



City of Seminole  
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## SITE PLAN REVIEW ITEMS - REFERENCE CHECKLIST

**Note:** This checklist is designed to aid designers in the review of proposed site plan submittals. Many of the items in this checklist are actual code requirements that may be applicable to the proposed project. This list is to supplement the Site Plan submittal requirements contained in Code Section 70-156 and Section 70-157.

DOES THIS APPLICATION INVOLVE A PREVIOUSLY APPROVED SITE PLAN, OR A DEVELOPMENT AGREEMENT? YES \_\_\_ NO \_\_\_  
 (If yes, you should consult with any previously approved regulatory documents.)

### SITE DATA TABLE REQUIREMENTS

It is recommended that this table be placed on the cover sheet of the submitted site plan.

ITEM	EXISTING	REQUIRED	PROPOSED
<input type="checkbox"/> Land area in square feet and acres			
<input type="checkbox"/> Number of dwelling units (including the number of units within hotel and motel structures)			
<input type="checkbox"/> Gross floor area devoted to each use			
<input type="checkbox"/> Total number of parking spaces and loading areas			
<input type="checkbox"/> Total paved area in square feet, including all paved parking spaces and driveways			
<input type="checkbox"/> Total vehicular use area, expressed in square feet and percentage			
<input type="checkbox"/> Building and structure heights			
<input type="checkbox"/> Impermeable surface ratio (I.S.R.) expressed as a percentage			
<input type="checkbox"/> Floor area ratio (F.A.R.) for all nonresidential uses			
<input type="checkbox"/> Official records book and page numbers of all existing utility easements			

### SITE PLAN REQUIREMENTS

Prepare a site plan with the following information (not to exceed 24" x 36"):

- |   |  |
|---|--|
| <input type="checkbox"/> Index sheet and chart referencing individual sheets included in package<br><input type="checkbox"/> Date plan prepared | <input type="checkbox"/> Location, dimensions and character of all EXISTING and PROPOSED points of access and curb cuts<br><input type="checkbox"/> All required sight triangles |
|---|--|

<input type="checkbox"/> Engineering bar scale (minimum scale of one (1) inch equals 50 feet)	<input type="checkbox"/> Location, dimensions and character of all EXISTING and PROPOSED street rights-of-way within and adjacent to the site
<input type="checkbox"/> North arrow	<input type="checkbox"/> Flood zone classification
<input type="checkbox"/> Legal description	<input type="checkbox"/> Number of feet of actual elevation if elevation is less than Zone 'X'.
<input type="checkbox"/> Property lines of the area involved	<input type="checkbox"/> All parking spaces, driveways, loading areas and vehicular use areas
<input type="checkbox"/> Section lines	<input type="checkbox"/> Depiction by shading or crosshatching of all required parking lot interior landscaped areas
<input type="checkbox"/> Topography	<input type="checkbox"/> Location of all solid waste containers, recycling or trash handling areas and outside mechanical equipment and all screening
<input type="checkbox"/> Dimensions of the proposed lot(s)	<input type="checkbox"/> Location of all landscape material
<input type="checkbox"/> All required setbacks	<input type="checkbox"/> Location of all onsite and offsite storm-water management facilities and or other surface water features (see page 4)
<input type="checkbox"/> Existing surface water areas	<input type="checkbox"/> Location of all existing and proposed sidewalks
<input type="checkbox"/> All dimensions and structure heights	<input type="checkbox"/> Location and details of all existing signs to remain and proposed signs (see page 5)
<input type="checkbox"/> Footprint and size of all EXISTING and PROPOSED buildings and structures	<input type="checkbox"/> Location and size of all existing and proposed docks
<input type="checkbox"/> Location of all outdoor lighting fixtures	<input type="checkbox"/> Location and size of all EXISTING and PROPOSED public and private easements
<input type="checkbox"/> Location and size of EXISTING and PROPOSED public and private utilities, including fire hydrants, overhead and underground electric lines and/or power substations, storm and sanitary sewer lines, manholes and lift stations, gas and water lines, culverts, water mains, and any other underground structures	<input type="checkbox"/> Shallow wells and retention ponds used for irrigation and stormwater control shall be shown on all site plans. These shall be required pursuant to Pinellas County Ordinance No. 73-7 relating to stormwater retention and Seminole City Ordinance No. 76-15 relating to grounds improvement. These shall be reviewed and approved by the City engineer and City building/life safety personnel. Stormwater runoff should not exceed the runoff from the site in an undeveloped state.
<input type="checkbox"/> Identification of environmentally unique areas, such as watercourses, wetlands, tree masses, and specimen trees, including description and location of understory, ground cover vegetation and wildlife habitats.	

<b>LANDSCAPE PLAN CHECKLIST</b>	
<b>The Landscape Plan (not to exceed 24" x 36") is recommended to be signed and sealed by an architect or a landscape architect; or prepared by a landscape professional knowledgeable about proper horticultural practices. The below list should be consulted when preparing the landscape plan:</b>	
<input type="checkbox"/> All existing and proposed structures	<input type="checkbox"/> Existing trees on-site and immediately adjacent to the site, by species, size and locations, including drielines (as indicated on required tree survey)
<input type="checkbox"/> Names of abutting streets	<input type="checkbox"/> Proposed plant schedule with a key (symbol or label) indicating the size, description, specifications, quantities, and spacing requirements of all existing and proposed landscape materials, including botanical and common names
<input type="checkbox"/> Drainage and retention areas including swales, side slopes and bottom elevations	<input type="checkbox"/> Typical planting details for trees, palms, shrubs and ground cover plants including instructions, soil mixes, backfilling, mulching and protective measures
<input type="checkbox"/> Delineation and dimensions of all required perimeter landscape buffers	<input type="checkbox"/> Interior landscaped areas to be hatched and/or shaded and labeled as interior landscape coverage, expressed in both square feet and percentage covered
<input type="checkbox"/> Sight visibility triangles	<input type="checkbox"/> Conditions of a previous development approval (e.g. conditions imposed by the Developmental Review Board, or a development agreement)

<input type="checkbox"/> Delineation and dimensions of all parking areas including landscaping islands and curbing	<input type="checkbox"/> Irrigation notes
<input type="checkbox"/> Location of all above ground structures, lighting structures, poles, power lines and signage	<input type="checkbox"/> Location of all underground structures and utilities
<input type="checkbox"/> Reduced color Landscape Plan to scale (8 ½" X 11")	

<b>STORMWATER PLAN SUBMITTAL REQUIREMENTS (See City of Seminole Code Chapter 58, Article IV for additional information.)</b>	
<b>A stormwater narrative should be included when applicable. All applications that involve addition or modification of impervious surface, including buildings, should include a stormwater plan and/or a permit from the Southwest Florida Water Management District.</b>	
<input type="checkbox"/> At a minimum, the Stormwater Plan should be reviewed by the designed to take into consideration:	
<input type="checkbox"/> Existing topography extending 50 feet beyond all property lines;	
<input type="checkbox"/> Proposed grading including finished floor elevations of all structures;	
<input type="checkbox"/> All adjacent streets and municipal storm systems;	
<input type="checkbox"/> Proposed stormwater detention/retention area including top of bank, toe of slope and outlet control structure;	
<input type="checkbox"/> The proposed stormwater control plan including all calculations and data necessary to demonstrate compliance with the City regs., SWFWMD requirements and/or any other applicable regulatory agency; and	
<input type="checkbox"/> Signature and seal of Florida Registered Professional Engineer on all plans and calculations.	
<input type="checkbox"/> All new construction, development, redevelopment or substantial improvement to existing construction, other than a single-family home, and all site plans shall include on-site detention of surface water runoff, absent a development agreement that supersedes the below requirements. For properties not subject to a development agreement, please review for the following:	
<input type="checkbox"/> The peak rate of runoff from a 25-year frequency, 24-hour duration rainfall shall be equal to or less than the predevelopment condition.	
<input type="checkbox"/> If the 25-year, six-hour rainfall results in a higher peak rate of runoff, it will become the design standard for on-site detention.	
<input type="checkbox"/> All runoff entering the site from adjacent lands is carried through the site and discharged to a positive adequate outfall. A sinkhole shall not be considered a positive or adequate outfall.	
<input type="checkbox"/> On-site detention is provided where required.	
<input type="checkbox"/> Existing surface water drainage systems are not blocked or diverted onto neighboring property.	
<input type="checkbox"/> The drainage system will be maintained as such, not planted or built upon, and will continue to function.	
<input type="checkbox"/> Surface water runoff shall not be diverted across major drainage basin boundaries.	
<input type="checkbox"/> On-site stormwater detention areas may be excavated within the 100-year floodplain as long as perimeter berms are not constructed above existing ground level.	
<input type="checkbox"/> The attenuation, treatment and habitat characteristics of natural drainage ways shall be retained or restored as follows:	
<input type="checkbox"/> Side slopes of wet detention ponds shall be constructed to a maximum slope of three feet horizontal to one foot vertical (3:1). Side slopes of dry detention areas shall have maximum slopes of 1.5:1.	
<input type="checkbox"/> Vertical walls shall not be permitted around wet detention ponds. No more than 50 percent of the perimeter of a dry detention pond may be walled if the remainder is sloped no steeper than 3:1.	
<input type="checkbox"/> At least 50 percent of the surface area of a detention area must be open to sunlight. Alternatively, 20 percent of the treatment volume must be in the photic zone.	
<input type="checkbox"/> Water quality of receiving water bodies shall be maintained or improved as follows:	
<input type="checkbox"/> All new development or construction shall have provisions for retention and treatment of surface waters as required by F.A.C. Ch. 17-25.	
<input type="checkbox"/> During excavation and construction, downstream turbidity shall be maintained at or below 29 national turbidity units above background, i.e. the level of turbidity upstream of the site or as existed prior to development (or "conditions reasonable to assure maintenance of water quality to meet the conditions of F.A.C. Ch. 17-25"). This shall be indicated on a detail sheet.	
<input type="checkbox"/> All ground surfaces distributed by construction shall be sodded or seeded per State Department of Transportation design standards.	
<input type="checkbox"/> All slopes exceeding 1.5:2 shall be stabilized to prevent erosion.	
<input type="checkbox"/> All slopes exceeding 3:1 shall be sodded and staked or stabilized.	
<input type="checkbox"/> All construction practices shall conform to accepted best management practices for erosion control, such as straw bales, ground cover, slope stabilization, temporary vegetation, silt barriers and turbidity barriers.	
<input type="checkbox"/> Detention areas must be rouged out prior to other site grading, as a means of erosion control.	
<input type="checkbox"/> For on-site irrigation purposes, water quality treatment volume may be pumped onto land from which surface water runoff returns to the same detention area.	

