Form C3 - Preliminary Site Plan Application Checklist

**Project Name:** Click or tap here to enter text.

**Project Number:** Click or tap here to enter text.

| PRELIMINARY SITE PLAN Application Checklist: | **Applicant** | **Staff** |
| --- | --- | --- |
| FORMS and certificates: | **(X)** | **(X)** |
| 1. Completed Form *A2 - Planned Development* application (in Accela), if processing as part of a Planned Development |  |  |
| 1. Completed Form *A4 - Site Plan* application (in Accela), if not part of a Planned Development project |  |  |
| 1. Completed Form *B3 - Preliminary Site Plan Worksheet* |  |  |
| 1. Completed Form *B10 -* *Zoning Atlas Amendment* *Application Worksheet* if the PSP is being processed in conjunction with a rezoning to PD |  |  |
| 1. Completed Form *C10 - Zoning Atlas Amendment Application Checklist* if the PSP is being processed in conjunction with a rezoning to PD |  |  |
| 1. Completed Form *D1 - Affidavit of Ownership / Agent Authorization* |  |  |
| 1. Completed Form *D3 - Concurrency Deferral & Acknowledgement* or Form *D4 – Level of Service Concurrency Reservation Application* |  |  |
| 1. Affordable housing certificate (if applicable) |  |  |
| 1. Rapid Response certificate (if applicable) |  |  |
| 1. If submitting Preliminary Plat along with Preliminary Site Plan, also include a completed Form *C5 - Preliminary Plat Checklist* and Preliminary Plat |  |  |
| MISCELLANEOUS DOCUMENTS: | **(X)** | **(X)** |
| 1. Pre‐application comments | # |  |
| 1. Project Narrative (separate Word document describing the proposed development in detail, including the proposed development program, ownership of the land, and the relationship of the proposed land uses to each other within the development and to land uses abutting/surrounding the project) |  |  |
| 1. Application fee payment | # |  |
| 1. Copy of previously approved development orders (ordinances, plans and stipulations, if applicable) (e.g. Special Permit, Variance, Certificate of Appropriateness, etc.) | # |  |
| 1. Corporate Ownership Articles of Incorporation | # |  |
| 1. Legal description of the site in Word | # |  |
| 1. Address Plan (scaled plat maps 1”=100', 1”=200' and 1”=400') showing roadways, buildings (stories, units per floor, and location of each building entry), and any miscellaneous items that will require addresses (entry features, amenity areas, lift stations, perimeter walls/fences, etc.). | # |  |
| 1. GIS shape file of Boundary and Center Line Drawing (must be in the correct state plane coordinate system – NAD83, 1990 Adjustment or later, Florida West Zone). | # |  |
| 1. Strike-through and underline document of proposed changes to an already approved development order (if applicable). | # |  |
| 1. General description of proposed legal measures to provide for any easements, dedications and reservations. | # |  |
| 1. Utilities Calculation | # |  |
| 1. SWFWMD Application Copy | # |  |
| 1. Letter listing requested Specific Approvals and justification for each (PDs only). | # |  |
| REPORTS AND STUDIES: | **(X)** | **(X)** |
| 1. Traffic Impact Analysis or Traffic Impact Statement or correspondence from Public Works Transportation Planning indicating no study required or in-house study performed. Contact Public Works Transportation Planning for methodology and to determine the study type (941)708‐7450 | # |  |
| 1. Site Access Operational Analysis (with concurrency application) | # |  |
| 1. FDOT response if access to state ROW. Include FDOT meeting notes and meeting date. | # |  |
| 1. Preliminary wetlands delineation report, as required in Section 706.2 (Wetland Identification and Verification). | # |  |
| 1. Wetland Impact Study including an avoidance and minimization analysis that demonstrates the necessity of the proposed impacts to wetlands and buffers. At minimum, the analysis shall include the following: | # |  |
| * 1. Onsite wetlands evaluated based on size and wetland function and scored in accordance with UMAM score sheets; | # |  |
| * 1. A statement describing the necessity of the proposed impact(s); | # |  |
| * 1. Examples of designs considered that would not require the impact(s) or demonstrate how the impacts have been minimized; | # |  |
| * 1. A statement of how any proposed impacts satisfy the requirements of LDC Section 706.5 (Criteria for Approval of Wetlands Impacts), including: | # |  |
| * + 1. A statement of how the impacted wetland meets the definition of Non-Viable Wetland (Section 706.5); | # |  |
| * + 1. A statement of how avoiding the impact would prevent reasonable development of the land, including consideration of whether the wetland to be impacted is within the boundaries of a Development of Regional Impact (DRI) and a consideration of the uses permitted within the boundaries of the DRI as a whole, pursuant to Section 706.5; or | # |  |
