
Section 7
SITE PLAN REVIEW PROCESS

This section contains information, applications, and checklists related to the site plan review process and site plan revision process in Altamonte Springs. Refer also to the *Land Development Code*.

City of Altamonte Springs
Developer's Guide

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SECTION 7. SITE PLAN REVIEW PROCESS.

7.1 SITE PLAN REVIEW OVERVIEW.

A site plan must be submitted for City review for all new types of construction and land disturbing activities other than those involving one or two-family dwellings. The site plan is required to show the overall scheme of development including all proposed improvements and alterations to the existing site. All site plans must be submitted to the City's Development Review Committee (DRC) for review.

As a Developer or Engineer, you have inherent constraints and deadlines that must be met throughout the course of a development project. The City also has time constraints associated with the review and approval of a development project. This revised or shortened process is summarized below and throughout this section. City staff will strive to meet the timeline featured on this process. In order to provide this service, the City cannot accept incomplete or insufficient information on the application or plan. It is the responsibility of the customer to ensure that appropriate and complete information is submitted to staff. Please take time to review City requirements and the timeline. Working together, City staff and customers can meet the guidelines which have been established for a streamlined process. An abbreviated summary of the City's site plan review process follows. [Refer to LDC Article IV.]

7.2 TYPES OF SITE PLAN APPLICATIONS.

The City processes the following four types of site plans: Preliminary plans, final plans, combined preliminary/final plans, and supplemental plans.

7.2.1 Preliminary Plan.

The preliminary plan submittal follows a strict four-week review process and is approved by the Planning Board (total of six weeks overall). Preliminary plan submittal and Planning Board review is required in the following instances:

- If the project will generate over 1,000 Average Daily Trips (ADT's) (or 2,000 ADT's in the Regional Business Center).
- If the project is residential, fast food with drive-thru, convenience store, automobile service station, or adult entertainment.
- If the project requires a public hearing for a waiver or variance >15%.
- If the project requests a development bonus >15%.
- If so directed by the Growth Management Director.

If the DRC cannot recommend the plan be transmitted to the Planning Board, the application would fall into one of two categories:

- (1) The application requires revision to respond to comments and a formal re-review by the DRC. The applicant may resubmit a revised plan and a resubmittal fee at the beginning of the next application review cycle.
- (2) The application does not meet minimum submittal requirements or is so incorrectly presented that it fails to meet the basic criteria of the code, and is denied by the DRC. The applicant may submit a new preliminary plan application and fee at the beginning of a subsequent application review cycle.

Once the preliminary plan is approved, the final plan would be submitted to the DRC for review and final approval.

7.2.2 Final Plan.

Final plans are reviewed and approved by the DRC, and are used for two different situations:

- a) For developments that exceed the Planning Board review thresholds, final plans are submitted to the DRC after the Planning Board has approved the preliminary plan.
- b) Final plans are used to authorize changes in use by the DRC.

The final plan review process is an iterative two-week review cycle. The application may be approved at a regular DRC meeting once all City requirements have been satisfied.

7.2.3 Combined Preliminary/Final Plan.

For developments that do not exceed the Planning Board review thresholds, a project may combine the preliminary plan and final plan reviews into one review step with the DRC. The “combined preliminary/final plan” must include all the information requirements of both the preliminary plan and the final plan, and the DRC must authorize a combined plan submittal.

7.2.4 Supplemental Plan.

Supplemental plan reviews are required for properties outside of the City limits that are connecting to City utilities. The review process is an iterative two-week review cycle. Normally, with supplemental plans and City utilities,

a future annexation commitment is involved and the supplemental plan has to meet the greater of both the Altamonte Springs and Seminole County development regulations.

