CITY OF ALTAMONTE SPRINGS

PRELIMINARY AND FINAL PLAN SUBMITTAL SUFFICIENCY CHECKLIST

Note that a pre-submittal sufficiency review is mandatory.
If your project includes a subdivision plat, your plat pre-submittal sufficiency review must occur at the same time as your site plan sufficiency review.

You must have your sufficiency review completed by City Growth Management Department staff five calendar days prior to your first submission of your Preliminary Plan, Combined Preliminary/ Final Plan, Change of Use/Final Plan, or Subdivision Plat Development Plan (sufficiency reviews do not apply to Site Plan Revision applications). To arrange a sufficiency review appointment, contact Cathleen Craft, Principal Planner, at 407.571.8161.

This checklist is used to identify whether an application is sufficiently complete to be accepted for review by the City. The applicant shall complete the applicant's column and submit one (1) completed copy of this checklist to the City's Growth Management Department for the sufficiency review. Combined preliminary/final applications must meet all the requirements of preliminary plans and final plans. The use of this checklist by the City or applicant does not constitute a waiver of any requirements contained in the *Land Development Code* (LDC). Refer to the LDC for a complete listing of requirements.

PROJECT NAME:_____

LEGEND - Project engineer shall mark appropriate column per the following key:	
C = Correct	"P" Column = Preliminary Plan Requirement
I/C = Incomplete	"F" Column = Final Plan Requirement
N/A = Not Applicable	Appl. = Applicant; City = City

ACCOMPANYING DOCUMENTS - The following documents must accompany plan submittal. For Combined Preliminary/Final Plans, each item is required.

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[ ] [ ] **Completed Site Plan Review Application.** Application must list the parcel ID numbers of all parcels for the subject property. (P/F)

[ ] [ ] **Concurrency Tests Results** - If available. (P)

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[ ] [N/A] **School Capacity Availability Letter of Determination (SCALD)** (P) - Residential projects only.

[ ] [ ] **Project Engineer's Letter of Acknowledgment**. (P) Signed by the actual property owner or developer, and not the project manager.

[ ] [ ] **Project Surveyor's Letter of Acknowledgment**. (P) Signed by the actual property owner or developer, and not the project manager.

[ ] [ ] **Project Landscape Architect's Letter of Acknowledgment**. (P) Signed by the actual property owner or developer, and not the project manager.

[ ] [ ] **Proof of Ownership**. (P)

[ ] [ ] **Power of Attorney, Agent Authorization Letter, or Contract to Purchase**. - signed by the actual property owner if the owner is not the developer. (P)

[ ] [ ] **Completed Waiver/Variance Request Form(s) -** If applicable. If not submitted and it is determined by staff that waiver/variance(s) is/are required, an additional $100 fee per request will be applied. (P)

[ ] [ ] **Public Hearing Additional Materials -** If your waiver/variance request requires a public hearing, these additional materials will be required at the time of application submittal: $500 public hearing fee, list of property owners within 300' of subject property from the Seminole County Property Appraiser's Office. (P)

[ ] [ ] **Drainage Calculations -** 2 Copies (P).

[ ] [ ] **One (1) Address Sheet -** Addresses shall be indicated in parentheses on each building on one (1) separate copy of the final plan for address street name verification or assignment. The address sheet should be on an 8½ x 11" or 11 x 14" sheet. (F)

[ ] [ ] **One (1) Set of Site Plan Prints -** format and contents as described below. (P/F)

[ ] [ ] **Completed, Signed & Sealed Preliminary and Final Plan Review Checklist.** (P/F)

GENERAL PLAN INFORMATION. (P/F)

[ ] [ ] **Plan Size -** Twenty-four inches by thirty six inches (24" x 36"). All sheets to be bound into one set, including the survey, landscape plan, and architectural elevations. All sheets are to be signed and sealed for the formal plan application.

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[ ] [ ] **Project Name** - Shown on each sheet, and consistent with the application. Subsequent name changes will constitute a site plan revision.

[ ] [ ] **Scale** - Not smaller than one inch equals fifty feet (1"=50') and, where appropriate, the same scale shall be used in drawing the site plan rather than varying the scale.

