

# **APPLICATION**

## **SITE PLAN REVIEW**



## **PLANNING AND ZONING DEPARTMENT**

[www.indian-rocks-beach.com](http://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 July 2019 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) Initial site development plan review   | \$800.00   |
| (2) Subsequent submittals to initial site development plan review  | \$400.00   |
| (3) Site development plan amendment  | \$400.00   |
| (4) Lot line adjustment dividing an existing lot into 2 conforming lots  | \$200.00   |
| (5) Violation of the approved site development plan, conditions of approval or installation of improvements, clearing, or other land alteration not depicted on or otherwise authorized as part of the approved plan, per violation.     | \$2,400.00 |
| (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. |            |

## **TOPICS COVERED IN THIS BOOKLET**

Welcome to The City of Indian Rocks Beach Planning and Zoning Department. The department has created this instructional booklet to answer frequently asked questions and provide guidance through the site plan and/or planned unit development review processes.

### **Site Plan**

- A. What is a site plan?
- B. Is there a cost to submit a plan?
- C. What information is necessary to complete an application?
- D. When an application is submitted, what is the review process?
- E. What happens when an application is complete?
- F. Why might an application be returned?
- G. What happens when an application is returned?
- H. Is there a cost to re-submit subsequent plans for review?
- I. What standards are addressed in the plan review?
- J. What criteria is the final approval based upon?

### **Application Forms**

Site and Development Plan Application

Agent of Record

Affidavit of Ownership

Application Content Checklist

Site Plan Review Checklist

## **Site Plan**

### **A. What is a site plan?**

Applications for development or redevelopment of multifamily dwellings, hotels, motels or motor lodges or nonresidential uses shall require the submission of a site development plan showing all structures, roadways, pathways, parking areas, recreational areas, utility and exterior lighting installations and landscaping, interior structures and usages within two hundred (200) feet of the site boundaries and all other elements deemed essential. No certificate of occupancy shall be issued for any such building or buildings, unless all facilities included in the site plan have been approved in accordance therewith (Chapter 110, Section 81(a)).

### **B. Is there a cost to submit a plan?**

Yes, the cost to submit an application is eight hundred (\$800) Dollars (Chapter 15, Section 21).