7.3 PRELIMINARY PLAN REVIEW PROCESS.

7.3.1 Step 1 - Mandatory Pre-application Conference.

- Timeframe:** Pre-app conferences need to be scheduled at least four weeks before the first plan submittal.
- Submittal:** Completed Request for Pre-Application Conference form and support documents as described on the form.
- Deadline:** First or third Thursday by 12:00 Noon.
- Fee:** \$ 0.00
- Review Period:** Pre-application submittals enter into a 12-calendar day review cycle, and the applicant will be scheduled for a review conference with staff on the 13th day (a Wednesday). Conferences are scheduled on a space-available basis and are limited to one hour in length.
- Contact:** Growth Management at 407.571.8150, x8159 for questions.
- See Also:** Flowchart for Pre-application and Sufficiency Review Phases, in Section 12 of the Developer's Guide.
- See Section 2 of the Developer's Guide for additional information about pre-application conferences.

7.3.2 Step 2 – Mobility Solutions Report.

- Timeframe:** Mobility solutions reports need to be submitted to Growth Management at least one week before the preliminary plan application submittal.
- Submittal:** Mobility solutions report (five hardcopies).
- Deadline:** Minimum of one week before preliminary plan submittal (two weeks preferred).
- Fee:** \$ 250.00

Review Period: 14 days.

Contact: Senior Planner Alisha Maraviglia of Growth Management at 407.571.8150, x8146, for questions.

See Also: Flowchart for Pre-application and Sufficiency Review Phases, in Section 12 of the Developer's Guide.

See Section 3 of the Developer's Guide for additional information about mobility solutions report requirements.

7.3.3 Step 3 - Preliminary Plan Sufficiency Review (Optional).

The sufficiency review is an optional step to help the applicant identify deficient or missing items before the formal application submittal.

Note: If a site plan is presented to the City for sufficiency review, the project's subdivision plat shall also be presented for sufficiency review, if a plat is required.

Submittal: Refer to the Preliminary and Final Plan Submittal Sufficiency Checklist.

Deadline: At least one week before site plan application submittal.

Fee: \$ 0.00

Review Period: One working day.

Contact: Tina Demostene, Development Services Manager, at 407.571.8150, x8164 to schedule a sufficiency review.

See Also: Flowchart for Pre-application and Sufficiency Review Phases, in Section 12 of the Developer's Guide.

7.3.4 Step 4 - Preliminary Plan Application Submittal.

Note: The plat must be submitted with the corresponding site plan, and all resubmissions must include both the plan and the plat.

Submittal: Refer to the Preliminary and Final Plan Review Checklist.

Note: Waiver or variance requests over 15% require a public hearing, which if properly disclosed and noted on the preliminary plan submitted for review, may be presented concurrently to the Planning Board with the preliminary plan for approval. Failure to disclose a waiver or variance will add time to the development review process.

Deadline: First Monday of the month.

Fee: Refer to the following subsections in Section 4, Land Development Application Fees:

- Subsection (20), Site Plan, subdivision plan, and other plan application review fees.
- Subsection (21), Subdivision plat applications.
- Subsection (26), Variance and waiver applications as part of a site plan or subdivision development plan application.

Review Period: +/- 45 calendar days from submittal to Planning Board hearing. Preliminary plan applications enter into a 15-calendar day review period, and the project engineer is scheduled for a review conference with the DRC on the 16th day (a Wednesday). If the DRC recommends the plan be transmitted to the Planning Board, the applicant will resubmit revised plans within one week for transmittal to the Board. The Planning Board meets the second Wednesday of each month.

If the DRC cannot recommend the plan be transmitted to the Planning Board, the application would fall into one of two categories:

- (1) The application requires revision to respond to comments and a formal re-review by the DRC. The applicant may resubmit a revised plan and a resubmittal fee at the beginning of the next application review cycle.
- (2) The application does not meet minimum submittal requirements or is so incorrectly presented that it fails to meet the basic criteria of the code, and is denied by the DRC. The applicant may submit a

new preliminary plan application and fee at the beginning of a subsequent application review cycle.

See Also: Flowchart for Preliminary Plan & Plat Review Phase, in Section 12 of the Developer’s Guide.