| * + 1. A statement of how the impact is a result of an overriding public benefit. The applicant shall submit documentation to support the conclusion that the overriding public benefit would provide a direct public benefit in excess of the detriments suffered by the public resulting from the loss of the wetland functions and values, pursuant to Section 706.5; | # |  |
| * 1. Proximity of the land to adjacent urban land uses; and | # |  |
| * 1. Degree of disturbance or invasion by exotic plant species within the wetland. | # |  |
| 1. If a water well is present on the site, well management plan including: | # |  |
| * 1. Digital photographs of the well along with nearby reference structures (if existing); | # |  |
| * 1. GPS coordinates (latitude/longitude) of the well; | # |  |
| * 1. Methodology used to secure the well during construction (e.g. fence, tape); and | # |  |
| * 1. Final disposition of the well - used, capped or plugged. | # |  |
| 1. A report detailing solid waste and wastewater uses, recycling, and disposal methods if the use generates or uses materials that cannot be introduced into the landfill or sanitary sewer system | # |  |
| PLANS: |  |  |
| ***Basic standards for all sheets*** | **Sheet #** | **(X)** |
| 1. Sheet size, max. 24” x 36”, numbered (i.e., sheet \_\_ of \_\_). If the site plan is split into multiple sheets, match lines shall clearly show where sheets join. | # |  |
| 1. Title block with: | # |  |
| * 1. Project name with the words "PRELIMINARY SITE PLAN" clearly stated; | # |  |
| * 1. Plan preparer name; | # |  |
| * 1. Approval signature block (see Form D5); | # |  |
| * 1. Preparation/revision dates. | # |  |
| 1. North arrow, legend and scale (1" = 60' or larger). In all cases, the scale used shall be of sufficient size to show all detail. | # |  |
| 1. Neat and legible lettering (minimum of 0.125 inches (9 points) in height when the sheet size is reduced to 11x17) | # |  |
| 1. All dimensions shall be in feet and decimals of a foot. | # |  |
| 1. If submitting a change to a previously approved PSP, show revisions in clouds | # |  |
| ***Cover Sheet*** | **Sheet #** | **(X)** |
| 1. Project name, including the words "PRELIMINARY SITE PLAN". | # |  |
| 1. Vicinity map (scale of not less than 1" = 1 mile) which clearly shows the site in relationship to its surroundings. | # |  |
| 1. Name, address, phone number and email address of the applicant, owner, developer, engineer, landscape architect and surveyor. | # |  |
| 1. Legal description of the site | # |  |
| 1. Note if the project is located within an Overlay Zoning district, or special area (e.g. Entranceway, Urban Corridor, Coastal Area, etc.) | # |  |
| 1. Include list and justification of Modifications of Standards or Adjustments requested | # |  |
| 1. Building & Development Services Department Signature block (see Form D5) | # |  |
| 1. Development Land Use Summary Table which includes the number of units or square footage by site plan name/number, the status of the plan, and a tally of total and remaining entitlements by type | # |  |
| 1. For phased developments, provide a table tracking the provision of open space and removal/ replacement of trees through the project phases. | # |  |
| ***Existing Site Conditions*** | **Sheet #** | **(X)** |
| 1. Boundary Survey (signed and sealed) | # |  |
| 1. Total site acreage | # |  |
| 1. Existing use, and current zoning and future land use designations of the site and of properties within 200' of the property boundaries. | # |  |
| 1. The location and size of the following existing features on the site and contiguous to the site: | # |  |
| * 1. Existing easements (specify type) | # |  |
| * 1. Buildings (including height) | # |  |
| * 1. Historic and archaeological resources | # |  |
| * 1. Active and inactive water wells. If no wells exist, add a note to the cover sheet indicating that there are no wells on‐site. | # |  |
| 1. The verified location of the following features on-site and within 100' of site perimeter: | # |  |
| * 1. Public use areas (note nature of use) | # |  |
| * 1. Existing and platted streets (and street names) | # |  |
| * 1. Sidewalks | # |  |
| * 1. Drainageways | # |  |
| * 1. Utilities (including horizontal and vertical information) | # |  |
| * 1. Water features (including watercourses, water bodies, perennial lakes and perennial streams). | # |  |
| 1. General topographic contours (5' maximum interval) on site based upon North American Vertical Datum (NAVD). The conversion factor between NAVD and National Geodetic Vertical Datum (NGVD) vertical datum shall be identified on the plan. | # |  |
| 1. Delineation of the FEMA latest effective Flood Insurance Rate Map (FIRM) 100-Year Floodplain Line, flood zones and the Flood Protection Elevation data onsite. Where available, 100-year floodplain delineation and associated stages pursuant to Watershed Management Plan shall be utilized as best available information. The source (FEMA FIRM and/or Watershed Management Plan) of 100-year floodplain delineation and stages shall be identified on the plan. | # |  |
| 1. If the site is located within the 100-year, the existing information required for a Floodplain Management Permit per Manatee County Floodplain Ordinance Section 2-10-21(c). Provide Flood Insurance Rate Map (FIRM) Panel(s) and delineate the floodplain. | # |  |
| 1. Where the project exceeds 100 acres in area, the latest available aerial photograph made at a scale of at least 1"=400' showing all property within 1,000' of the project boundaries. | # |  |
| 1. Preliminary wetlands delineation map (see LDC Section 706.2, Wetland Identification and Verification) | # |  |
| 1. Special habitat delineation showing: | # |  |
| * 1. Mangrove swamps; | # |  |
| * 1. Tidal marshes; | # |  |
| * 1. Sea grass beds; | # |  |
| * 1. Oyster beds; | # |  |
| * 1. Coastal streams; | # |  |
| * 1. Freshwater wetlands (swamps, marshes, sloughs, wet prairies, and heads); | # |  |
| * 1. Hammocks (mesic or xeric); | # |  |
| * 1. Pine prairies (pine flatwoods or dry prairies); and | # |  |
| * 1. Scrubs (sand pine scrubs, scrubby flatwoods, turkey oak ridges). | # |  |
| 1. Location and total acreage of existing native upland habitat onsite, and the location and proposed percentage of habitat that will be retained in an unaltered state post-construction. Proposed Upland Preservation areas should be clearly delineated, labeled and quantified on the plans. | # |  |
| 1. Depict the existing native plant communities to be preserved. If located within planned open spaces, 35% of the required open space or 75% of the existing native plant communities, whichever is less, shall be in the form of preserved native plant communities. | # |  |
| 1. Generalized tree inventory showing the location, types and sizes of existing trees 4" and larger (DBH) (see Section 700.3, LDC) | # |  |
| ***Proposed Development*** | **Sheet #** | **(X)** |
| 1. Plan showing graphically the location of all proposed land uses, specifying dwelling types (e.g. single family, duplex, multi-family, etc.), non-residential uses, open space, recreational facilities, and other proposed uses. | # |  |
| 1. Summary table listing: | # |  |
| * 1. Proposed acreage by land use (including open space) and percentage of total site area | # |  |
| * 1. Proposed number of dwelling units by type | # |  |
| * 1. Proposed gross floor area (square feet) for each non-residential building and occupancy | # |  |
| * 1. Proposed number of lodging units | # |  |
| * 1. Proposed residential gross and net density (dwelling units per acre) and gross and net non-residential intensity (Floor Area Ratio). Specify if transferring density/intensity from wetlands. | # |  |
| 1. Amount of additional density or floor area applied for under any bonus provisions, and the calculations supporting the specific features giving rise to such bonus application. | # |  |
| 1. Label and dimension existing full and half width right of way dimensions, along with any necessary future right of way setback for consistency with the Comprehensive Plan’s Future Traffic Circulation Plan | # |  |
| 1. Depict graphically and in text all required roadway improvements required pursuant to approvals, agreements, and development orders | # |  |
| 1. Proposed development construction schedule indicating the approximate starting and completion dates for the project and any phases thereof, together with appropriate identification and descriptions of such phases | # |  |
| 1. Proposed easements (specify type) | # |  |
| 1. Location and dimensions of proposed buildings, including: | # |  |
| * 1. All proposed buildings and structures | # |  |
| * 1. Outside storage and /or display areas and intended use | # |  |
| * 1. Minimum/maximum building setbacks | # |  |
| * 1. Distance between buildings where such a requirement applies | # |  |
| * 1. Building height (stories and feet) | # |  |
| 1. Location and dimensions of existing and proposed circulation features, including: | # |  |
| * 1. Name, ownership (public/private) and center line for existing and proposed roads on-site or contiguous to the site, along with any necessary future right of way setbacks for consistency with the Comprehensive Plan’s Future Traffic Circulation Plan. | # |  |
| * 1. Existing traffic signs on adjacent streets, annotate signs | # |  |
| * 1. Existing pavement markings on adjacent streets | # |  |
| * 1. Right-of-way (ROW) boundaries | # |  |
| * 1. Transportation easements | # |  |
| * 1. Visibility triangles | # |  |
| * 1. Sidewalks/pedestrian walkways | # |  |
| * 1. Bikeways | # |  |
| * 1. Proposed driveways and driveways on adjacent sites and across the street (including distance between driveways and intersections) | # |  |
| * 1. Site access | # |  |
| 1. Location and dimensions of proposed parking and loading areas, including: | # |  |
| * 1. Off-street parking spaces | # |  |
| * 1. Aisles | # |  |
| * 1. Loading areas | # |  |
| 1. Parking and Loading Calculation Table showing the number of required and proposed parking and loading spaces | # |  |
| 1. Location and dimensions of proposed: | # |  |
| * 1. Open Space (note if public or private) | # |  |
| * 1. Parks and recreation areas (note if public or private) | # |  |
| * 1. School sites | # |  |
| 1. Approximate location and size of existing potable water, reclaimed water and/or wastewater facilities on-site | # |  |
| 1. Approximate location and size of existing potable water, reclaimed water and/or wastewater facilities contiguous to the site | # |  |
| 1. Identify and describe phased construction, if applicable, of the potable water, reclaimed water and/or wastewater facilities | # |  |
| 1. Existing and proposed waterfront structures. | # |  |
| 1. For sites with waterfront structures (docks, piers, ramps, etc.), show the location of railings and “No Mooring” and “Manatee Awareness” signs to be installed on the proposed pier. | # |  |
| ***Building Elevations*** | # |  |
| 1. Developments of three (3) stories or more abutting or directly across the street (excluding major arterials) from a single-family residential zoning district shall submit building elevations showing compliance with LDC Section 401.5.A. | # |  |
| 1. Requests for approval of additional building height through Special Permit as provided for in LDC Section 402.7.D.9, shall submit building elevations showing compliance with LDC Section 401.5. | # |  |
| 1. Building elevations or design concepts if the site is located within a Rural Village (Section 402.20.E). | # |  |
| 1. Building elevations of street facades for buildings facing Cortez Road within the Cortez Fishing Village HA Overlay (LDC Section 403.5.I). | # |  |
| 1. Building elevations of facades that are visible from the street and parking areas in the North Central Overlay District (Section 403.12.G). | # |  |
| ***Landscape Plan*** | **Sheet #** | **(X)** |
| 1. General location of vehicular use area landscaping | # |  |
| 1. Dimensioned perimeter screening and roadway buffers (including fences and walls) | # |  |
| 1. Foundation landscaping areas | # |  |
| 1. Proposed general types of plant materials | # |  |
| 1. 100% automatic irrigation shall be noted | # |  |
| 1. The following note: “All irrigation shall use the lowest quality water available which adequately and safely meets the needs of the system. Storm water reuse, reclaimed water use, grey water irrigation systems and/or shallow wells shall be used. The use of potable water for irrigation will not be allowed.” | # |  |
| 1. Provide a note on the landscape plans indicating that tree removal /replacement and landscaping will be in accordance with LDC Sections 700 and 701 | # |  |
| ***Sign Plan*** | **Sheet #** | **(X)** |
| 1. General sign plan showing location of proposed signs or design principles. | # |  |
| ***Grading and Drainage Plan*** | **Sheet #** | **(X)** |
| 1. Drainage and grading intent, including cross sections, where applicable. | # |  |
| ***Utilities Plan*** | **Sheet #** | **(X)** |
| 1. List in plans the water, sewer and reclaimed water service providers | # |  |
| 1. includes the following note: “This project is planning to connect into County utilities and is in accordance with the most recent County Master plan for this area.” | # |  |
| 1. If proposed on-site utilities are depicted, include the following note: “PROPOSED POTABLE WATER, RECLAIMED WATER AND/OR WASTEWATER FACILITIES SHOWN ARE CONCEPTUAL ONLY AND DEMONSTRATE THE INTENT TO COMPLY WITH THE REQUIREMENTS OF SECTION 803 OF THE MANATEE COUNTY LDC. THE SIZE AND LOCATION OF THESE FACILITIES WILL BE FINALIZED DURING THE FINAL SITE/CONSTRUCTION PLAN REVIEW PROCESS.” | # |  |
| 1. Graphic or narrative description of intended actions necessary to satisfy the requirements of LDC Section 337, Installation of Required Improvements, for the provision of: | # |  |
| * 1. Water Service | # |  |
| * 1. Sewer Service | # |  |
| * 1. Solid Waste | # |  |
| * 1. Fire Protection | # |  |
| * 1. Effluent reuse for irrigation | # |  |
| * 1. Sidewalks and distance to existing sidewalks | # |  |
| * 1. Site access, including typical cross section of roadway site access | # |  |
| * 1. Stormwater facilities, including typical cross section of drainage facilities | # |  |

Any item believed to be “not applicable (NA)” must be explained in writing. Click or tap here to enter text.