



CITY OF INDIAN ROCKS BEACH PLANNING AND ZONING DEPARTMENT

LAND DEVELOPMENT PLAN REVIEW APPLICATION REQUIRED FOR ALL NEW CONSTRUCTION INCLUDING BUILDING ADDITIONS, POOLS, AND ACCESSORY STRUCTURES

The following application is required for the purposes to satisfy compliance with Chapter 66, Article III of the City of Indian Rocks Beach city code as it relates to the National Pollutant Discharge Elimination System (N.P.D.E.S.)

A copy of the site plan indicating the location and type of barriers to be used for sediment control must accompany this application

CONSTRUCTION SURFACE WATER MANAGEMENT PLAN CERTIFICATION:

As the owner/Developer of this project, I have reviewed the Construction Environmental Protective Measures described and shown on these drawings and as the Owner/Developer, I plan to implement such measures during the construction phase to help insure the protection of neighborhood properties

BY: _____

Name- Title

Signature Owner/Authorized Agent

Date

LAND DEVELOPMENT PLAN APPROVAL— CITY OF INDIAN ROCKS BEACH

FLOOD ZONE _____ BFE _____ DFE _____

BY: _____

TITLE: _____

Date

Deliver approved City of Indian Rocks Beach documents to Pinellas County Building Services, 440 Court Street, Clearwater, FL 33756 727-464-3888

www.indian-rocks-beach.com

There is a link to the Indian Rocks Beach Code of Ordinances at the website noted above.
(This form was revised February 2020 and replaces and supersedes all previous application forms)

FEES – IRB Code of Ordinances

The following fees shall be paid in addition to any other fees where an application is filed requiring site development plan review services. The appropriate fees, costs, and other charges specified shall be submitted with, and paid at the time of, initial application submission or other initial document submission except otherwise specified in this code.

- (1) **Single Family /Duplex - new**\$500.00

- (2) **Building Modification**\$

- (3) **Multi-Family**
 - Site plan review -zoning\$1,000.00
 - Engineering site plan review\$
 - Initial engineering review\$
 - Subsequent engineering reviews\$400.00

- (4) **Commercial**
 - Site plan review -zoning\$1,000.00
 - Engineering site plan review\$
 - Initial engineering review\$
 - Subsequent engineering reviews\$400.00

- (5) **Impact Fees- to be paid at time of certificate of occupancy**
 - Developmental Impact Fee \$_____
 - Recreation Impact Fee..... \$_____
 - Pinellas County Mobility Fee..... \$_____

 - TOTAL DUE \$_____

(6) When legal counsel and/or a consultant are required by the city, actual cost of legal and consulting fees shall be paid by the applicant within 30 days after final site plan approval or prior to the issuance of building permits.

- (7) Commercial Construction Roll Off Dumpster
Required Yes_____ No_____ Fee: \$250.00

Payable to the City of Indian Rocks Beach

LAND DEVELOPMENT PLAN REVIEW APPLICATION

Project Address: _____

Property Owner: _____

Address: _____

Email: _____ Telephone: _____

Applicant Name: _____ Telephone: _____

Email: _____ Telephone: _____

Parcel Identification Number: _____

Parcel Size: _____

Existing square footage _____ **Proposed square footage** _____

Zoning Map Designation: _____

Setbacks: Front _____ Rear _____ Side _____

Description of Work to be Completed:

Application Content Checklist

Item	Single Family/Duplex	Multi-Family / Commercial
	Number of Copies	Number of Copies
Sealed Boundary Survey	2	2
Site Plan	2	2
Landscaping Plan	2	2
Building Elevations	2	2
Drainage Plan	2	2
Drainage Calculations		2
Landscaping Plan	2	2
Subsurface Investigation/ Soil Condition Report		2
Digital file of plans	1	1



APPLICATION REQUIREMENTS

The application packet must include the following materials.

I. Accurate boundary survey sealed by a Registered Surveyor.

- a. Survey must show elevations at crown of road for any new construction.