7.3.5 Preliminary Plan Review Timeframes.

The review period includes the following steps from preliminary plan application submittal to presentation of staff report to the Planning Board:

| <u>Process Step</u> | <u>Time Period (Calendar Days)</u> | <u>Calendar Date</u> |
|--|--|--|
| · Staff review and evaluation | 15 days | Begins 1 st Monday of month |
| · DRC plan review meeting with customer <i>The customer is <u>required</u> to meet with the DRC to discuss the comments and receive a non-binding determination as to approval or denial. Written staff review comments will be distributed to DRC members and the customer. DRC may accept or deny project review by Planning Board based upon non-compliance with City LDC submittal requirements.</i> | 1 day | 3 rd Wednesday of month |
| · Acceptance of project requires resubmittal of plan (13 sets) one week after the DRC meeting (12:00 Noon deadline) | 7 days | 4 th Wednesday of month |
| · <i>Denial of project requires a new preliminary plan application submittal.</i> | | |
| · Staff review of resubmitted plans and drafting of Planning Board staff report | 7 days | Begins 4 th Wednesday of month |
| · Transmittal of agenda packet to Planning Board | 7 days | 1 st Wednesday of following month |
| · Planning Board Hearing <i>The applicant must be present at the Planning Board meeting to answer any questions the Board may have about the proposed project. Any conditions of approval placed on the project by the Planning Board must be reflected on the final site plan if applicable.</i> | 1 day | 2 nd Wednesday of following month |

7.4 FINAL PLAN REVIEW PROCESS.

Includes Final Plans, Combined Preliminary/Final Plans, Supplemental Plans, and Final Site Plan Extensions.

7.4.1 Step 1 – Mandatory Pre-application Conference.

If the project underwent preliminary plan review, the pre-application conference for the final plan is discretionary to the City and may be required for complex projects or projects where a substantial amount of time has lapsed since preliminary plan approval.

If the project did not undergo preliminary plan review, the pre-application conference is mandatory before a site plan application will be accepted.

- Required for: All applications except:
- Projects that have preliminary plan approval.
 - Site plan extensions.
- Timeframe: Pre-app conferences need to be scheduled at least four weeks before the first plan submittal.
- Submittal: Completed Request for Pre-Application Conference form and support documents as described on the form.
- Deadline: First or third Thursday by 12:00 Noon.
- Fee: \$ 0.00
- Review Period: Pre-application submittals enter into a 12-calendar day review cycle, and the applicant will be scheduled for a review conference with staff on the 13th day (a Wednesday). Conferences are scheduled on a space-available basis and are limited to one hour in length.
- Contact: Growth Management at 407.571.8150, x8159 for questions.
- See Also: Flowchart for Pre-application and Sufficiency Review Phases, in Section 12 of the Developer's Guide.
- See Section 2 of the Developer's Guide for additional information about pre-application conferences.

7.4.2 Step 2 – Mobility Solutions Report.

- Required for: All applications except:
- Projects that have preliminary plan approval.
 - Supplemental plans.
 - Site plan extensions.
- Timeframe: Mobility solutions reports need to be submitted to Growth Management at least one week before the site plan application submittal.
- Submittal: Mobility solutions report (five hardcopies).
- Deadline: Minimum of one week before preliminary plan submittal (two weeks preferred).
- Fee: \$ 250.00
- Review Period: 14 days.
- Contact: Senior Planner Alisha Maraviglia of Growth Management at 407.571.8150, x8146, for questions.
- See Also: Flowchart for Pre-application and Sufficiency Review Phases, in Section 12 of the Developer’s Guide.
- See Section 3 of the Developer’s Guide for additional information about mobility solutions report requirements.

7.4.3 Step 3 - Final Plan Sufficiency Review (Optional).

The sufficiency review is an optional step to help the applicant identify deficient or missing items before the formal application submittal.

Note: If a site plan is presented to the City for sufficiency review, the project’s subdivision plat shall also be presented for sufficiency review, if a plat is required.

- Submittal: Refer to the Preliminary and Final Plan Submittal Sufficiency Checklist.
- Deadline: One week before site plan submittal.
- Fee: \$ 0.00

Review Period: One working day.

Contact: Tina Demostene, Development Services Manager, at 407.571.8150, x8164 to schedule a sufficiency review.

See Also: Flowchart for Pre-application and Sufficiency Review Phases, in Section 12 of the Developer's Guide.

