

CITY OF ALTAMONTE SPRINGS

PRELIMINARY AND FINAL PLAN REVIEW CHECKLIST

This form shall serve as a checklist for Preliminary Plan and Final Plan review by the City. The project engineer is required to use this plan review checklist to ensure compliance with technical provisions of the City’s *Land Development Code* (LDC) pertaining to preliminary and final plan preparation. Both the Preliminary and Final Plan submittal requirements will apply to Combined Preliminary/Final Plan submittals and Change of Use submittals. One (1) completed, signed and sealed original of this checklist shall be submitted by the project engineer to the City’s Growth Management Department with each initial plan submittal. Each checkbox is to be checked for included items.

The use of this plan review checklist by the City or applicant does not constitute a waiver of any requirement contained in the City’s 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	
The primary staff review responsibility follows each item in parenthesis; however, any reviewer may comment on any item.	

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

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- [] [] **Completed Application.** Application must list the parcel ID numbers of all parcels for the subject property. (GM/E. Futch)
- [] [] **Completed, Signed & Sealed Preliminary and Final Plan Review Checklist.** Not required with Final Plan if provided with Preliminary Plan. (GM/E. Futch)
- [] [] **Site Plan Application Fee and Wavier/Variance Fee** - if waivers or variances are requested. See fee amounts on applications. (GM/E. Futch)

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- [] [] **Mobility Solutions Report Acceptance Letter** - If available. (GM/A. Maraviglia)
- [] [N/A] **School Capacity Availability Letter of Determination (SCALD)** - Residential projects only, if available. (GM/A. Maraviglia)
- [] [N/A] **Project Engineer's Letter of Acknowledgment.** (GM/E. Futch)
- [] [N/A] **Project Surveyor's Letter of Acknowledgment.** (GM/E. Futch)
- [] [N/A] **Project Landscape Architect's Letter of Acknowledgment.** (GM/E. Futch)
- [] [N/A] **Proof of Ownership.** (GM/E. Futch)
- [] [N/A] **Power of Attorney or Agent Authorization Letter** - signed by the actual property owner if the owner is not the developer. (GM/E. Futch)
- [] [N/A] **Completed Waiver/Variance Request Form(s) and Questionnaire(s)** - (if applicable). (GM/E. Futch – for submittal)
- [] [N/A] **Drainage Calculations** - Two copies are required. (GM/E. Futch - for submittal; PW/Rader for content)
- [N/A] [] **Shop Drawings - for dedicated infrastructure only.** (PW/Rader)
- [N/A] [] **Fire Flow Calculations** - Required for unsprinklered buildings >5,000 square feet, and sprinklered buildings >50,000 square feet. (GM/E. Futch - for submittal; PW/Rader, BFSD/G. Phillippi for content)
- [N/A] [] **One (1) Address Sheet** - One separate copy of the plan for address street name verification or assignment. Existing addresses shall be indicated on each building in parenthesis. The address sheet should be on an 8½ x 11" or 11 x 14" sheet. (GM/E. Futch provide to Maillo)
- [] [] **One (1) Geological/Geotechnical Investigation Report** - For all areas proposed for storm water management or drainage systems, and pavement design recommendations, a detailed geological/geotechnical investigation shall be required. This investigation shall be conducted by a Professional Geologist or Engineer experienced in geohydrology with a signed and sealed report to be submitted for City review. The geologic investigation shall be comprehensive enough that recommendations for site planning, engineering design, and construction techniques may be made. [Ref. LDC 6.1.11.5(f)]. (PW/Rader)

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Agency Permits or Exemption Letters. All applicable permits to be obtained prior to construction must be denoted on the City Standard cover sheet in the Approval Checklist Table. 2 copies of all applicable permits will be required prior to commencement of construction and submitted directly to the Public Works Department. Examples of agency permits include the following: (PW/ Goodling)

Altamonte Springs Industrial Pre-treatment Permit

CSX Transportation.

FDEP Domestic Wastewater Collection/Transmission System Permit or Letter of Determination.

FDEP Public Drinking Water System Construction Permit or Letter of Determination.

FDEP letter acknowledging receipt of the owner/developer's submittal of a Notice of Intent (NOI) and the project's Stormwater Pollution Prevention Plan (SWPPP).

Sometime after receipt of the project's NOI, the FDEP will issue to the owner/developer a Construction Generic Permit (CGP) for the project's SWPPP. At project completion, the owner/developer is required to file a Notice of Termination (NOT) with FDEP. The Owner/Developer is to provide copies of both the CGP and NOT to the City once they have been received. More information on the FDEP's NPDES Program and downloadable forms are available at www.dep.state.fl.us/water/stormwater/npdes/index.htm.

FDOT Right of Way Utilization Permit.

FDOT Drainage Connection Permit.

SJRWMD Consumptive Use Permit.

SJRWMD Environmental Resources Permit.

Florida Fish and Game Protected Species Permit(s).

Seminole County Right-of-way Utilization Permit.

Any Other Agency Permits: _____

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GENERAL PLAN REQUIREMENTS.

- Plan Size** - Twenty-four inches by thirty-six inches (24" x 36"). All sheets are to be bound into one set, including the survey, landscape plan, and architectural elevations. All sheets must be signed and sealed. (GM/E. Futch)
- Project Name** - To be shown on each sheet, and consistent with the application. Subsequent name changes shall constitute a site plan revision. (GM/E. Futch)
- North Arrow** - To be shown on every sheet showing all or a portion of the site. (GM/E. Futch)
- 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. (GM/E. Futch; PW/Goodling)
- 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. (GM/E. Futch)
- 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., #1 - 4' sidewalk modified to 5'). A revision block which states "per City comments" or other non-definitive comment shall not be accepted. (GM/E. Futch; PW/Goodling)
- Date** - Date of the plans along with any subsequent revisions. (GM/E. Futch)

COVER SHEET REQUIREMENTS.