- Where lands are within flood zones, as designated by the Federal Insurance Administration Flood Insurance Rate Map, the first floor elevation must be in compliance with the base flood, as indicated on the official Federal Insurance Administration Flood Insurance Rate Map. It must comply with Seminole Code Section 62-307 requiring that the lowest floor, including basement, be elevated no lower than one foot above the level of the base flood elevation.
- Copy of Permit Inquiry Letter, or Southwest Florida Water Management District (SWFWMD) Permit Submittal. **SWFWMD approval is not required prior to final site plan approval per Ch. 166.033, F.S. However, all required permits must be issued prior to the commencement of development.**
- A statement or document attesting to the responsible party for the operation and maintenance of the stormwater management system.
- If a stormwater management system is not required per Section 58-202, the narrative shall provide an explanation as to why the site is exempt.

**BUILDING ELEVATION PLAN SUBMITTAL CHECKLIST**

**Provide the following information, IF APPLICABLE:**

- Full Size Building Elevation Drawings with the following information:
  - \_\_\_\_\_ All sides of all buildings
  - \_\_\_\_\_ Dimensioned
  - \_\_\_\_\_ Colors
  - \_\_\_\_\_ Materials
- Reduced Building Elevations that are the same as above to scale on 8 1/2" X 11" sheets

**SIGNAGE**

**Provide the following information, IF APPLICABLE:**

- All EXISTING freestanding and attached signs – Provide photographs and details including location, size, height, colors, and materials and indicate whether they are to be removed or are to remain. (Electronic copies are acceptable).
- All PROPOSED freestanding and attached signs – Provide colored drawings(s) at an 11" X 17" scale with details including location, size, height, colors, and materials. All freestanding signs shall include the street address (numerals). (Electronic copies are acceptable)
- Submit a reduced size at 8 1/2" X 11" of the proposed signage. (Electronic copies are acceptable).

**TRAFFIC IMPACT STUDY**

**The City Manager or his/her designee will determine if a traffic impact study needs to be included. Please note if the proposed project will result in any of the following items (a traffic impact study may be required if the following occurs as a result of the proposed development):**

- Will degrade the acceptable level of service for any roadway as adopted by the Comprehensive Plan. Yes \_\_\_\_ No \_\_\_\_
- Will increase the v/c ratio above 0.9 on county and state roadways that serve the proposed development. Yes \_\_\_\_ No \_\_\_\_

If required, the Traffic Impact Study must be prepared in accordance with directions discussed at a meeting with the City Manager or his/her designee. Trip generation shall be based on the most recent edition of the Institute of Transportation Engineer's (ITE) Trip General Manual.

