



# SITE PLAN REVIEW

## Required for Application Process

1. A PRE-APPLICATION CONFERENCE shall be held prior to the submission of an APPLICATION to the Community Improvement Department.
2. Filing fee: Single-Family & Duplex: - \$300.00; Multi-family, Commercial & Institutional - \$500.00; Minor Modification to previously approved Site Plan – One-half regular site plan review fee.
3. Before the Board can hear any case, the following must be submitted to the Community Improvement Department:
  - a. Completed Development Review application.
  - b. Proof of ownership of the property; i.e. deed, title abstract.
  - c. Twenty (20) copies – three (3) of those must be signed and sealed and a disk or thumb drive with PDF drawings of the following:
    - (1) A boundary survey of the property at a scale not smaller than one inch equals 30 feet. Said survey shall meet the minimum requirements of the state, and shall include the following information, when applicable to the site:
      - a. A complete legal description of the property (metes and bounds or subdivision information), property tax roll parcel number(s), and a notation of total gross site area, in square feet and acres.
      - b. An accurate depiction, with complete dimensioning, of all existing rights-of-way and easements of record running across, or immediately adjacent to, the site. Right-of-way names and widths shall be labeled. Easements shall be labeled as to purpose (utility, ingress/egress, etc.) and recording information (plat or O.R. book and page numbers) shall be noted.
      - c. The locations of all existing structures and other manmade improvements (paving, fences, above ground utility lines, etc.) on the property, with complete dimensioning and existing setback distances to property lines, to the nearest one-tenth of a foot.
      - d. An accurate depiction and description of existing wetlands, mangrove stands, or other environmentally sensitive areas on the site, immediately adjacent to the site, or immediately offshore from the site.
      - e. The signature and seal of a land surveyor registered in the state.
    - (2) All site plans shall be prepared at a scale not smaller than one inch equals 30 feet and shall be submitted on sheets 24 inches by 36 inches.
    - (3) Any portion of a site plan involving architecture, landscape architecture, engineering or surveying shall be certified by the individual responsible

for the portion of the site plan and shall bear the seal, registration number, name and address of such individual.

- (4) The following information shall be shown on the site plan drawings, either graphically or in notations, as appropriate:
- a. The name and address of the property owner and/or developer; complete legal description of the property, consistent with that found on the survey; north arrow; date and scale of drawings; complete dimensioning in feet and decimal fractions thereof; sheet numbers, total number of sheets, and sheet index.
  - b. The locations, names, and widths of all existing and proposed rights-of-way, reservations, easements, canals, and waterways adjacent to or running across the property.
  - c. The existing use, zoning, and land use district designations, of the site and all adjacent properties, including those lying across adjacent rights-of-way from the site.
  - d. Historically/architecturally significant structures or archaeological sites, if any, on or near the proposed development site, and provisions to protect such structures or archaeological sites from any adverse effects of the proposed development.
  - e. Existing public beach or waterfront access ways, if any, and provisions to ensure continued public use of same. Also, proposed new or enhanced public beach or waterfront access ways, if identified as a requirement during the conference(s) between the applicant and city staff (see Section 70-53).
  - f. Existing scenic views or amenities, if any, and provisions to ensure continued public use and enjoyment of same.
  - g. A table summarizing the total area of the site, in square feet and acres, with square footages and percentages of total site area, for component subareas including, but not limited to, the following:
    1. Area covered by buildings.
    2. Impervious surface area.
    3. Total gross floor area.
    4. On-site recreation area(s), if applicable.
    5. Open space, including stormwater retention areas, buffers and other landscaped areas.
    6. Vehicular circulation and parking area(s).
    7. Any other special component subareas of the site.
  - h. Footprints of all buildings, with notations or graphic representations of required and proposed setbacks distances from all property lines and water bodies (show coastal construction control line, seawall, and 1968 Treasure Island mean High Water Line, if applicable), building heights, number of floors, and where applicable, the number, size, and type of dwelling or hotel/motel units and the proposed density (units per acre).
  - i. All off-street parking, driveway entrances, walkways, decks and patios; the type of surfacing, size, angle and width of parking spaces, driveway entrances and aisles; a schedule showing the number of parking spaces provided and the number required by the provisions of the land development regulations; provisions for the separation of on-site pedestrian and vehicular traffic; provisions for the safe and convenient storage of bicycles.

- j. Details and design specifications for any proposed new roadway construction or connections to existing roadways, with references to, and evidence of compliance with, applicable city, county, and/or state design standards and permitting requirements.
- k. All existing and proposed utility and drainage provisions, including, but not limited to:
  - 1. Potable and reclaimed water and sanitary sewer connections, meter sizes, pipe sizes and specifications, manhole rim and invert elevations, direction of flow, and top and bottom elevations; estimates of water consumption and sewage discharge (gallons per day).
  - 2. Telephone, electrical, and natural gas service connections.
  - 3. Solid waste disposal facilities, including proposed location(s) and screening of containers or other equipment.
  - 4. The locations of all existing and proposed fire hydrants within 250 feet of the site.
  - 5. Provisions for the adequate retention and disposition of the first one inch of stormwater on-site, indicating the location, size, type, and/or grading of retention areas, catch basins, pipes, and connections to the existing municipal drainage system.
- l. Architectural building elevations (all sides) showing finished grades at building walls, base flood elevation, lowest finished floor elevation(s), height(s) to top of roof, and height(s) of appurtenances above roof.
- m. Existing topography, with a maximum contour interval of one foot, or spot elevations where necessary, not more than 25 feet apart.
- n. Proposed finished grading, with a maximum contour interval of one foot, or spot elevations where necessary, not more than 25 feet apart, particularly along property lines.
- o. Location of, and improvements within, any proposed on-site recreation area(s), or other lands to be dedicated for public recreational purposes.
- p. Provisions for the use of open space, and a landscape plan indicating the location, species, size, and description of existing trees (to be preserved or removed) and all proposed new landscape materials; provisions for the effective use of screening or buffering to reduce the impacts of incompatible and/or nonconforming uses; and protection of existing environmentally sensitive areas, other natural features, and their ecological functions.
- q. Location(s), type(s), height(s), and face area(s) of existing and proposed freestanding signs; location(s), type(s), and specifications of existing and proposed exterior lighting.
- r. Location(s), type(s), and height(s) of fences, retaining walls, and screen planting(s).
- s. Provisions for the adequate control of erosion and sedimentation, indicating the proposed temporary and permanent control practices and measures that will be implemented during all phases of clearing, grading, and construction.

- t. In the case of plans which call for development over a period of years, a schedule showing the proposed times within which applications for building permits are intended to be filed.
  - u. Any additional data, plans, or specifications which the applicant believes are pertinent and will assist in clarifying the application.
- 4. If applicant cannot appear in person, a designated representative shall be present and a letter so stating shall be submitted with the application.
- 5. Applicants to the Board are required to notify neighbors within a 200-foot radius of their property. Notices will be prepared by the City for hand delivery or certificate of mailing delivery by the applicant. If hand delivered, a signature of the property owner and date of delivery is required. If notices are sent via certificate of delivery, the postal receipt shall be returned to the Community Improvement Department not less than 10 days prior to the date of the public hearing.

NOTE: Sufficient copies of the public notices for distribution shall be furnished by the Community Improvement Department.

- 6. A minimum majority of the seated board membership shall constitute a quorum for the transaction of business.
- 7. If, within twelve (12) months of the date of the approval of an application for site plan review, a building permit has not been applied for, the approval site plan becomes null and void.

**Treasure Island Community Improvement Department**  
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