### **C. What information is necessary to complete an application?**

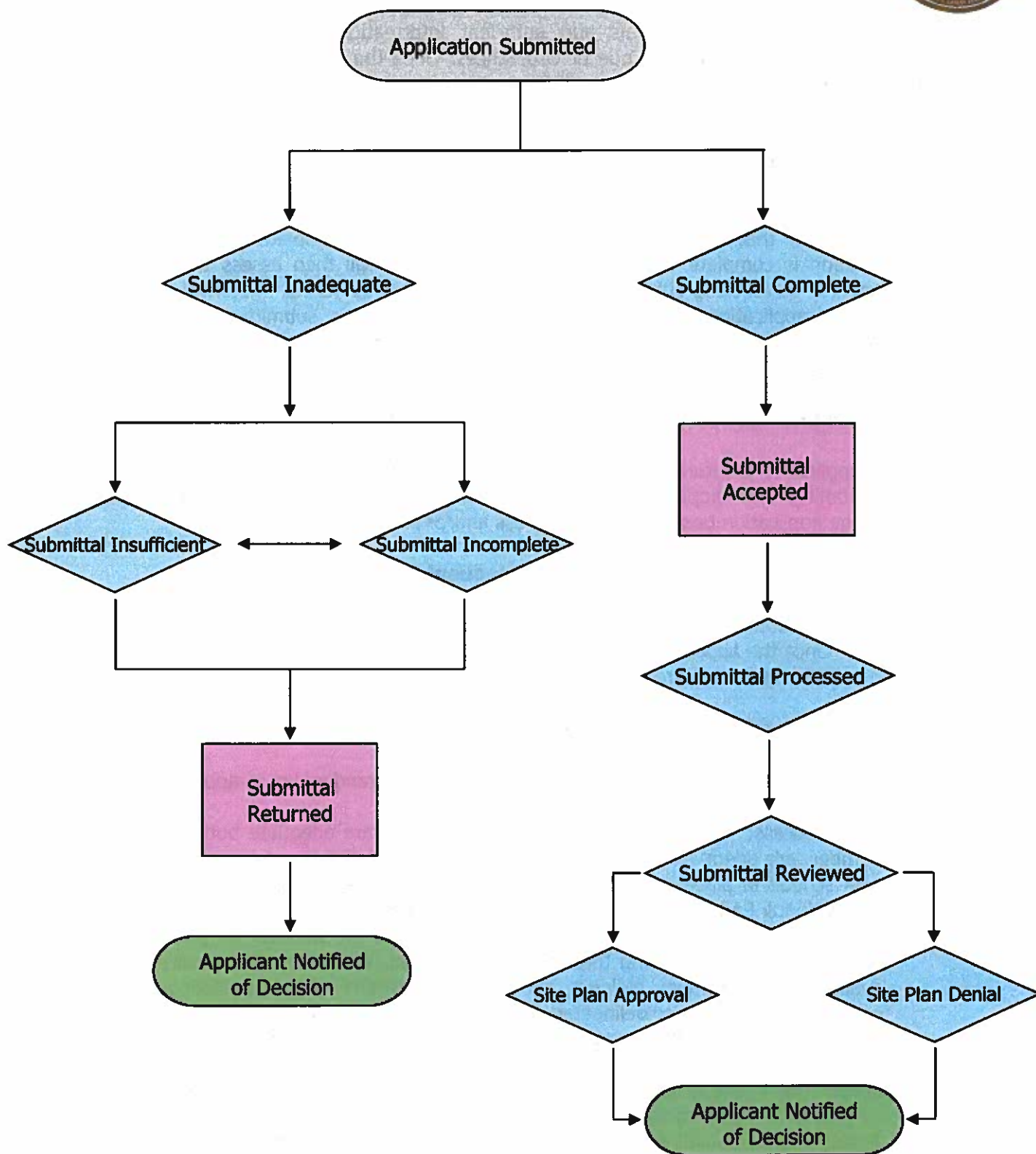
A checklist has been provided on the *Site and Development Plan Application* to highlight the materials that must be included with your particular submittal. This checklist outlines, in detail, the necessary information that is required to complete a site plan application, ranging from the administrative responsibilities (i.e., application forms and payment) to the site-specific map, survey, soil condition report, drainage calculations and zoning requirements.

### **D. When an application is submitted, what is the process?**

When an application is submitted, staff will assess the contents of the submittal with the applicant or applicant's representative determining whether the submittal is complete. The process is further outlined in the diagram following on the next page.



## SITE PLAN APPLICATION PROCESS



#### **E. What happens when an application is complete?**

When an application is complete, staff will accept the submittal. Complete applications include the required application materials and sufficient information to complete the review to determine compliance with the Code of Ordinances. Once the initial assessment is performed and comments are gathered, a letter will be sent to the applicant or applicant's representative providing comment, explanation of such comments and regulation references.

#### **F. Why might an application be returned?**

When an application is incomplete and/or insufficient, the application is returned. An incomplete application is one that does not include all items necessary to complete the application. Once the application is complete and has been accepted, staff will then assess the submittal for sufficiency. An insufficient submittal is one that includes all formal materials necessary to complete the application process, but where the information submitted is insufficient to complete a detailed review of the plan in combination with the Code of Ordinances. Insufficient applications prevent staff from determining proposal compliance with the Code of Ordinances.

#### **G. What happens when an application is returned?**

When an application is returned, the applicant is informed of the problem. The applicant is then able to submit a new application. The process begins anew with staff either accepting or returning the application based on completeness and/or sufficiency.

#### **H. Is there a cost to re-submit subsequent plans for review?**

Yes, with each submittal, the applicant is charged four hundred (\$400) Dollars (Chapter 15, Section 21). Once the application has been accepted, determined sufficient and comments from staff and outside agencies have been received, subsequent plans may be submitted.