II. Affidavit of ownership and designation of an authorized agent.

III. Site Plan containing:

1. Drawings shall provide the following information:
 - a. All drawings shall show the date they were drawn, date of any revisions, a north arrow, scale and legend.
 - b. All drawings shall show the name, address, and telephone number of developer; owner; surveyor and engineer; and the project name.
 - c. The name, location and width of existing or planned streets and street right-of-way within or contiguous to the site shall be provided.
2. All Site Plans will show a Site Data Table with the following information:
 - a. Any legal description of the property, and the citation and general description of any existing covenants, easements and right-of-way affecting the use and development of the property shall be provided.
 - b. Flood zone and required first floor elevation.
 - c. Existing and proposed gross density for residential uses and number of units.
 - d. Existing and proposed gross floor area by type of non-residential uses.
 - e. Lot dimensions.
 - f. Existing and proposed setback dimensions.
 - g. Parking calculations (parking provided and required).
 - h. Existing and proposed Zoning Districts.
 - i. Existing and proposed building height.
 - j. Total site area including upland area and submerged area.
 - k. Impervious surface calculations and ratio.
3. A landscaping plan will be part of the Site Plan and shall contain:
 - a. A tree survey with overlay of proposed development indication size, type, location of trees to remain and location of trees to be removed.
 - b. Landscaping provided by size, type, spacing, and location.
 - c. Method of irrigation.
 - d. Landscaping percentage of gross area.
4. All Site Plans will show/provide the following information:
 - a. Lot dimensions and setback dimensions
 - b. Complete screening details, including fences or walls.
 - c. Driveways and access improvements.
 - d. Dumpster location and screening.
 - e. Accessory structures, such as, pools, decks, docks, open shelters, etc.
 - f. Existing and proposed water/sewer lines.
 - g. Existing and proposed fire hydrant locations within 500 feet.
 - h. Location and type of outdoor lighting.
 - i. Proposed streets and street right-of-way (give easement width for private streets).
 - j. Existing and/or proposed sidewalks.
 - k. The location and size of easements for all above and underground utilities within and adjoining the site.

- I. The location, description, and terms of any proposed easements, reservations, or dedications, together with any necessary legal instruments.
5. Other Information to be provided:
 - a. Entity responsible for the maintenance of common facilities (residential projects).
 - b. Plans for signs, if any, including the location, type, height, area, and proposed lighting shall be shown.
 - c. Size and location of required loading (non-residential projects).
 - d. The location of existing structures and buildings.
 - e. Elevations of proposed building(s).

IV. Drainage Plan containing:

1. Drainage flow and calculations signed and sealed by an engineer that includes direction of flow and method of disposition indicated, along with a general description of the relationship of the proposed drainage system to the natural drainage system and adjacent properties.
2. Existing contours at a maximum of one (1) foot intervals shown on the drawing and proposed grades.
3. The location, size and type of all stormwater management facilities.
4. Type and location of any erosion and sedimentation controls.

V. Architectural plans including elevations and statement of compliance with guidelines.

Sec. 14-191. - Developmental impact fee.

Developmental impact fees shall be established by the city commission and are listed in chapter 15, Schedule of fees.

- (a) *New construction.* An owner of a new building or structure shall, at the time of requesting final inspection and issuance of a certificate of occupancy, pay a developmental impact fee per unit for a residential structure, which shall include single-family, duplex, apartment, condominium, hotel or motel structures. For non-residential structures, the fee shall be based on square footage.
- (b) *Increase in number of units or floor area.* An owner of an existing building or structure who shall modify an existing building or structure in such a way as to increase the number of units shall, at the time of requesting a final inspection and issuance of a certificate of occupancy, pay a developmental impact fee per unit for existing residential buildings or structures, which shall include single-family, duplex, apartment, condominium, hotel, or motel structures. For non-residential structures, the fee shall be based on square footage.
- (c) *Use of funds.* The funds collected from the developmental impact fees imposed by this section shall be specifically allocated for the payment of expenditures for construction of roads, utilities, sidewalks, curbs, drainage, and seawalls, installation of streetlights, and any other activity which is not directly related to the city's sanitary sewage system. Such funds shall be deposited in a special account for these purposes.

(Code 1980, § 5-7(g); Code 1989, § 5-218; Ord. No. 2003-16, § 12, 11-25-2003)

Cross reference— Schedule of fees, ch. 15.

Sec. 14-192. - Recreation impact fee.

Recreation impact fees shall be established by the city commission and are listed in chapter 15, Schedule of fees.

- (a) *Generally.*
 - (1) *New construction.* An owner of a new building or structure shall, at the time of requesting final inspection and issuance of a certificate of occupancy, pay a recreation impact fee per unit for a residential structure, which shall include single-family, duplex, apartment, condominium, hotel or motel structures. For non-residential structures, the fee shall be based on square footage.
 - (2) *Increase in number of units or floor area.* An owner of an existing building or structure who shall modify an existing building or structure in such a way as to increase the number of units shall, at the time of requesting a final inspection and issuance of a certificate of occupancy or certificate of compliance, pay a recreation impact fee per unit for existing residential buildings or structures, which shall include single-family, duplex, apartment, condominium, hotel or motel structures. For non-residential structures, the fee shall be based on square footage.
 - (3) *Use of funds.* The funds collected from the recreation impact fee shall be used exclusively for the purchase of additional recreation space, for the reconstruction or refurbishing of existing recreation areas, or for the purchase of recreation equipment.
- (b) *Credit for private recreation areas.*
 - (1) When private open space for park and recreational purposes is provided in a proposed development and such space is to be privately owned and maintained by the future residents of a multi-unit development, a partial credit, not to exceed 37.5 percent, may be given against the requirement for payment of the recreation impact fee if the city commission finds that it is in the public interest to do so and if all the following standards are met:
 - a. Yards, court areas, setbacks and other open areas required to be maintained by the zoning ordinance (chapter 110) shall not be included in the computation of such recreational lands.