- Acknowledgement of traffic impact study requirements (Applicant must initial one of the following):
  - \_\_\_\_\_ Traffic Impact Study is included. The study must include a summary table of pre- and post-development levels of service for all roadway legs and each turning movement at all intersections identified in the meeting with City officials referenced above.
  - \_\_\_\_\_ Traffic Impact Study is not required.

**FIRE FLOW CALCULATIONS/WATER STUDY**

For Fire Flow Calculations, a water study should be completed by a FIRE PROTECTION ENGINEER to assure an adequate water supply and pressure is available and to determine if any upgrades are required by the developer due to the impact of this project. The water supply must be able to support the needs of any required fire sprinkler, standpipe and/or fire pump. Compliance with the most recently adopted version of the Florida Fire Prevention Code, as may be applicable to the project, will be required. A separate permit will be required for the fire lines.

- Acknowledgement of fire flow calculations/water study requirements (Applicant must initial one of the following):  
 Fire Flow Calculations/Water Study is included.  
 Fire Flow Calculations/Water Study is not required or not included at this time.

**ENVIRONMENTALLY SENSITIVE LANDS (Chapter 62)**

Please mark either “yes” or “no”.

Yes	No	
		Is the Subject Site presumed to have a significant adverse effect on the beneficial functions of protected environmentally sensitive zone according to the provisions of Section 62-107? If so please provide a statement to this effect.
		Does the Subject Site contain water dependent activities? If so, the proposed development must meet the requirements of Section 62-108, and a narrative addressing this must be a part of this application.
		Is the Subject Site subject to standards for special uses as defined in Section 62-131? If so, explain in a narrative how the mitigation has been addressed according to Sections 62-166 and 62-167.
		Is the Subject Site located within a designated Buffer Zone as defined in Section 62-191? If so, the proposed development must meet the standards provided in Section 62-192, and a narrative addressing this must be a part of this application.

**Please note that if the application review results in the requirements for an Environmentally Sensitive Lands Survey and report, and none have been submitted, significant delay may occur.**

**SUPPLEMENTAL REVIEW CHECKLIST**

- Survey signed and sealed by a professional land surveyor licensed in the State of Florida (including legal description of property) – It is suggested that one original (24 X 36 inch size sheet) and one electronic version be submitted. Note: any discrepancies between field dimensions and platted dimensions should be clearly identified. The survey should reflect the present conditions found on the property as of the date of submittal.
- A tree survey that includes existing trees on site and within 25’ of the adjacent site, by species, size if DBH 4” or greater, location, condition and drip lines. Indicate trees to be removed. The trees should be consecutively numbered. See County Ordinance 76-16. When possible the design should be around existing trees.
- Location map of the property (can be placed on the cover sheet of the site plan).
- Parking Demand Study – This only needs to be included if required by the City Manager and his/her designee. Prior to the submittal of this application, the methodology of such study shall be approved by the City and shall be in accordance with accepted traffic engineering principles. The findings of the study will be used in determining whether or not deviations to the parking standards are approved.
- Grading plan, as applicable
- An aerial photograph at a scale of 1” = 200’ of sufficient quality to delineate the existing vegetation. (Electronic copy is acceptable)
- Copy of recorded plat, (if applicable)
- Reduced color site plan (8 ½” X 11”). (Electronic copy is acceptable)

**FINAL SITE PLAN REVIEW CHECKLIST:**

**The following items should be included:**

- A statement from the serving utility companies that supply water, sewer and electric service indicating that utility service is available for the proposed development. If water or sewer service is not available, please contact the City of Seminole Community Development Department. In no case shall septic tanks be allowed.
- Confirmation from Waste Management regarding the size and location of the dumpster. Please notify the Community Development

Department if you are having difficulties in securing this confirmation.
<input type="checkbox"/> Location and dimensions of proposed reservations for parks, open spaces and recreational areas (if applicable).
<input type="checkbox"/> Any applicable Florida Department of Transportation rights-of-way permits or any applicable Pinellas County rights-of-way permits shall be required before any development commences.
<input type="checkbox"/> Detailed construction plans showing proposed location and size of proposed sanitary sewers, water mains, all overhead and underground power structures, and other underground structures in and adjacent to the project and adequate easements for such.
<input type="checkbox"/> The response to any previous comments made by the City if a prior site plan were reviewed.