- Standard City Coversheet** - Must use current standard City coversheet, available at www.altamonte.org, Public Works Dept. Engineering and Technical Services page. (GM/E. Futch; PW/Goodling)
- Project Name** - To be consistent with application and subsequent sheets and City project name. Projects that are subprojects of larger projects, such as site plans within a PUD, must have a name that is formatted "PUD Name / Project Name" or "Master Project Name / Subproject Name." (GM/E. Futch)
- Statements of Intended Use** - General statement of project scope. List uses and gross square footages. (GM/E. Futch)
- Statement of Project Phasing** - Applicant shall indicate project phasing by checking the appropriate box on the cover sheet. (GM/E. Futch, PW/Dan Goodling)

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| [] | [] | Vicinity Map - To include location of the site, relationship to surrounding streets and thoroughfares, existing zoning and land use on site and surrounding areas within 500'. Scale of not less than 1" = 2,000'. <u>Maps must be legible.</u> (GM/E. Futch; PW/Goodling) |
| [] | [] | Legal Description - Inclusive for all property depicted on the plan. Section, Township, and Range, and size of parcel in acres or square feet shown. (GM/E. Futch) |
| [] | [] | Property Owner or Owners of Record - Include name, address, telephone number, and fax number. (GM/E. Futch) |
| [] | [] | Developer - Include name, address, telephone number, and fax number. (GM/E. Futch) |
| [] | [] | Project Engineer 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 shall 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. The Project Engineer's responsibilities shall include, but not be limited to, agency permitting and subsequent permit certifications, any site plan revisions deemed necessary, and final record drawings (in accordance with City requirements). The Project Engineer is also the Owner/Developer's point of contact for all correspondence and project coordination, and is responsible for all submittals required for the project close-out and attainment of the Certificate of Occupancy. Include name, address, telephone number, and fax number. (GM/E. Futch) |
| [] | [] | Project Surveyor - Must be a professional or a registered land surveyor licensed in the State of Florida. Include name, address, telephone number, and fax number. (GM/E. Futch) |
| [] | [] | Landscape Architect - Must be a Registered Landscape Architect licensed in the State of Florida. Include name, address, telephone number, and fax number. (GM/E. Futch) |
| [] | [] | Waiver Requests (if applicable) - Waiver requests noted on plan coversheet, and each request accompanied by a completed Waiver Request Form(s) and questionnaire(s). (GM/E. Futch – for proper submission, Responsible Division – for content) |
| [] | [] | Variance Requests (if applicable) - Variance requests noted on plan coversheet, and each request accompanied by a completed Variance Request Form(s) questionnaire(s). (GM/E. Futch – for submittal, Responsible Division – for content) |
| [] | [] | Development Bonus Requests (if applicable) - Development bonus requests listed on plan cover sheet. (GM/E. Futch – for proper submission, Craft – for content) |

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- Utility Companies** - A list of utility companies having utilities within the limits of the project and/or utility companies providing service to the project. (PW/Cabrera)

For the City's utilities (water, sewer, and reclaimed water), the contact should be:

WATER, SEWER, AND RECLAIMED:

City of Altamonte Springs
225 Newburyport Ave.
Altamonte Springs, FL 32701
(407) 571-8340 (Tel)
(407) 571-8350 (Fax)

For telephone service, please note that Century Link (formerly Embarq) provides service to most of the City. However, the southwest quadrant, south of the West Town Parkway area, is served by AT&T.

- Plan Index** - An index to all sheets to be included. (GM/E. Futch)

- Compliance Statement** - The plans must include the following statement: (GM/E. Futch)

“All design and construction must conform to the minimum standards set forth in the City of Altamonte Springs Land Development Code.”

EXISTING CONDITIONS/SURVEY DATA REQUIREMENTS.

Must be a current survey of the site depicting the following existing and adjacent improvements within twenty-five feet (25') of the site in all directions unless otherwise noted

- Boundary Survey Data.** Datum must be US State Plane Coordinate Systems (1983). An ALTA/ACSM land title survey is preferred for Preliminary Plan and required for the Final Plan. (PW/Goodling).
- Soil Types and Boundaries** - From current Soil Conservation Service (SCS), include a soil survey for Seminole County. (PW/Goodling)
- Wetlands Jurisdiction** - Limits of any previous jurisdictional wetland survey, or subsequent survey, as required by proximity of wetlands on the project site. (PW/Verpoorten)
- 100 Year Flood Elevation Contour** - Determined by Federal Emergency Management Agency (FEMA). For projects bordering the Little Wekiva River, add the limits of the 100 Year Flood elevation contour as determined by the St. Johns River Water Management District (SJRWMD). (PW/ Verpoorten; GM/E. Futch for zoning issues i.e. FAR)