- b. The private ownership and maintenance of the recreational lands shall be adequately provided for by recorded written agreement, conveyance, or restrictions.
 - c. The use of the private recreation area shall be restricted for park and recreational purposes by a recorded covenant which runs with the land in favor of the future owners of property and which cannot be defeated or eliminated without the consent of the city or its successor.
 - d. The proposed private recreational area shall be reasonably adaptable for use for park and recreational purposes, taking into consideration such factors as size, shape, topography, geology, access and location.
 - e. Facilities proposed for the open space shall be in substantial accordance with the city's general plan for recreational areas within the city.
- (2) A finding that the standards in subsection (b)(1) of this section have been met shall be necessary to allow the credit for 37.5 percent of the neighborhood park requirement.
- (3) In general, a substitution of private recreational areas will imply a substantially higher degree of improvement in the installation of recreational facilities, including equipment, by the developer as part of such areas, and such areas, including specifications and facilities to be installed, must be approved by the city before any credit is given for private recreational areas. The developer must guarantee that these private recreation areas will be permanently maintained for such use by the execution of the appropriate legal documents. When an adjustment for private recreational area is warranted, it will be necessary to compute the total fee and then subtract the credit to be given.

(Code 1980, § 5-7(h); Code 1989, §§ 5-219, 5-220; Ord. No. 2003-16, § 13, 11-25-2003)

Cross reference— Schedule of fees, ch. 15.

Section 15-15

- (10) **Impact fees:** An owner of a new building or structure, or an owner of an existing building or structure who modifies an existing building or structure in such a way as to increase the number of units or floor area, shall at the time of requesting a final inspection and/or issuance of a certificate of occupancy shall pay the following impact fees, pursuant to sections 14-191 and 14-192:
- a. Development impact fee:**
 - 1. New construction:
 - i. Residential, per unit \$500.00
 - ii. Nonresidential, per each 2,500 square feet or fraction thereof 500.00
 - 2. Increase in number of units or floor area:
 - i. Residential, per each additional unit 500.00
 - ii. Nonresidential, per each additional 2,500 square feet or fraction thereof 500.00
 - b. Recreation impact fee:**
 - 1. New construction:
 - i. Residential, per unit 500.00
 - ii. Nonresidential, per each 2,500 square feet or fraction thereof 500.00
 - 2. Increase in number of units or floor area:
 - i. Residential, per unit 500.00
 - ii. Nonresidential, per each additional 2,500 square feet or fraction thereof 500.00
 - c. Mobility impact fees** are adopted by the Pinellas County Board of County Commissioners and these fees shall be paid at the time of requesting final inspection and/or issuance of a certificate of occupancy.

The Florida NPDES Stormwater Permitting Program for

Construction Activity



**Florida Department of Environmental Protection
NPDES Stormwater Section**
2600 Blair Stone Road, MS #2500
Tallahassee, FL 32399-2400

*A new online system called Interactive Notice of Intent (iNOI) is now available to the public. Applicants that use iNOI can complete, save, edit, pay for (using a credit card) and submit NPDES Stormwater applications online. The use of iNOI is encouraged but voluntary. Applicants can still submit paper notices. iNOI is available at www.dep.state.fl.us/water/stormwater/npdes/

5. If you complete a paper NOI, submit it along with the application fee, as indicated below to the NPDES Stormwater Notices Center. Authorization is usually granted 48 hours after the date the complete NOI is post-marked to the Notices Center.

The fee is required by Rule 62-4.050(4)(d), E.A.C.. Make checks payable to the Florida Department of Environmental Protection.

Large Construction (disturbs 5 or more acres of land) is \$400.

Small Construction (disturbs between 1 and 5 acres) is \$250.

6. Re-apply for coverage every five years (if the construction activity extends beyond a 5-year period) or submit an NOI to terminate coverage.

Where Can I Find More Information?

DEP's Web site provides more information on program - coverage and requirements, useful Web links, and electronic versions of the CGP, all regulations and forms cited herein, and SWPPP guidance. In addition, the NPDES Stormwater Notices Center provides hardcopies of permits and forms.