7.4.4 Step 4- Final Plan Application Submittal.

Note: The plat must be submitted with the corresponding site plan, and all resubmissions must include both the plan and the plat.

Submittal: Refer to the Preliminary and Final Plan Review Checklist.

Deadline: First or third Thursday by 12:00 Noon.

Fee: Refer to the following subsections in Section 4, Land Development Application Fees:

- Subsection (20), Site Plan, subdivision plan, and other plan application review fees.
- Subsection (21), Subdivision plat applications.
- Subsection (26), Variance and waiver applications as part of a site plan or subdivision development plan application.

Review Period: Final plan submittals enter into a 12-calendar day review cycle, and the project engineer is scheduled for a review conference with the DRC on the 13th day (a Wednesday). Approval of the final plan is customer driven. The plan may be approved by the DRC at its regular meeting when it is determined that the plan satisfactorily meets LDC requirements.

Resubmittals: Must occur within 60 calendar days (two months) of the last City review, or the application shall expire.

See Also: Flowchart for Final Plan & Plat and Combined Preliminary/Final Plan & Plat Review Phase, in Section 12 of the Developer's Guide.

7.5 DEVELOPER'S AGREEMENTS.

If determined necessary by the City to secure the future performance of any conditions imposed by the City or representations made by the developer, an executed developer's agreement may be required. Refer to Section 9 - General Development Requirements, and referenced Sections of the City's LDC therein, for detailed information pertaining to developer's agreements.

7.6 CERTIFICATE OF OCCUPANCY REQUIREMENTS.

Where property is platted a Certificate of Subdivision Completion will be prepared for approval by the City Manager prior to the City's issuance of any Certificates of Occupancy. In exceptional cases the City may waive the completion requirements and permit limited occupancy for model homes prior to the issuance of a certificate of completion in accordance with the provisions and conditions as outlined in the City's Land Development Code. [Refer to LDC Section 5.6.3 and Article XVI.] When property developed on existing platted property or parceled land, a Certificate of Occupancy will serve as the City's acceptance of the project. At minimum, the owner/developer will be required to submit the following applicable documents to the Public Works Department to satisfy the City's Certificate of Occupancy requirements:

- As-built Surveys.
- Record Drawings.
- Final Inspection Results and Test Reports.

Refer to Section 6 - Subdivision Review Process, Certificate of Completion Requirements, and referenced sections of the City's LDC therein, for detailed information pertaining to document submittal for each of the items listed.

When utility systems are constructed or extended or utility systems are conveyed to the City for ownership and maintenance, the owner/developer will be required to submit the following applicable documents to the City's Public Works Department to satisfy the City's Certificate of Occupancy requirements.

- Florida Department of Environmental Protection Clearances.
- Stormwater Letter.
- Final Itemized Construction Costs.
- Maintenance Bond.
- Bill of Sale.
- Easements.
- Meter Easement Agreement.
- Surveyor's Letter (if City GIS monuments are disturbed).
- Lift Station Fees.

Refer to Section 6 - Subdivision Review Process, Certificate of Completion Requirements, and referenced sections of the City's LDC therein, for detailed information pertaining to document submittal for each of the items listed.

Refer to Section 11 - Building Permit Issuance, Construction, and Project Close-out, and referenced sections of the City's LDC therein, for detailed information pertaining to the City's application for project completion process.

Questions about Certificate of Occupancy requirements may be directed to the following departments:

- Public Works: City Engineer at 407.571.8340.
- Building/Fire Safety: Deputy Building Official at 407.571.8431.
- Growth Management/Development Services: Development Specialist at 407.871.8150, x8147.

7.7 REVISIONS TO APPROVED SITE PLANS.

City DRC review and approval of a site plan revision is necessary for changes to the approved site plan for site, landscaping, utilities, minor building modifications that do not increase floor area, or other elements of the City-approved site plan. All requests to the City for revisions must originate with, and be coordinated by, the project engineer.

7.7.1 Site Plan Revision Application Review Process.

Submittal: Refer to the Site Plan Revision Application form.

Note: Development waiver or variance requests over 15% will require a public hearing before the Planning Board and add time to the development review process.