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| [] | [] | [] | Habitat Protection Zone - Determined by the St. John's River Water Management District (SJRWMD) for the Little Wekiva River north of Lake Lotus. (PW/Verpoorten) |
| [] | [] | [] | Topographic Survey Data - Existing topographies with a minimum of 1' contour intervals extending 25' beyond the project boundaries shall be depicted. Elevations shall be referenced to United States Geological Survey datums. Benchmark location and I.D. prominently denoted. (PW/Rader, Goodling) |
| [] | [] | [] | Rights-of-ways and Easements - Location, type, (e.g., streets, alleys, etc.) width, and recording information (e.g., plat book and page, official record book and page, etc.). (PW/All Reviewers) |
| [] | [] | [] | Roadways - Include total width. (PW/Buckland) |
| [] | [] | [] | Driveways and Median Cuts - Within 150' of the site in both directions on both sides of the street. (PW/Buckland) |
| [] | [] | [] | Sidewalks - Widths and ramping (PW/Buckland; BFS/D/G. Phillippi). |
| [] | [] | [] | Water Mains (Reclaimed and Potable) - If outside the 25' perimeter, depict location of nearest mains and valves. Pipe size and material type denoted. (PW/Goodling/Cabrera) |
| [] | [] | [] | Sanitary Sewers - If outside the 25' perimeter, depict location of nearest sanitary sewer systems (e.g., gravity or lift station and force main). Pipe size, material type, manhole locations, and invert elevations denoted. (PW/Goodling, Cabrera) |
| [] | [] | [] | Stormwater Management Systems - Location and horizontal limits of all existing drainage structures, ponds, ditches, swales, and pipes. If any existing drainage structures, ponds, ditches, swales, or pipes are to remain, then vertical verification in feet above NAVD 1988 shall be required. Weir crest elevation, pipe inverts (including size and material), skimmers, grates, manhole covers and hatches or other devices denoted. (PW/Goodling, Verpoorten) |
| [] | [] | [] | Other Utilities - Including but not limited to electric, telephone, gas, and cable utility locations. (PW/All Reviewers) |
| [] | [] | [] | Buildings and Structures - Show all within twenty-five feet (25') of the site. Show all distances between structures at the closest point. (GM/E. Futch; BFS/D/G. Phillippi) |
| [] | [] | [] | Surveyor's Signature and Seal. (PW/Goodling) |

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DEMOLITION PLAN REQUIREMENTS.

- [] [] **Limits** - Must show limits of demolition, as needed. (All Reviewers – as needed)
- [] [] **Footprints of Buildings and Structures** - As needed. (All Reviewers – as needed)
- [] [] **Erosion Control.** (PW/White)
- [] [] **Existing Utilities** - Must show location of existing utilities and limits of removal. Severed utilities must be shown properly capped or plugged. (PW/Goodling, Cabrera)

SITE PLAN REQUIREMENTS.

- [] [] **Phasing Plan** - For multi-phased projects. Phasing lines, phasing numbers, and building numbers denoted. (All Reviewers)
- [] [] **Building Locations, Sizes (s.f), and Dimensions** - Include finished floor elevations and height of canopies or overhangs. Required to be on Preliminary Plan. (All Reviewers)
- [] [] **Building Setbacks and Landscape Buffers.** Include required, existing (if applicable), and proposed dimensions on the plan. Required to be on Preliminary Plan. (GM/E. Futch)
- [] [] **Proposed Pavement Edges.** (PW/Buckland)
- [] [] **Major Infrastructure Features.** (PW/All Reviewers; GM/All Reviewers)
- [] [] **Air Conditioner and Generator Equipment Locations.** The following note shall be included on the plans [LDC Section 3.44.3.4] (GM/E. Futch):

“Roof-top mechanical equipment will be screened from view from all adjacent properties and adjacent rights-of-way.”
- [] [] **Security Gates** - Indicate location and the type of gates being installed (i.e., swing, roll). See also criteria from Building/Fire Safety Division. (BFSD/G. Phillippi)
- [] [] **Canopies and Overhangs** – For canopies and overhangs over or near vehicular areas, indicate location and that the minimum height 13' 6" is being met. Required to be on Preliminary Plan. (BFSD/G. Phillippi)

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

- [] [] **Zoning and Future Land Use Designations.** (GM/E. Futch)

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| [] | [] | Activity Centers - Indicate the name of the Activity Center the proposed development is located within, if applicable [i.e, Regional Business Center, West Town Center, East Town Center, Gateway Center]. (GM/E. Futch) |
| [] | [] | Development of Regional Impact (DRI) – Indicate the name of the DRI the proposed development is located within, if applicable. (GM/E. Futch) |
| [] | [] | Existing Use(s) - Square feet and/or number of residential units. (GM/E. Futch) |
| [] | [] | Proposed Use(s) - Breakdown of square footage by use. (GM/E. Futch) |
| [] | [] | Adjacent Zoning and Future Land Use Designations - Within 150' of property boundaries. (GM/E. Futch) |
| [] | [] | Density or Intensity Calculations - Floor Area Ratio (FAR) or Dwelling Units per Acre (DU/AC). Refer to Section 1.2.1, definitions of “Floor Area,” “Floor-area Ratio,” and Density - Residential” for calculation information. (GM/E. Futch) |
| [] | [] | 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. Required on the Preliminary Plan. (GM/A. Maraviglia) |
| [] | [] | Parking Calculations - Number of employees and/or company vehicles. Show derivation using zoning requirements. Provide required and proposed calculations (GM/E. Futch) |
| | | Please be aware of the following for parking calculations: <ul style="list-style-type: none"> • Most parking calculations are based upon Gross Floor Area. Refer to the definition of “Floor Area” in Section 1.2.1 for information about how GFA is to be calculated. • The mixed-use project parking calculations are only able to be used for mixed-use projects located in Activity Centers that meet the definition of “Mixed-use Development” in Section 1.2.1. • The square footage of the outdoor seating and dining must be accounted for in the parking calculations [3.41.1.3(c).] • Parking space and loading space calculation fractional units are rounded down if 0.5 or less, and up if over 0.5; however, a minimum of one loading space must be provided for uses requiring such a space [3.41.4.3]. • Marked company vehicles parked on the site must be parked such that the signs on the vehicles are not visible from any public right-of-way [3.42.17(j)]. The proposed location for the parking of such vehicles shall be identified on the site plan. • If an application includes a parking waiver request that is not based upon providing cross access, it should also include a bicycle rack(s) as partial mitigation. |
| [] | [] | Open Space Calculations - Refer to Land Development Code Section 3.44.1 - Open Space and Recreation Area Requirements. Indicate the required and proposed calculations in square feet and percentages. (The definition of “Open Space” is listed in Section 1.2.1). (GM/E. Futch) |
| [] | [] | Building Setbacks. Refer to zoning district regulations and Section 11.2.5, Minimum Rights-of-way Widths, Setback Distances, and Functional |