#### **I. What standards are addressed in the plan review?**

Per Chapter 110, Section 81, Site plan review, the following standards shall apply:

1. Traffic access: All proposed site traffic access ways are adequate but not excessive in number, are adequate in grade, width, alignment and visibility, and are not located too near schools or places of public assembly and other similar considerations.
2. Circulation & Parking: The interior circulation system must be adequate and all required parking spaces are provided and accessible. Access to the structure by pedestrians must be gained without traveling through a parking area. When no other separate access is available to the main building entrance, pedestrians must be distinguished from continuous landscape or delineated walkways, where feasible, distinguished from driving surfaces by separate paving materials. Sidewalks crossing driveways must be maintained or continuous, unbroken by driving surfaces such as asphalt extending from parking areas. The intent is to separate and differentiate pedestrian walks, malls and public transportation loading places from general vehicular circulation facilities.
3. Arrangement of buildings: laundry facilities: Adequate provisions must be made for light, air, access and privacy in the arrangement of the buildings to each other. Each dwelling

unit shall have a minimum of one (1) exterior exposure. Laundry facilities, including washing machines and clothes dryers, shall be available for multifamily dwellings on the premises for use by all occupants of the premises.

4. Landscaping: The proposed site must be properly landscaped, the purpose of which is to further enhance the natural qualities of land. Compliance with the landscaping requirements of this Code shall be insured.
5. Multifamily structures, hotels and motels: In reviewing the proposed site plan for one (1) or more multifamily or motel structures, motor lodges and hotels, the planning and zoning board shall require:
  - a. Access by emergency vehicles: A building may not be so arranged so as to be inaccessible by emergency vehicles. The site plan shall provide for adequate driveway widths, clearance heights and turning radii necessary for emergency vehicles to have direct access to each building. No increase in aggregate building height shall be granted to compensate for increased height of parking areas to comply with this provision.
  - b. Distance between buildings: The front or rear of any building, including exterior stairways or elevator shafts, may be no closer to the front, rear, or any other building than fifteen (15) feet. The side of any building, including exterior stairways or elevator shafts, may be no closer to the side, front or rear of any other building than fifteen (15) feet.
  - c. Distance between buildings/driveways: No driveways/parking lots should be closer than five (5) feet to the front or rear of any building. In the case of an enclosed garage or carport provided as a portion of the structure, distance requirements for driveways providing access to these shall not apply.
  - d. Recreational space: There shall be provided on the site of a multifamily structure an area, either enclosed or unenclosed, devoted to the joint recreational use of the residents thereof. Such recreational space shall consist of not less than one hundred (100) square feet of space per dwelling unit. Each such recreational space shall be developed with passive and active recreational facilities.
  - e. Off-street parking spaces: There shall be provided on the site of such development an area or areas devoted to the storage of automobiles. The number and their provision shall be in accordance with this chapter.
6. Soil conditions: Applications shall include soil types.
7. Topography and drainage: A brief description of the tract with respect to such matters as relief, flood hazards (including the 100-year base flood elevation level versus proposed first floor elevation), existing outfalls and canals, natural watercourses on or abutting the property, any prior ground water studies, and site drainage problems which have existed, which now exist or which are forecast. An acceptable plan for ponding or other disposition of surface runoff is an essential portion of this section, as it is an indication of the relationship between site drainage under full development and drainage before development.
  1. Restaurant, snack bar, cafe, or coffee shop.
  2. Personal services.
  3. Gift shop or florist.
  4. Limousine service.

### **J. What criteria is the final approval based upon?**

Site plan approval is based on compliance with the Code of Ordinances. The checklist can be used to cross-reference topics with the Code of Ordinances. Further information on the Code of Ordinances can be found at [www.municode.com](http://www.municode.com) or the City's website at [www.indian-rocks-beach.com](http://www.indian-rocks-beach.com).



## **Application Forms**

The required application and supporting document forms are found on the following pages. Additional copies are available from the City of Indian Rocks Beach website. The application package can be returned by mail if the required application fee and all required materials are included.





## SITE PLAN REVIEW APPLICATION

**Project Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Parcel Identification Number:** \_\_\_\_\_

**Parcel Size:** \_\_\_\_\_

**Zoning Map Designation:** \_\_\_\_\_

**Future Land Use Map Designation:** \_\_\_\_\_

I hereby request Site Plan approval for the following development *(Include in the statement the number of residential units, square footage of living space per unit, number of bedrooms per unit and/or the type of amount of non-residential square footage).*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Property Owner:**

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

### Application Content Checklist

Item	Site Plan	Included
	Number of Copies	
Location Map	1	
Sealed Boundary Survey	2	
Affidavit of Ownership	1	
Agent of Record	1	
Subsurface Investigation/ Soil Condition Report	2	
Building Elevations	1	
Drainage Plan and Calculations	2	
Site Plan	2	
Landscaping Plan	2	
Filing Fee	(\$800)	

**\*- A digital file will be requested once the plans have been approved.**

Provide notice of Name, Title and Certification/Licenses of those providing professional services including Architectural, Engineering, Legal, Planning and Surveying. Each agent must submit an authorization letter as provided on the following page.