[ ] [ ] **Sheet Number** - Particular number of that sheet and the total number of sheets included shown on each sheet. Clearly labeled match lines to show where other sheets match or join.

[ ] [ ] **Revision Block** - The revision block shall be used to denote any revision made during the site plan review or as-built record drawing close-out process. The block shall include a numbered note specifically indicating the change. (e.g., 4' sidewalk modified to 5'. A revision block which states "per City comments" or other non-definitive comment shall not be accepted.)

[ ] [ ] **Date** - Date of the plans along with any subsequent revisions.

[ ] [ ] **Professional Information** - Name, address, signature, of the professionals preparing the plan. Signatures and seals shall be required where appropriate.

COVER SHEET. (P/F)

[ ] [ ] **Standard City Coversheet** - Use current City standard coversheet, available at www.altamonte.org, Public Works Dept., Engineering and Technical Services page.

[ ] [ ] **Project Name** - Consistent with application and subsequent sheets.

[ ] [ ] **Statement of Intended Use** - List uses and gross square footages of buildings.

[ ] [ ] **Statement of Project Phasing**.

[ ] [ ] **Project Address**.

[ ] [ ] **Vicinity Map** - Location of proposed site, relationship to surrounding streets and thoroughfares, existing zoning on site and surrounding areas, existing land use on site and surrounding areas within five hundred feet (500'). Scale of not less than one inch equals two-thousand feet (2,000'). Map must be legible.

[ ] [ ] **Legal Description** - Inclusive for all property depicted on the plan. Section, Township, and Range, and size of parcel in acres or square feet shown.

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[ ] [ ] **Project Owner or Owners of Record** - Include name, address, telephone number, fax number, and e-mail address.

[ ] [ ] **Developer** - Include name, address, telephone number, fax number, and e-mail address.

[ ] [ ] **Project Engineering Information** - Must be a Professional Engineer (P.E.) Registered in the State of Florida. The Project Engineer must submit a Letter of Acknowledgment to the City and will need to be retained by the owner/developer to perform the full range of engineering services including those during construction which are traditionally considered to be part of a complete engineering service. Project Engineer's responsibilities shall include, but not limited to, agency permitting and subsequent permit certifications, any site plan revisions deemed necessary, and final record drawings (in accordance with City requirements). Include name, address, telephone number, fax number, and e-mail address.

[ ] [ ] **Project Surveyor** - Must be a professional or registered land surveyor licensed in the State of Florida. Include name, address, telephone number, fax number and e-mail address.

[ ] [ ] **Landscape Architect** - Must be a Registered Landscape Architect licensed in the State of Florida. Include name, address, telephone number, fax number and e-mail address.

[ ] [ ] **Waiver Requests** - Each waiver request noted on plan coversheet and accompanied by a completed Waiver Request Form.

[ ] [ ] **Variance Requests** - Each variance request noted on plan coversheet and accompanied by a completed Variance Request Form.

[ ] [ ] **Development Bonus Requests** - noted on plan coversheet (if applicable).

[ ] [ ] **Utility Companies** - A list of utility companies having utilities within the limits of the project and/or utility companies providing service to the project.

[ ] [ ] **Plan Index** - An index to all sheets included.

[ ] [ ] **Compliance Statement** - The plans must include the following statement:

> "All design and construction must conform to the minimum standards set forth in the City of Altamonte Springs Land Development Code and/or Zoning Regulations."

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EXISTING CONDITIONS/SURVEY DATA. (P/F)

[ ] [ ] Must be a current survey of the site depicting the existing and adjacent improvements within twenty five feet (25') of the site in all directions unless otherwise noted. Datum must be US State Plane Coordinate Systems (1983)

SITE PLAN. (P/F)

[ ] [ ] **Phasing Plan** - For multi-phased projects. Phasing lines, phasing numbers, and building numbers denoted.

[ ] [ ] **Building Locations and Dimensions -** Include finished floor elevations and location and height of any canopies or overhangs.

[ ] [ ] **Major Infrastructure Features.**

[ ] [ ] **Dumpster and Recycling Facilities Depicted.**

Site Data Table -Site data table must include the following:

[ ] [ ] **Existing Use(s)** - Square feet or number of residential units.