NPDES Stormwater Section

Florida Department of Environmental Protection -
2600 Blair Stone Road, MS #2500 -
Tallahassee, FL 32399-2400 -
(850) 245-7522 -
Email NPDES-stormwater@dep.state.fl.us

iNOI

www.dep.state.fl.us/water/stormwater/npdes

NPDES Stormwater Notices Center

Florida Department of Environmental Protection -
2600 Blair Stone Road, MS #2510 -
Tallahassee, FL 32399-2400 -
(866) 336-6312 (toll free) or (850) 297-1234



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What is Florida's NPDES Stormwater Permitting Program for Construction Activity?

In October 2000, the U.S. Environmental Protection Agency (EPA) authorized the Florida Department of Environmental Protection (DEP) to implement the National Pollutant Discharge Elimination System (NPDES) stormwater permitting program in the State of Florida (with the exception of Indian Country lands). The program regulates point source discharges of stormwater runoff from certain construction sites and was developed by EPA in two phases: Phase I regulates "large" construction activity (disturbing 5 or more acres of total land area) and Phase II regulates "small" construction activity (disturbing between 1 and 5 acres of total land area).

The "operator" (i.e., the entity that owns or operates the project and has authority to ensure compliance) of regulated construction sites must obtain an NPDES stormwater permit and implement appropriate pollution prevention techniques to minimize erosion and sedimentation and properly manage stormwater. DEP adopted under Rule 62-621.300(4), E.A.C., the *Generic Permit for Stormwater Discharge from Large and Small Construction Activities (CGP)* (DEP Document 62-621.300(4)(a)) which is applicable to Phase I large construction and Phase II small construction.

It is important to note that the permit required under DEP's NPDES Stormwater permitting program is separate from the Environmental Resource Permit (ERP) required under Part IV, Chapter 373, ES, a stormwater discharge permit required under Chapter 62-25, E.A.C., or any local government's stormwater discharge permit for construction activity.

Which Construction Activities Are Regulated Under The Program?

DEP's permitting program regulates construction activity that meets the following criteria:



- - Contributes stormwater discharges to surface waters of the State or into a municipal separate storm sewer system (MS4).
- - Disturbs one or more acres of land. Less than one acre also is included if the activity is part of a larger common plan of development or sale that will meet or exceed the one acre threshold. Disturbance includes clearing, grading and excavating.

What Does the CGP Require?

- A *CGP Notice of Intent (NOI)* (DEP Form 62-621.300(4)(b)) must be submitted to DEP.
- A *Stormwater Pollution Prevention Plan (SWPPP)*, in part, the plan must include the following:
 - A site evaluation of how and where pollutants may be mobilized by stormwater
 - A site plan for managing stormwater runoff.
 - Identification of appropriate erosion and sediment controls and stormwater best management practices (BMPs) to reduce erosion, sedimentation, and stormwater pollution.
 - A maintenance and inspection schedule.
 - A recordkeeping process, and
 - Identification of stormwater exit areas.

- A *Notice of Termination (NOT)* (DEP Form 62-621.300(6)) must be submitted to DEP to discontinue permit coverage. An NOI may be submitted only when the site meets the digitally requirements for termination specified in the CGP.

What Are Some Examples of BMPs?

A comprehensive SWPPP includes both structural and non-structural controls. Some commonly used controls follow:



- ### Structural Controls
- - **Retention Ponds.** Permanent structures designed to allow time for sediments to settle and water to infiltrate the ground.
 - - **Temporary Sediment Basins.** Structures designed to detain sediment-laden runoff from disturbed areas long enough for sediments to settle out and control the release of stormwater.
 - - **Entrance/Exit Controls.** Temporary controls, such as gravel, used to stabilize the entrances/exits to the site to reduce the amount of soils transported onto paved roads by vehicles (known as "track-out").
 - - **Silt Fencing.** A temporary erosion and sediment control used to prevent dirt from entering waterways before bare soil is stabilized with vegetation.
 - - **Bermus.** A temporary erosion and sediment control that physically prevents polluted runoff from entering nearby storm drain inlets and waters.

Non-Structural Controls

- - **Stabilization.** Techniques such as sodding, seeding/mulching and stone cover, which reduce the erosion of exposed soils and steep grades.
- - **Phased Construction.** Scheduling construction to occur during the dry season or to minimize the amount of land cleared at any one time.
- - **Good Housekeeping.** Techniques such as oil and fuel containment, spill prevention and clean-up, and street sweeping of "tracked-out" soils, which help prevent the contamination of stormwater runoff.

How Do I Obtain Permit Coverage?

To obtain NPDES stormwater permit coverage, complete the following steps:

1. Obtain a copy of the CGP.
2. Carefully read the permit language.
3. Develop and implement a SWPPP.
4. Complete an NOI in its entirety online using the NOI system * or by submitting a paper NOI.