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Classifications. Indicate the required, existing (if applicable), and proposed setbacks. (GM/E. Futch, PW/Goodling, PW/Buckland – for roadway impacts)

[] [] **Landscape Buffer Levels.** Refer to Section 8.2.2.1(c) and Table 8.1 for buffer yard standards. Indicate each buffer yard level by number; include required and proposed widths. See Landscape section of this checklist for information required to be on the landscape plan. (GM/E. Futch)

[] [] **Type of Construction** - Must be in accordance with the Florida Building Code (as adopted by City Code of Ordinances Chapter 10 Section 10-2) and provided for each building. Required to be on Preliminary Plan. (BFSD/G. Phillippi)

[] [] **Proposed Building Height** - Provide actual overall building height in feet for each building. Also indicate building height for projects with gable or hip roofs per the method contained in the definition of “Building Height” in Section 1.2.1. Required to be on Preliminary Plan. (BFSD/G. Phillippi; GM/E. Futch)

[] [] **Number of Stories Being Constructed** - Required on the Preliminary Plan. (GM/E. Futch)

[] [] **Fire Sprinkler Statement** - Required to be on the Preliminary Plan. If a fire sprinkler system is required or proposed, the following statement must be included in the plans: All structures within Activity Centers are required to have a fire sprinkler system. (BFSD/G. Phillippi)

“Proposed project shall be protected by an approved automatic fire sprinkler system and monitored by a central or remote station.”

[] [] **Water Supply and Access Statement** - The plans must include the following statement: (BFSD/G. Phillippi)

“During construction, stabilized access roads and a suitable water supply acceptable to the Fire Department shall be provided and maintained.”

[] [] **Address Numbers Statement** - The plans must include the following statement: (BFSD/G. Phillippi)

“Address numbers shall be provided in accordance with Land Development Code Article 14.”

Development Bonuses, as applicable:

[] [] **Development Bonuses** – Table identifying the needed bonus points for height, density and intensity, bonus categories proposed to be used, and description of how

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the points are earned. Additional support materials may be required. (GM/E. Futch – for proper submittal, T. Demostene – for content)

Mobility Performance Standards Table, as applicable.

[] [] **Mobility Performance Standards** - Table identifying the required number of performance standards (based on net new trips), standards proposed to be utilized, and description of how standards are being met. [Reference Land Development Code Article II, Division 4, Mobility Management] (GM/A. Maraviglia)

Multi-Modal Systems - On-site systems designed to promote, safety, convenience, comfort, and connections to both on- and off-site facilities for pedestrian, bicycle, and transit modes. Also see Pedestrian Circulation, Technical Requirements in this checklist. [Reference City Plan 2030 Future Land Use and Multi-Modal Elements] (GM/A. Maraviglia)

[] [] **Bicycle/Pedestrian Paths** - provide an on-site pedestrian circulation system that directly links the public sidewalk network with building entrances. Sidewalks or pedestrian ways shall connect the on-site pedestrian system to existing pedestrian systems on adjacent developments or public rights-of-way. Provide sidewalks or pedestrian pathways designed to decrease the distance between parking areas, building entrances, bus stops, recreation facilities and public open space areas, external sidewalks or public pathways, and adjacent destination points.

[] [] **System Connectivity and Pedestrian Easements** - sites shall connect on-site pedestrian systems to public sidewalks, pedestrian systems located on adjacent properties, off-site transit stops, and other pedestrian and bicycle systems. Pedestrian easements for connections and pathways between adjacent properties shall be provided similar to cross-access easements for automobiles.

[] [] **Pedestrian-Friendly Site Design** - site design shall create enhanced pedestrian systems that promoting walking as the first mode of transportation. Examples include:

1. Pedestrian walkways between buildings, public gathering places, and public pathways
2. Adequate lighting along pathways
3. Shade trees and/or covered walkways
4. Pedestrian amenities
5. Needs of the transportation disadvantaged
6. Reduced setbacks and building separations
7. Parking placement behind building facades and pedestrian circulation in parking areas
8. Connectivity with public sidewalk network and adjacent properties
9. Connectivity to transit stops

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| [] | [] | [] | Reduction of Conflicts and Hazards - on-site pedestrian systems shall be designed to minimize conflict and hazardous conditions for pedestrians by providing a designated pedestrian way. Include pavement markings, textured crosswalks, appropriate safety and wayfinding signage. |
| [] | [] | [] | Bicycle Storage Facilities - Safe and convenient location and specifications for a bicycle storage facilities including bicycle lockers and bicycle racks. All racks must be installed on a concrete base. Also required for parking variance mitigation. |

Proposed Public Easements and Right-of-way, as applicable:

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| [] | [] | [] | Drainage - Drainage easements for on-site runoff are not normally accepted by City except where off-site flows from public areas are accommodated across the project. If proposed, a minimum fifteen feet (15') width is required. (PW/ Rader) |
| [] | [] | [] | Pedestrian - Minimum fifteen feet (15') width is required. (PW/Buckland; E. Futch/A. Maraviglia for connectivity) |
| [] | [] | [] | Landscape. (GM/E. Futch) |
| [] | [] | [] | Utility - Minimum fifteen feet (15') width is required. (PW/Goodling/Cabrera) |

Private Easements and Cross Access Easement:

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| [] | [] | [] | Private Easements - All proposed private easements must be depicted. (PW/All Reviewers) |
| [] | [] | [] | Vehicular Cross-Access Easement - Minimum twenty-four feet (24') width is required. Show entire cross-access easement connection in a hatched pattern. If the easement is to be granted in the future easement, identify future cross-access easement and depict location on the plan. [Ref. Article XI] (GM/A. Maraviglia connectivity, PW/Buckland construction) |
| [] | [] | [] | Pedestrian Cross-Access Easement - Minimum 5 feet (5') width is required. Depict easement in a hatched pattern on the plan. [Ref. Multi-Modal Transportation Element of the comprehensive plan] (GM/A. Maraviglia connectivity, PW/Buckland construction) |

PAVING, GRADING, AND DRAINAGE PLANS AND UTILITIES PLAN.

Roadway Improvements (Adjacent or On-site):

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| [] | [] | [] | Right-of-way - Additional proposed. (PW/Buckland) |
| [] | [] | [] | Width - Edge of the pavement to edge of the pavement. (PW/Buckland) |
| [N/A] | [] | [] | Wearing Surface - Type and thickness. (PW/Buckland) |

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- [N/A] [] **Base** - Type, thickness, 98% density. (PW/Buckland)
- [N/A] [] **Sub-base** - Thickness, FBV=75, 98% density. (PW/Buckland)
- [] [] **Sidewalks** - 1:12 minimum ramping; 5' minimum width is required; accessible route. (All reviewers)

Pedestrian Circulation, Technical Provisions:

- [] [] **Sidewalks** - 1:12 minimum ramping; 5' minimum unobstructed width is required on all sidewalks, public and private. (BFSD/G. Phillippi)
- [] [] **Accessible Route** - Provide at least one accessible route from the accessible building to accessible parking spaces and the public way, ie: public streets, public sidewalks, public transportation stops. At least one accessible route shall connect accessible buildings, facilities, elements and spaces that are on the same site. [Additional Reference: Florida Building Code] (BFSD/G. Phillippi; PW/Buckland)
- [] [] **Crosswalks** - At all driveways. (BFSD/G. Phillippi; PW/Buckland)

On-site Pavement and Circulation:

- [] [] **Driveways and Median Cuts** – Existing and proposed. Ensure the minimum separation requirements between driveways are being met per Article XI. (PW/Buckland)
- [] [] **Internal Traffic Circulation** - Include directional arrows, signs, and internal radii for emergency vehicle access which shall be 40' inside turning radius internally and at entrance. (PW/Buckland; BFSD/G. Phillippi, PD/E. Wells - safety)
- [] [] **Curb Radius at Driveways** – Minimum 40-foot curb radius required at driveways. Indicate turning path pursuant to AASHTO Design of Highways and Streets, 2001, Ch. 2, Exhibit 2-4. Required on Preliminary Plan. (BFSD/G. Phillippi; PW/Buckland)
- [] [] **Drive Aisle Widths** – Minimum 20-foot width required, per NFPA. (BFSD/G. Phillippi)
- [] [] **Pavement Details and Cross-Sections.** (PW/Buckland)
- [] [] **Curbing** - Required, where there are no wheel stops or a minimum 7' wide raised sidewalk. (PW/Buckland)
- [] [] **Fire Lanes.** (BFSD/G. Phillippi)

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| [] | [] | Markings. (PW/Buckland) |
| [] | [] | Stop Signs - High intensity reflectorized. (PW/Buckland) |
| [] | [] | Stop Bars - Thermoplastic stop bars. (PW/Buckland) |

On-site Parking:

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| [] | [] | Specialty Parking Space Signs - for handicap and compact parking. (GM/E. Futch – location; PW/Buckland - detail; BFS/D/G. Phillippi – accessibility) |
| [] | [] | Regular Spaces - 9' wide x 20' long. (May reduce to 18' long only if adding 2' overhang to landscape area or if adding 2' to an adjacent sidewalk.) (GM/E. Futch) |
| [] | [] | Handicap Spaces - 12' wide x 20' long. (BFS/D/G. Phillippi – accessibility, GM/E. Futch – parking space count) |
| [] | [] | Compact Spaces - 8' wide by 16' long. Only permitted if project has 25 or more spaces. Maximum number of compact spaces permitted is 15% of required number of spaces. (PW/Buckland – for detail; GM/E. Futch for calculations) |
| [] | [] | Parking Space Stripes – Provide specification that parking space stripes to be a minimum of 4” wide FDOT Traffic Rated Paint. (PW/Buckland) |
| [] | [] | Wheel Stops - One per parking space, if required. Must be centered in space and not straddling spaces. (PW/Buckland; E. Futch/Craft) |
| [] | [] | Landscape Area Pedestrian Crossing - 5' minimum accessible width. (GM/E. Futch) |
| [] | [] | Landscaped Parking Islands - 5' minimum width of pervious landscape area plus curbing. (GM/E. Futch) |
| [] | [] | Required Loading Spaces - Also see parking calculations in this checklist. (GM/E. Futch) |

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Drainage:

[] [] **Drainage Information Exhibit** - Required information. (PW/ Verpoorten)

Pre-Development:

- a) Total Site Area.
- b) SCS CN.
- c) Soil Group Class.
- d) FEMA Flood Zones.
- e) Off-site Contributing Area to Project.

