

CITY OF PORT ORANGE
CHECKLIST - SITE DEVELOPMENT PLAN APPLICATIONS

Applicants are required to schedule a pre-application meeting prior to submitting an application to the city for review and approval. *To schedule a pre-application meeting, contact the Development Review Technician, Melanie Schmotzer, at (386) 506-5674/mschmotzer@port-orange.org.* All documents must be submitted in typewritten form in one package. Below is a list of the minimum requirements necessary for acceptance of Site Development Plan applications. Any missing information will result in an incomplete application that will be rejected for processing and review until such time as the items are provided (additional fee is assessed for incomplete submittals). Please note, the Community Development Department reserves the right to request additional information as necessary to process your request.

Application Fees:

\$4,000 – Site Plan

\$500 – Modifications to an approved site plan 3 years old or less

\$1,000 – Modifications to an approved site plan more than 3 years old

\$500 – Incomplete Submittal Fee

See attached fee sheet for list of additional site plan review fees that may be assessed during processing.

The application fee does not include any legal advertising or recording fees associated with this application. The advertising and recording fees will be billed separately by the City Clerk's office. For an estimate of the advertising and recording fees, contact the City Clerk's office at (386) 506-5566.

Application Checklist and Required Attachments:

- Completed application signed by the Property Owner
- Separate notarized authorization from the property owner *{this is only required if the applicant or agent is someone other than the property owner}*
- Completed Transportation Concurrency Form
- Completed School Planning and Concurrency Application Form
- Six (6) folded copies of signed & sealed final site plan
- One (1) complete electronic copy on CD of all submittal items (see specific requirements in separate attached document titled "City of Port Orange Standard Requirements for Electronic Submittals")
- Applicable Application Fee

General Plan Information

- Six (6) folded copies of plans, signed and sealed by a Florida licensed engineer. Must be original sign and seal.
- Title block must have printed name and license number of design professional
- Project Name
- Development/Owner
- Development Type
- Engineer, Surveyor, 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, (six (6) copies, one (1) original 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 (two (2) copies of report or letter)
- Drainage basin map showing existing and proposed topography at one-foot contours
- City of Port Orange General Construction Notes and Applicable Standard Details
- 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
- * 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 (one (1) copy)
- * Construction cost estimate (one (1) signed and sealed copy)
- Copies of letters to franchise utilities (one (1) each)
- * Copies of FDOT/Volusia County Right-of-way Use Permit Application (three (3) copies)
- * Copies of HRS Domestic Water, Reclaimed Water and DEP Sewer Collection Permit Applications (three (3) copies)
- Soils report (two (2) signed and sealed copies)
- Drainage/Stormwater calculations (two (2) signed and sealed copies)

Landscape Plans

- Landscape plans (six (6) copies, one (1) original signed and sealed)
- Existing tree survey (six (6) copies, one (1) original signed and sealed. Survey may not be more than one year old.)
- Clearing plan (six (6) copies, one (1) original signed and sealed)
- 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 should indicate the extent of required conservation easement
- Location of existing and proposed underground and overhead utilities
- Location of proposed entrance sign and freestanding wall with associated landscaping
- General notes including material specifications, mulch requirements, fertilization, installation, etc.
- * Copy of Wetland Mitigation Permit (for wetlands ½ acre or greater) (four (4) copies)
- Listed species report (one (1) copy)

- * Copies of Permit Application for plant and/or animal relocation or removal for Listed and Protected Species (one (1) copy)
- * Irrigation plans (six (6) copies, one (1) original signed and sealed). Low volume irrigation plans and calculations

Traffic

- Traffic Impact Analysis (2 copies)
- General Traffic Flow of Adjacent Roads
- Construction traffic, parking, and phasing
- Posted speed limits of Adjacent Streets
- Vehicular Access Point (entrances), label sight distances 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 showing all sides of building, color and materials (six (6) copies, one (1) original signed and sealed)
- Elevations of proposed freestanding signs indicating type, material, color, and dimension
- * Uniform Sign Program for multi-tenant developments depicting type, color, dimension, and location