[ ] [ ] **Proposed Uses** - Breakdown of use by square footage.

[ ] [ ] **Building Square Footages** - List gross square footage of each building.

[ ] [ ] **Current Zoning and Future Land Use Map Designation.**

[ ] [ ] **Adjacent Zoning and Future Land Use Designations** - Within 150' of property boundaries.

[ ] [ ] **Density or Intensity Calculations** - Floor Area Ratio (FAR) or Dwelling Units per Acre (DU/AC).

[ ] [ ] **Parking Calculations** - Including number of employees and/or company vehicles. Show derivation using zoning requirements.

[ ] [ ] **Open Space Calculations** - Refer to Land Development Code Section 3.4.4.1 - Open Space and Recreation Requirements. Provide as percentage and in square feet.

[ ] [ ] **Building Setbacks.**

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[ ] [ ] **Landscape Buffer Levels.**

[ ] [ ] **Type of Construction** - Must be in accordance with the Standard Building Code and provided for each building.

[ ] [ ] **Proposed Building Height** - Provide actual building height for each building.

[ ] [ ] **Number of Stories Being Constructed.**

[ ] [ ] **Soil Types** - From current Soil Conversation Service (SCS) soil survey for Seminole County.

[ ] [ ] **School Age Population for Residential Projects** - Provide proposed school age population projections for elementary, middle and high school. Contact Seminole County for school age population formulas.

[ ] [ ] **Mobility Performance Standards Table** - If applicable.

[ ] [ ] **Development Bonus Table** - If applicable.

DEMOLITION PLAN. (P/F)

[ ] [ ] **Demolition Plan** - if applicable.

PAVING, GRADING, AND DRAINAGE PLAN AND UTILITIES PLAN. (P/F)

[ ] [ ] **Roadway Improvements** - (off-site or on-site).

[ ] [ ] **On-Site Pavement Marking and Traffic Control Signs.**

[ ] [ ] **On-Site Parking.**

[ ] [ ] **Required Loading Zones**.

[ ] [ ] **Pedestrian Circulation** - sidewalks, sidewalk crossings, ramps.

PAVING AND DRAINAGE PLAN.

[ ] [ ] **Site Grading** - Contour lines at 1-foot intervals and spot elevations, referenced to NAVD1988 vertical and NAD 1983 horizontal as required to support the proposed design and to facilitate construction. (P/F)

[ ] [ ] **Stormwater Conveyance and Management** - Plan information and detail, as required to support the proposed design. (P/F)

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[ ] [ ] **Drainage Arrows** - To denote flow. (P/F)
[ ] [ ] **Erosion Control.** (F)

[ ] [ ] **Cut and Fill Calculations** - Required to demonstrate no net fill for projects regarding the Flood Plain. (F)

***Storm Sewer**:*

[ ] [ ] **Plan and Profile** - Required for both on and off-site mains. (F)

[ ] [ ] **Manholes and Structures** - Numbered. (P/F)

[ ] [ ] **Pipe - Size** - (15" minimum diameter), length, and material type. (F)

[ ] [ ] **Elevations** - Top of manholes/structures and inverts. (F)

Roadway Improvement (Off-site or On-site):

[ ] [ ] **Right-of-way** - Additional proposed. (P/F)

[ ] [ ] **Width** - Edge of pavement to edge of pavement. (P/F)

[ ] [ ] **Sidewalks** - 1:12 minimum ramping; 5' minimum width is required. (P/F)

UTILITIES PLAN.

Potable Water Service:

[ ] [ ] **Fire Hydrants** - Location of all hydrants within 175' radius of structure. (P/F)

[ ] [ ] **Meter.** (P/F)

[ ] [ ] **Backflow Preventer.** (P/F)

Reclaimed Water Main, Sanitary Sewer Service Lateral:

[ ] [ ] **Grease Trap** - Required for restaurants, service stations, or where foot preparation facilities are proposed. (F)

[ ] [ ] **Other Interceptors.** (F)

***Sanitary Sewer Left Station And Force Main*:**

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[ ] [ ] Ownership Statement - e.g., private or City. (Emergency maintenance contact including number for private station required.) (P/F)

TREE SURVEY. (P/F)

[ ] [ ] **Size and Types** - Indicate 2" and larger diameter at breast height (DBH). Refer to Landscape and Tree Protection Ordinance for tree survey information.