**Agent:** Name and Title: \_\_\_\_\_  
Certification/License: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax/Mobile: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**Agent:** Name and Title: \_\_\_\_\_  
Certification/License: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax/Mobile: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**Agent:** Name and Title: \_\_\_\_\_  
Certification/License: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax/Mobile: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**Agent:** Name and Title: \_\_\_\_\_  
Certification/License: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax/Mobile: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**Agent:** Name and Title: \_\_\_\_\_  
Certification/License: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax/Mobile: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_



## AGENT OF RECORD

DATE: \_\_\_\_\_

I, \_\_\_\_\_ hereby designate and appoint  
\_\_\_\_\_ as my Agent of Record for the  
purposes of representing me during the Planning & Zoning Department's review processes  
with regard to Application # \_\_\_\_\_.

My Agent of Record is hereby vested with authority to make any representations, agreements,  
or promises, which are necessary or desirable in conjunction with the Planning and Zoning  
Developments review process. My Agent of Record is also authorized to accept or reject any  
conditions imposed by any reviewing board or entity.

APPLICANT/OWNER SIGNATURE: \_\_\_\_\_

AGENT OF RECORD SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

STATE OF FLORIDA:

COUNTY: \_\_\_\_\_

I HEREBY CERTIFY that on this day personally appeared before me, an officer duly qualified to  
administer oaths and take acknowledgments, to me known to be the person described in or  
who has produced \_\_\_\_\_ as identification and who executed the  
above and foregoing Agent of Record Letter, and who acknowledged before me that he  
executed the same for the purposes therein expressed.

WITNESS my hand and official seal in the County and State last aforesaid this \_\_\_\_\_  
day of \_\_\_\_\_ (month), \_\_\_\_\_ (year).

\_\_\_\_\_  
NOTARY PUBLIC  
State of Florida at Large



## AFFIDAVIT OF OWNERSHIP

The undersigned represents that they are the owners of record of property located: at:

\_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

OWNER'S PHONE NUMBER: \_\_\_\_\_

\_\_\_\_\_

DATE

\_\_\_\_\_

OWNER'S SIGNATURE

I HEREBY CERTIFY that on this day personally appeared before me, an officer duly qualified to administer oaths and take acknowledgments, to me known to be the person or described in or who has produced \_\_\_\_\_ as identification and who executed the above Affidavit of Ownership, and who acknowledged before me that he executed the same for the purpose therein expressed.

WITNESS my hand and official seal in the County and State last aforesaid this \_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year).

\_\_\_\_\_  
NOTARY PUBLIC  
State of Florida at Large



## **APPLICATION REQUIREMENTS**

The application packet must include the following materials.

- I. Location Map** showing relationship between area proposed for development and surrounding developments or lots, including current aerial photograph.
- II. Accurate boundary survey sealed by a Registered Surveyor.**
- III. Affidavit of ownership and designation of an authorized agent.**
- IV. Letter stating proposed anticipated commencement and completion date.**
- V. 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.
- VI. Site Plan containing:**
  1. The site plan shall be drawn at a readable scale, signed and sealed by a Florida Registered Engineer or Land Surveyor.
  2. All required information shall be presented on sheets no larger than twenty four (24) by thirty six (36) inches.
  3. Drawings may be presented on one (1) or more sheets to clearly show the information required. If a drawing is prepared on more than one (1) sheet, the sheets shall be consecutively numbered, and must show the particular number of that sheet and the total number of sheets included.
  4. All lettering shall be neat and legible.
  5. All dimensions shall be feet and decimals of a foot.
  6. 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.
  7. 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.
8. 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.
9. All Site Plans will show/provide the following information:
- a. Complete screening details, including fences or walls.
  - b. Driveways and access improvements.
  - c. Dumpster location and screening.
  - d. Accessory structures, such as, pools, decks, docks, open shelters, etc.
  - e. Existing and proposed water/sewer lines.
  - f. Existing and proposed fire hydrant locations within 500 feet.
  - g. Location and type of outdoor lighting.
  - h. Proposed streets and street right-of-way (give easement width for private streets).
  - i. Existing and/or proposed sidewalks.
  - j. The location and size of easements for all above and underground utilities within and adjoining the site.
  - k. The location, description, and terms of any proposed easements, reservations, or dedications, together with any necessary legal instruments.
10. 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).

**VII. Architectural plans including elevations and statement of compliance with guidelines.**

**VIII. Submit Site Plan Review Fee.**

## IX. SITE PLAN REVIEW CHECKLIST

**Submission of Review:**

**Date of Review:**

**Name and address of Project:**

**Zoning:**

**Future Land Use:**

Item	Chapter	Section	Subject	Information Provided		Meets Requirements		Notes
				Yes	No	Yes	No	
1.	6	31	License designation					
2.		32	Location approval					
3.	26	36 (c)	Setback: AC					
4.	50	64	Dumpster: enclosure					
5.		66	Dumpster: accessibility					
6.		91 (c)	Container(s) required					
7.	78	32 (a)	Statement received					
8.		33	Statement: contents					
9.	82	34	Concurrency data					
10.	86	85	Beach lighting					
11.	94	86 (b)	Dock: number/location					
12.		87	Dock: length					
13.		89	Dock: height					
14.		91	Dock: lighting					
15.	102	32	Plan received					
16.		34	Control requirements					
17.		56	Drainage standards					
18.	106	38	Tree spacing					
19.		39	Dist: curb/sidewalk					
20.		40	Dist: corner/hydrant					
21.		114	Landscaping (ROW)					
22.		115	Landscaping: parking					
23.		116	Landscaping: interior					
24.		117	Intersection Visibility					
25.		143	Buffer					
26.	110	81 (a)	Structure proximity					
27.		(b)	City notification					
28.		153	Setbacks					
29.		153	ISR					
30.		153	FAR					
31.		153/183	Height					
32.		154	Unit area					
33.		154/261	Density					
34.		155	Use					
35.		218	Gulf setback					
36.		241	Yard features					
37.		245	Setback: overhang					
38.		282	Plan received-Fence					
39.		(1)(a)	Height					
40.		(b)	Decoration					
41.		285	Permitted materials					
42.		290	Setback: front-yard					

Item	Chapter	Section	Subject	Information Provided		Meets Requirements		Notes
				Yes	No	Yes	No	
43.		291	Setback: side-yard					
44.		292	Setback: Rear-yard					
45.		293	Setback: double					
46.		294	Setback: Alley					
47.		311	Front-yard-Accessory					
48.		312	Lots not abutting					
49.		314	Accessory size					
50.		341	Outdoor storage					
51.		344 (1)	Grade projection-Pool					
52.		(2)	Pool equipment/deck					
53.		(3)	Setback					
54.		(4)	Non-waterfront lots					
55.		(5)	Intracoastal lots					
56.		(6)	Gulf of Mexico lots					
57.		(7)	Spas					
58.		(8)	Protective Barrier					
59.		372	Required parking					
60.		373	Collective parking					
61.		375	Stall/aisle size					
62.		377	Off-street loading					
63.		378	Bicycle parking					
64.	Building Elevations							
65.	NPDES Compliance							
66.	Design Standards							
67.		821 (a)	Zoning district					
68.		(b)	Business Triangle					
69.		(c)	50% applicability					
70.		823	Unique structures					
71.		824	Non-structural fix					
72.		825	Site plan contents					
73.		826	Prohibited features					
74.		827(1)(a)	Design articulation					
75.		(b)	Façade methods					
76.		(c)	Façade methods					
77.		(2)(a)	Building entrance					
78.		(b)	Pedestrian connect					
79.		(c)	Parking access					
80.		(d)	Parking screen					
81.		(3)(a)	Blank Bldg walls					
82.		(b)	Façade style					
83.		(c)	Façade openings					
84.		(4)(a)	Roof pitch					
85.		(b)	Flat roofs					
86.		(5)(a)	Window/door trim					
87.		(b)	Display windows					
88.		(6)(a)	Landscaping					
89.		(b)	Mailboxes					
90.		(c)	Common areas					
91.		(d)	Pavement treatment					
92.		(e)	Lighting fixtures					
93.		(f)	Fence/wall landscape					
94.		(g)	Tree canopy					