Post-Development:

- a) Impervious Area.
- b) Pervious Area.
- c) SCS CN.
- d) City Stormwater Criteria.
- e) SJRWMD Stormwater Criteria.
- f) Off-site Contributing Area and Drainage Connections to Project.
- g) Compensating Storage Volumes.
- h) Off-site Impacts.

[] [] **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. (PW/Verpoorten, White; GM/E. Futch for tree preservation impacts)

[] [] **Stormwater Conveyance and Management** - Plan information and detail, as required to support the proposed design. Ponds and swales not permitted within landscape buffer areas. (PW/Verpoorten; GM/E. Futch – verify no ponds or swales in buffers)

[] [] **Drainage Arrows** - To denote flow. (PW/Verpoorten, Goodling)

[N/A] [] **Erosion Control.** (PW/ Verpoorten, White)

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

Storm Sewer:

[N/A] [] **Plan and Profile** - Required for both on- and off-site mains. (PW/Verpoorten, Goodling)

[] [] **Manholes/structures** - Numbered. (PW/Verpoorten, Goodling)

[] [] **Pipe** - Size (15" minimum diameter), length, and material type. (PW/Verpoorten, Goodling)

[] [] **Elevations** - Top of manholes/structures and inverts. ((PW/Verpoorten, Goodling))

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Water Main Extension:

- Pipe** - Size, length, and material type. (6" looped, 8" dead-end minimum single family residential for fire; 8" looped, 12" dead-end minimum multi-family and commercial for fire.) (PW/Cabrera)
- Limits of Restrained Joint Requirements.** (PW/Cabrera)
- Ground Cover and Pipe Separation** - 36" minimum ground cover with adequate separation from reclaimed water, storm sewer, and sanitary sewer mains. (See standard details by City.) (PW/ Cabrera)
- Valves** - Resilient wedge valve type. (PW/Cabrera)
- Point of Service** - Labeled on fire line [See Florida Statute 633.021(16)]. (BFSD/G. Phillippi)
- Fire Line to Building** - Indicate but do not denote size from point of service to building. Include the following note on the plan: (BFSD/G. Phillippi)
- “Size of fire line to be determined by fire sprinkler contractor.”
- Fire Department Connection** - Indicate location. (BFSD/G. Phillippi)
- Fire Hydrant** - Location of all hydrants per Land Development Code Section 7.9.2.3.1(a). Required to be on Preliminary Plan. (BFSD/G. Phillippi)
- Profile Views of Off-site Mains.** (PW/Cabrera)

Potable Water Service:

- Meters** - Size and location. (PW/Cabrera)
- Pipe** - Size (1" minimum), length, and material type. (PW/Cabrera)
- Backflow Preventer** - Size, location, and type. (PW/Cabrera)

Reclaimed Water Main Extension:

- Pipe** - Size (4" minimum), length, and material type. (PW/Cabrera)
- Limits of Restrained Joint Requirements.** (PW/Cabrera)
- Ground Cover and Pipe Separation** - 36" minimum ground cover with adequate separation from potable water, storm sewer, and sanitary sewer mains. (PW/ Cabrera,

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[N/A] [] **Valves** - Resilient wedge valve type. (PW/Cabrera)

[N/A] [] **Profile views of Off-site Mains.** (PW/Cabrera)

Reclaimed Irrigation Service:

[] [] **Meters** - Size (1" minimum) and location. (PW/Cabrera)

[] [] **Pipe** - Size (1" minimum), length, and material type. (PW/Cabrera)

[N/A] [] **Backflow Preventer** – Only needed when a chemical feed/injection system is proposed. (PW/Cabrera)

Sanitary Sewer Main Extension (Gravity):

[] [] **Pipe** - Size (8" minimum), length, and material type. (PW/Cabrera)

[N/A] [] **Minimum Slope Requirement** - 0.40 percent slope minimum. (PW/Cabrera)

[N/A] [] **Ground Cover and Pipe Separation** - 36" minimum ground cover with adequate separation from potable water, reclaimed water and storm sewer mains. (See standard detail by City). (PW/Cabrera)

[N/A] [] **Manholes Numbered.** (PW/Cabrera)

[N/A] [] **Elevations** - Top of manholes and inverts. (PW/Cabrera)

[N/A] [] **Profile View.** (PW/Cabrera)

Sanitary Sewer Service Lateral:

[] [] **Pipe** - Size (6" minimum), length, and material type. (PW/Cabrera)

[N/A] [] **Inverts.** (PW/Cabrera)

[N/A] [] **Cleanouts** - Installed at property line, line bends, and outside of building with a 75' maximum spacing. (PW/Cabrera)

[N/A] [] **Grease Trap** - Required for restaurants, service stations, or where food preparation facilities are proposed. (PW/Cabrera)

[] [] **Other Interceptors.** (PW/Cabrera)

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Sanitary Sewer Lift Station and Force Main:

- [N/A] **Lift Station Design Details.** (PW/All Reviewers)
- Ownership Statement** - e.g., private or city. (Emergency maintenance contact including number for private station is required). (PW/Goodling/Cabrera)
- Force Main** - Size (6" minimum), length, and material type. (PW/Goodling/Cabrera)
- Ground Cover and Pipe Separation** - 36" minimum ground cover with adequate separation from potable water, reclaimed water and storm sewer mains. (See standard detail by City). (PW/Goodling/Cabrera)

Dumpster and Recycling Center:

- Easy Ingress and Egress** - for pick-up vehicle. 55' straight on access required. (PW/ Goodling)
- [N/A] **Pad** – Consistent with current City Standard Detail and Section 6.1.15. (PW/Goodling)
- Screening Enclosure** - Consistent with current City Standard Detail and Section 6.1.15, 6' high, 12' wide with lockable 180-degree swing gates. Chain link enclosures or gates are prohibited. Type of screening fence/wall and gate material to be noted on plan. (PW/ Goodling; GM/E. Futch for materials)
- [N/A] **Drain** - Internal to dumpster area to prevent floatable objects from leaving. (Drain to sanitary sewers prohibited.) (PW/Goodling)

UTILITY CONCURRENCY CALCULATION TABLES.

- Applicants shall submit for concurrency tests by providing, on the site plan, fully completed potable water and sanitary sewer capacity calculation tables for the existing uses and proposed uses, in a format as provided by the city.

FLOOD HAZARD AVOIDANCE.

If the property is in an area of special flood hazard as identified by the Federal Insurance Administration in the current Flood Hazard Boundary Map with revisions, the following information shall be indicated on the Preliminary Plan:

- Base flood elevation** - Insure elevation is on same NAVD 1988 as flood study. (PW/Rader/; PW/Verpoorten; BSFD/G. Phillippi)

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- Lowest floor elevation** - Indicate that the lowest floor elevation is no lower than one-foot above the base flood elevation, or that non-residential structures are protected to one foot above base flood elevation. (PW/Verpoorten; BFS/D/G. Phillippi)

TREE SURVEY.

- Size and Types** - Indicate 2" and larger diameters at breast height (D.B.H.). Refer to Landscape and Tree Protection Regulations (LDC Article XVIII) for required tree survey information. (GM/E. Futch)
- Disposition Statement** - e.g., to be relocated, replaced, or removed. (GM/E. Futch)
- Method of Protection** - Shall comply with LDC Regulations in Article VIII and City Standard Detail for tree protection. (GM/E. Futch)
- Surveyor or Landscape Architect's Signature and Seal.** (GM/E. Futch)

LANDSCAPE PLAN.

- Tree Removal and Replacement Table** - Pursuant to Table 8.4, Standard Tree Replacement. Provide table to indicate trees to be removed, replacement requirement per tree, minimum caliper inch per tree and the total replacement in inches. (GM/E. Futch)
- Landscape Areas** - Indicate location, size, and types of trees and landscaping materials. (GM/E. Futch)
- Planting Material Specifications** - Provide specifications for plant materials pursuant to tables in Article VIII, Section 8.2.1.1. (GM/E. Futch)
- Buffer Yard Standards** - Pursuant to Table 8.1 and Article VIII Section 8.2.2.16. Provide on plan and in table format the required buffer level for each yard (levels 1-4), the required and proposed yard widths, and the required and proposed content (trees, shrubs, and walls) including applicable calculations. (GM/E. Futch)
- Buffer Wall Specifications** - Height, finish material to be noted per Article VIII Section 8.2.2.1 (c) Note 4. Finish material is to match building and be noted to be on both sides of the proposed wall. (GM/E. Futch)
- Front Yard Fences** - For multi-family projects. Indicate front yard fence and column specifications. Such fences are to be consistent with LDC Section 3.44.2.2.1(a)(2), and a conceptual design detail must be provided. (GM/E. Futch)

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| [] | [] | Existing and Proposed Structures - Location of improvements, site uses, property lines, setbacks, and yard requirements in a spatial relationship. (GM/E. Futch) |
| [] | [] | Site Elevations - Indicate proposed changes, if any, in site elevations, grades, and map contours. (GM/E. Futch; PW/Goodling) |
| [] | [] | Utility Service - Indicate location of existing or proposed utility services (conflicts). Minimum 5' separation between landscaping and utilities is required or an enviro barrier must be installed. Indicate overhead utilities. (GM/E. Futch; PW/Cabrera) |
| [] | [] | Meters - Size and location. (Must be consistent with Irrigation Plan). (PW/Goodling/Cabrera) |
| [] | [] | Backflow Preventer - Indicate size, location, and type. (Must be consistent with Irrigation Plan). (PW/Goodling/Cabrera) |
| [] | [] | Landscape Architect's Signature and Seal. (GM/E. Futch) |

IRRIGATION PLAN.

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| [N/A] | [] | Maximum Gallon - Demand per zone. (PW/Goodling/Cabrera) |
| [N/A] | [] | Rain Sensor. (PW/Goodling/Cabrera) |
| [N/A] | [] | Meters - Size and location. (PW/Goodling/Cabrera) |
| [N/A] | [] | Irrigation Backflow Preventer – If applicable. Indicate size, location, and type. (PW/Goodling/Cabrera) |
| [N/A] | [] | Spray Conflicts - Irrigation is not to spray onto public sidewalks or roadways. (PW/Goodling/Cabrera) |

OVERALL SIGN PLAN OR MASTER SIGN PLAN.

“Overall Sign Plans” are required for all projects located within designated Activity Centers. “Master Sign Plans” are only permitted for multi-unit centers in Activity Centers. Refer to the Sign Regulations (LDC Section 3.42.1) for additional information. Signs require separate permits.