[ ] [ ] **Disposition Statement** - e.g., to be relocated, replaced, or removed.

LANDSCAPE PLAN. (P/F)

[ ] [ ] **Perimeter Tree Calculations**.

[ ] [ ] **Buffer Yard Standards** - Landscaping requirements along the perimeter and how it will be met. (See LDC Article VIII, Table 8.1).

[ ] [ ] **Internal Landscape Area/Tree Calculations.**

[ ] [ ] **Tree Replacement Table.**

[ ] [ ] **Planting List.**

[ ] [ ] **Meter** - Location (Must be consistent with Irrigation Plan).

[ ] [ ] **Backflow Preventor** - Location (Must be consistent with Irrigation Plan).

IRRIGATION PLAN.

[ ] [ ] **Maximum Gallon** - Demand per zone. (F)

[ ] [ ] **Rain Sensor.** (F)

[ ] [ ] **Meter** - Size (F) and Location. (P/F)

[ ] [ ] **Irrigation Backflow Preventor –** If applicable. Size, Type (F) and Location. (P/F)

SIGN PLAN. (P/F)

Overall Sign Plans are required for all projects located within designated Activity Centers.

[ ] [ ] **Location of All Proposed Signs.**

[ ] [ ] **Graphic Representation of Signs.**

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[ ] [ ] **Table of Proposed Signage.**

LIGHTING PLAN. (P/F)

[ ] [ ] **Street Lighting** - (where applicable) - Install lights on internal and external public and private streets.

[ ] [ ] **Parking Lot Lighting** - Identify height of poles, style of pole, type of light fixture.

[ ] [ ] **Building and Security Lighting Standard Note** - The following standard note is to be included:

> "Security lights will be placed above doorways/exits and other areas on perimeter of building. Doorways/exits shall have wall mounted fixtures. Additional security lighting shall be either wall mounted or by other building accent lighting. Final details and type of fixtures used shall be submitted with the final engineering plan. All lighting potentially visible from an adjacent street or residential area should be indirect or incorporate a full cut-off shield type fixture."

[ ] [ ] **Building and Security Lighting** - Lighting of parking areas, access drives, and internal vehicle circulation areas.

[ ] [ ] **Commercial Area Light Source Shielding** - All light sources higher than 15' must be fitted with a full cut-off shield.

GENERAL NOTES AND STANDARD DETAILS. (F)

[ ] [ ] **Standard Details** - Use current City standard details, available at www.altamonte.org, Public Works Dept. Engineering and Technical Services page.

ARCHITECTURAL ELEVATIONS. (P/F)

Architectural elevations with colors and materials indicated are required for all projects. Typically, color versions of the elevations are not required except for projects within West Town Center and Gateway Center. However, color and material samples may be required for projects in any area. Applicants may wish to consider that color versions of the elevations be made available for any project proceeding to the Planning Board for review.

[ ] [ ] **Street, Side, and Back View(s) of Building Elevation**.

[ ] [ ] **Building Materials** - Identify kind, type, color, and texture.

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ACTIVITY CENTER DESIGN REVIEW. (P/F)

Projects located within the West Town Activity Center must demonstrate compliance with the West Town Design Guidelines. Projects located within the Gateway Center must demonstrate compliance with the Gateway Center Design Guidelines and Standards.

[ ] [ ] **West Town Design Guidelines –** Plans provide information to demonstrate compliance. Coversheet to indicate the submittal is includes "West Town Design Guidelines Submittal."

[ ] [ ] **Gateway Center Design Guidelines and Standards –** Plans provide information to demonstrate compliance. Coversheet to indicate the submittal includes "Gateway Center Schematic Design Submittal" or "Gateway Center Construction Documentation Submittal."

CITY STAFF REVIEW - To be completed by City staff.

City Review Completed By: _____

Date: _____

COMMENTS/NOTES: