation)
- Boundary line, existing topographic, and existing wetlands survey, (12 copies, 5 signed and sealed)

Engineering and Utility Plans

- Composite plan showing all utility and drainage lines
- * Individual profile sheets for all storm and sanitary sewer lines, manholes, inlets, line size lengths, materials, slopes, inverts, top elevations, existing and proposed ground elevations, utility conflicts and pipe crossings. Minimum scale: Horizontal 1"=40', Vertical: 1"=4'
- Calculations justifying the sizing of water, sewer, and reclaimed water utility lines demonstrating compliance with SJRWMD and City of Port Orange LDC Chapter 10 requirements

- Grading Plan of existing and proposed contour lines, on and off-site, at a minimum of one (1) foot intervals with minimum proposed finished floor elevations, drainage flow arrows, and spot elevations
- Drainage basin map showing existing and proposed topography at one-foot contours
- City of Port Orange General Construction Notes and Applicable Standard Details
- * Demolition/Erosion and Sedimentation Control Plan (SWPP)
- Flood Zone Information, with the Base Flood Elevation and Floodway details
- Distance to nearest fire hydrants
- Sanitary sewer, lift station, valves, reclaimed water and domestic water hydraulic network calculations justifying line and facility size (3 copies)
- * Construction cost estimate (1 copy)
- Copies of letters to franchise utilities (1 each)
- * Copies of FDOT/Volusia County Right-of-way Use Permit Application (3 copies)
- Copies of HRS Domestic Water, Reclaimed Water and DEP Sewer Collection Permit Applications (3 copies)
- Soils report (3 copies)
- Drainage/Stormwater calculations (3 copies)

Landscape Plans

- Landscape plans (12 copies, 5 signed and sealed)
- Existing tree survey (12 copies, 5 signed and sealed. Survey may not be more than one year old)
- Clearing plan (12 copies)
- Buffers shown and noted on plans as to type and requirements
- Specimen Tree Calculations, indicating total number of specimen trees onsite and number required to be saved
- Tree preservation (15%) Calculations
- Tree preservation areas clearly shown on the plans
- Location of specimen trees clearly shown on plans and those to be preserved along with required conservation easements
- Location of existing and proposed underground and overhead utilities
- Location of proposed freestanding signs associated landscaping

* May be deferred until site and landscape issues have been substantially resolved.

- General notes including material specifications, mulch requirements, fertilization, installation, etc.
- * Copy of Wetland Mitigation Permit (for wetlands ½ acre or greater) (4 copies)
- Listed species report (4 copies)
- * Copies of Permit Application for plant and/or animal relocation or removal for Listed and Protected Species (4 copies)
- * Irrigation plans (12 copies). Low volume irrigation plans and calculations

Traffic

- Traffic Impact Analysis (5 copies)
- General Traffic Flow of Adjacent Roads
- Construction traffic, parking, and phasing
- Posted speed limits of Adjacent Streets
- Vehicular Access Point (entrances), with sight distances labeled from 10 from behind stop bar
- Lighting plan for Sidewalk, Bikepath, and Freestanding light poles
- Building Access Points
- Loading areas, bicycle parking, drive-through lanes, sidewalk/bikepaths (label size and provide details)
- Traffic Control Signage and Pavement Marking Plan

Architecture and Signage

- Architectural Building elevations (12 copies) showing all sides of building, color and materials
- Elevations of proposed freestanding signs indicating type, material, color, and dimensions
- * Uniform Sign Program for multi-tenant developments depicting type, color, dimension, and location

Documents that may be required at a later date, if applicable:

- Fair-Share Agreement
- Public Improvement Agreement
- Subdivision Improvement Agreement
- Easement documents

* May be deferred until site and landscape issues have been substantially resolved.



Volusia County School Board School Planning and Concurrency Application

Instructions: Submit one copy of completed application, location map, and applicable fee for each new residential project requiring a determination of school capacity.

The following information is to be provided to the Volusia County School District in order for student generation rates to be calculated, school capacity evaluated, and potential mitigation addressed. In order for your application to be complete, the information from the school district is required. It is your responsibility as the applicant to obtain this information. For information regarding this application process, please contact the Facilities Services Department – Growth Management at 386-947-8786.

Please check [✓] type of application request (one only):

- | | | |
|--|--|--|
| <input type="checkbox"/> School Capacity Review (LU & Zoning) | <input type="checkbox"/> Exemption Letter | <input type="checkbox"/> Letter of No Impact |
| <input type="checkbox"/> Concurrency Review (Site Plan & Subdivisions) | <input type="checkbox"/> Concurrency Equivalency | <input type="checkbox"/> Time Extension |
| <input type="checkbox"/> Amendment | | |

Fees: See Fee Schedule Make check payable to Volusia County School Board
In the event a Capacity Enhancement or Mitigation Agreement is negotiated an additional fee is required.

I. Project Information:

Project Name: _____ Municipality: _____

Parcel ID#: (attach separate sheet for multiple parcels): _____ Alternate Key: _____

Location/Address of subject property: _____ (Attach location map)

Closest Major Intersection: _____

II. Ownership/Agent Information:

Owner/Contract Purchaser Name(s): _____

Agent/Contact Person: _____

(Please note that if agent or contact information is completed the District will forward all information to that person)

Mailing address: _____

Telephone#: _____ Fax: _____

I hereby certify the statements and/or information contained in this application with any attachments submitted herewith are true and correct to the best of my knowledge.

Owner or Agent Signature _____

Date _____

If applicant is not the owner of record, a letter of authorization from the property owner(s) must be included with this form at time of application submittal. If owner is a company/corporation, please submit documentation that signatory is registered agent of the company.

III. Development Information

Project Data					
Current Land Use Designation		Proposed Land Use Designation			
Current Zoning		Proposed Zoning			
Project Acreage					
Total Units Requested					
Unit Breakdown:	SF:	MF Apts:	Condo:	Townhouse:	MH:
Is this a phased project: Y or N If yes please complete page 2 of this application.					

Worksheet is required to be completed by the Applicant if the project is to be phased:

Unit Type	Yr1	Yr2	Yr3	Yr4	Yr5	Yr6	Yr7	Yr8	Yr9	Yr10	Yr 11-20	20+ Years
SF												
MF												
TH												
MH												
Other												
Totals by Yr												

Grand Total	
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Insert totals by unit type by years.

SF = single family

MF = apartments and condo

TH = Town homes

MH = mobile homes

If you designate other – please indicate unit type i.e. lofts, duplex, etc.

EXAMPLE:

Unit Type	Yr1	Yr2	Yr3	Yr4	Yr5	Yr6	Yr7	Yr8	Yr9	Yr10	Yr 11-20	20+ Years
SF	25	25	25	25	--	--	--	--	--	--	--	--
MF	50	0	0	0	--	--	--	--	--	--	--	--
TH	10	0	0	10	--	--	--	--	--	--	--	--
MH	N/A											
Other	N/A											
Totals by Yr	85	25	25	35	--	--	--	--	--	--	--	--

Grand Total	170
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Notes: This application will not be deemed complete until all applicable submittal requirements have been submitted to the School District. Submittal requirements include completed application, fee, and location map. Please be advised that additional documentation/information may be requested during review process.



**Volusia County School District
 School Planning and Concurrency
 Service Provider Form**

This section to be completed by Local Government and submitted to school district

This portion of the application must be filled out and signed by the local government staff. Local government is responsible for verifying the number of units permitted and the requested change in number of units.

Change in Land Use	Current	Proposed
Change in Zoning	Current	Proposed
Number of Units by Type If the request is for a site plan/subdivision approval – verify # and type of units being requested. Unit total: Unit Type:	Requested units by type: SF: total _____ currently permitted _____ Additional _____ MF: total _____ currently permitted _____ Additional _____ Condo: total _____ currently permitted _____ Additional _____ TH: total _____ currently permitted _____ Additional _____ MH: total _____ currently permitted _____ Additional _____	

Local Government Reviewer’s Signature and title

Date

Affected Local Government(s)		

Comments:



Transportation Concurrency Request Form

To be filled out by applicant:

Date: _____

Applicant Contact Information (name, phone, email):

Project Name:

City Case Number:

Project Location:

(Also attach roadway map with site identified)

Project Type/Size (# of units, square footage, etc...): _____

To be filled out by City Staff:

_____ Project meets Transportation Concurrency. Approval granted.

_____ Additional information is required. Staff will contact the applicant.

_____ Project requires a Traffic Impact Analysis.

_____ Project meets Transportation concurrency upon payment of proportionate fair-share at existing Proportionate fair-share project locations. Staff will provide the applicant with a Fair-Share Agreement. Please execute and return the agreement to staff, so that it can be scheduled for City Council review and approval.

_____ Project does not meet concurrency. Staff will contact the applicant to discuss mitigation options.

City Transportation Planner

Date

CITY OF PORT ORANGE
DEPARTMENT OF COMMUNITY DEVELOPMENT
2010 DEVELOPMENT REVIEW CRITICAL DATES CALENDAR

(For use in determining application deadlines/SDRC meeting dates for site plans, preliminary plats, final plat and plans, replats, amendments to master development agreements and conceptual development plans, and PUD/PCD rezonings only. Minor subdivisions/exemptions and administrative variances shall be submitted by the application deadline listed below but normally require no further meeting dates after submittal. All other application types shall use the 2010 Public Hearing Critical Dates Calendar.)

NOTE: DATES ARE SUBJECT TO CHANGE – PLEASE VERIFY ALL DATES WITH THE DEPARTMENT OF COMMUNITY DEVELOPMENT (386) 506-5600.

MEETING DATES AND DEADLINES		
APPLICATION DEADLINES ♦ (NO LATER THAN 12:00 NOON)	SDRC MEETING DATES	SDRC RESUBMITTAL DEADLINES (NO LATER THAN 12:00 NOON)
DECEMBER 17, 2009**	JANUARY 13, 2010**	MARCH 15, 2010
JANUARY 21, 2010	FEBRUARY 10, 2010	APRIL 12, 2010
FEBRUARY 18, 2010	MARCH 10, 2010	MAY 10, 2010
MARCH 18, 2010	APRIL 7, 2010	JUNE 17, 2010
APRIL 22, 2010	MAY 12, 2010	JULY 12, 2010
MAY 20, 2010	JUNE 9, 2010	AUGUST 9, 2010
JUNE 17, 2010	JULY 7, 2010	SEPTEMBER 7, 2010
JULY 22, 2010	AUGUST 11, 2010	OCTOBER 11, 2010
AUGUST 19, 2010	SEPTEMBER 8, 2010	NOVEMBER 8, 2010
SEPTEMBER 23, 2010	OCTOBER 13, 2010	DECEMBER 13, 2010
OCTOBER 14, 2010**	NOVEMBER 3, 2010**	JANUARY 3, 2011
NOVEMBER 11, 2010**	DECEMBER 8, 2010**	FEBRUARY 7, 2011
DECEMBER 16, 2010**	JANUARY 12, 2011**	MARCH 14, 2011

STAFF DEVELOPMENT REVIEW COMMITTEE (SDRC) – Agendas are established and mailed or emailed to all applicants at least one week prior to the meeting date.

PLANNING COMMISSION – Meets the fourth Thursday of each month (except November and December), at 5:00 p.m., 1000 City Center Circle in the Council Chambers, 1st floor, City Hall.

CITY COUNCIL – Considers Planning Commission items on the third and fourth Tuesday of each month (except November and December). Site plans, preliminary plats, final plat and plans, replats, amendments to master development agreements and conceptual development plans, and PUD/PCD rezonings are generally considered at the fourth Tuesday of each month. These meetings are scheduled for 7:00 p.m. at 1000 City Center Circle in the Council Chambers.

** These dates have been rescheduled from regular dates due to holidays.

PLEASE NOTE THE FOLLOWING:

- **Planning Commission and City Council meeting dates shall be established for each project upon resolution of outstanding technical comments.**
- City Ordinance requires a pre-application conference prior to submittal of plat & plans, replats, minor subdivisions/exemptions, amendments to PUD/PCD's, and site development plans. Pre-application conferences are also encouraged for all other types of applications. To schedule a pre-application conference, please contact the Planning and Development Manager at (386) 506-5600.