Overall Sign Plan:

An “Overall Sign Plan” is required for all projects within Activity Centers. It must meet the requirements of the Sign Regulations. Staff does not have the authority to consider sign variances.

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| [] | [] | Location of All Proposed Signs. (GM/E. Futch, PW/Buckland) |
| [] | [] | Graphic Representation of Signs - Lettering, colors and dimensions denoted. (GM/E. Futch) |
| [] | [] | Table of Proposed Signage - Sign area(s) and quantities. (GM/E. Futch) |
| [] | [] | Street Sign Package. (PW/Buckland) |
| [] | [] | Wall Sign Package. (GM/E. Futch) |
| [] | [] | Directional or Instructional Signs - Less than or equal to four (4) square feet. (GM/E. Futch, PW/Buckland) |
| [] | [] | West Town Center and Gateway Center - Projects located in the West Town Center or Gateway Center Activity Centers shall also comply with the sign requirements of the respective design guidelines. (GM/E. Futch) |

Master Sign Plan:

“Master Sign Plans” may only be requested for multi-unit centers in Activity Centers. The Master Sign Plan allows slight deviations from the Sign Regulations and must be requested as part of the Preliminary Plan. If the Preliminary Plan is required to be approved by the Planning Board, the Master Sign Plan must also be approved by the Planning Board. If no Master Sign Plan is requested with the Preliminary Plan, it may not be requested later in the review process.

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| [] | [] | Master Sign Plan Request – Must be requested as part of the Preliminary Plan. (GM/E. Futch – for LDC compliance, T. Demostene – for evaluation of request) |
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LIGHTING PLAN REQUIREMENTS.

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| [] | [] | Street Lighting (where applicable) - Install lights on internal and external public/private streets [See LDC Section 3.44.3.3]. (PW/Rader, Buckland) |
| [] | [] | Parking Lot Lighting - Identify height of poles, style of pole, and type of light fixture. (Height of flight poles shall not exceed thirty-five feet (35') in commercial; twenty-five feet (25') in office districts, and fifteen to twenty feet (15'-20') in residential districts. Use of metal halide style lighting is recommended.) (PD/E. Wells - safety; PW/Buckland - technical; GM/E. Futch – zoning requirements) |
| [] | [] | Landscape Conflicts - Parking lot light locations must be coordinated with tree locations to avoid conflicts with tree canopies. (GM/E. Futch; PD/E. Wells) |
| [] | [] | Building and Security Lighting - Standard Note - The following standard note is to be included: (PD/E. Wells; GM/E. Futch) |

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“Security lights shall 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 types of fixtures used shall be submitted with the final engineering plan. All lighting potentially visible from an adjacent street or residential area shall 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 shall have a zero cut off fixture type design mounted on top of the metal pole. This style directs light downward, preventing light from trespassing into adjacent areas. (PD/E. Wells; GM/E. Futch)
- Parking Lot Illuminated Levels.** (PD/E. Wells; PW/Buckland - technical GM/E. Futch)
- Commercial Area Light Source Shielding** - All light sources higher than fifteen feet (15') must be fitted with a full cut off shield. (GM/E. Futch; PD/E. Wells)
- West Town Center and Gateway Center** - Projects within the West Town Center or Gateway Center activity centers shall also comply with the light requirements of the respective design guidelines. (GM/E. Futch)

Site Amenities:

- Outdoor Furniture** – Indicate any benches, planters, etc. (GM/Craft)
- Specialty Pavers** – Indicate location and sub-base. (GM/Craft, PW/Buckland)
- Other Amenities** – Indicate location and type of any other types of site amenities. (All reviewers as needed)

Screening:

- Service Areas and Mechanical Equipment** - See LDC Section 3.44 and Activity Center design guidelines for required screening. Roof-top equipment must be screened from view. (GM/E. Futch)
- Shopping Cart Corrals and Storage Areas.** – Indicate all outdoor shopping cart corrals and storage areas. Outdoor cart storage in Activity Centers must be screened. (GM/E. Futch)
- Outdoor Merchandise Display or Storage Areas** – Identify whether any outdoor merchandise display or storage areas are proposed. Indicate location and

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method of screening (if any). Outdoor merchandise display or storage ability is very limited – check the requirements of the LDC. (GM/E. Futch)

GENERAL NOTES AND STANDARD DETAILS.

[] [] **Standard Details** - Current City details must be used on the Final Plan, available at www.altamonte.org, Public Works Dept. Engineering and Technical Services page. (BSFD/ G. Phillippi and PW/All Reviewers)

[] [] **General Notes** – General notes must include reference to City Land Development Code Article XVI for close-out requirements. (PW/All Reviewers)

ARCHITECTURAL ELEVATIONS - 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.** (GM/Craft)

[] [] **Building Materials** - Identify material type, color, and texture. (GM/Craft)

[] [] **Compliance with Design Guidelines** – Projects within the Regional Business Center, West Town Center, or Gateway Center shall comply with the requirements of that Activity Center’s design guidelines. (GM/Craft)

NOTICE: *USE OF THIS CHECKLIST BY THE CITY OR APPLICANT DOES NOT CONSTITUTE A WAIVER OF ANY CITY REQUIREMENT.*

PROJECT ENGINEER’S CERTIFICATION OF COMPLIANCE.

I _____ hereby certify that the plans submitted to the City for the review have been reviewed by me and that they conform to this checklist as marked.

Project Engineer’s Signature and Seal Date