All revisions must be clouded, and noted in the revision block of each sheet.

Deadline: First or third Thursday.

Fee: Refer to the following subsections in Section 4, Land Development Application Fees:

- Subsection (20), Site Plan, subdivision plan, and other plan application review fees.
- Subsection (26), Variance and waiver applications as part of a site plan or subdivision development plan application.

| | |
|----------------|--|
| Review Period: | Site plan revision submittals enter into a 12-calendar day review cycle. Comments or an approval will be emailed to the project engineer on the 13th day (a Wednesday). Approval of the site plan revision is customer driven. The plan may be approved by the DRC at its regular meeting when it is determined that the plan satisfactorily meets LDC requirements. |
| Resubmittals: | Must occur within 60 calendar days (two months) of the last City review, or the application shall expire. |
| Contact: | Growth Management at 407.571.8150, x8159, with questions. |

7.7.2 Field Change Review Process.

The City Engineering Inspector, in consultation with the DRC department having jurisdiction over the issue, may determine that the changes fall below the need for a site plan revision and are acceptable to be processed as a field change. All requests to the City for changes must originate in writing, via the Field Change Request Form, with the project engineer, and must be approved in writing by the appropriate City staff member. A copy of all such written authorizations must be provided to the Engineering Inspector.

7.8 PLANNING BOARD THRESHOLDS.

Under LDC Section 4.2.2.4.1, Site Plan Review Exceptions, a project is exempt from Planning Board review if it does not exceed the following thresholds:

- a) Inside the Regional Business Center, projects up to 2,000 Average Daily Trips (ADT's), and which do not exceed 100,000 square feet.
- b) Outside of the Regional Business Center, projects up to 1,000 Average Daily Trips (ADT's), and which do not exceed 60,000 square feet.
- c) Building additions and/or modifications which do not cause the cumulative development intensity to exceed these limits would not require Planning Board approval.

However, regardless of the above thresholds, Planning Board approval is required for the following types of development projects:

- a) Fast food restaurants with drive-thru windows.

-
- b) Convenience stores, with or without fuel sales.
 - c) Automobile service stations, with or without convenience stores.
 - d) Adult entertainment.
 - e) Any project proposing waivers, variances, or development bonuses greater than 15%.
 - f) All residential subdivisions.

7.9 SAMPLE ADT-TO-SQUARE FOOTAGE CORRELATION.

Table 7.1 shows the 1,000 and 2,000 Average Daily Trip (ADT) thresholds for sample land uses for comparison purposes. The table provides an idea of how large various projects would have to be to exceed a threshold level. Note that the information in this table is for illustrative purposes only. The actual ADT analysis will be conducted by the applicant based upon the latest ITE rates, and confirmed by Growth Management.

7.10 SITE PLAN REVIEW PROCESS PATHS.

The site plan review process accommodates three paths to development approval, which allows a much greater level of flexibility and customization. Those plans going to the Planning Board for approval submit a preliminary plan. However, plans that do not have to go to the Planning Board for approval may submit a preliminary plan and a final plan in a two-step process, or submit a combined preliminary/final plan for review. Refer to Table 7.2 for an overview of the various review process paths.

7.11 SITE PLAN PROCESS FLOWCHARTS.

Development process flowcharts are located in Section 12 of the Developer's Guide.

**TABLE 7.1.
SAMPLE ADT-TO-SQUARE FOOTAGE CORRELATION.**

| ITE Code | Use | Trip Generation Rate* | Sq. Ft. per 1,000 ADT's* | Sq. Ft. per 2,000 ADT's* |
|-----------------|---|------------------------------|---------------------------------|---------------------------------|
| 110 | General Light Industrial | 6.97 | 143,472 | 286,944 |
| 140 | Manufacturing | 3.82 | 261,780 | 523,560 |
| 150 | Warehousing | 3.56 | 280,898 | 561,797 |
| 220 | Apartment | 6.65/DU | 150 DU's | 301 DU's |
| 254 | ACLF | 2.74 /Beds | 365Beds | 730 Beds |
| 310 | Hotel | 8.92/Room | 112 Rooms | 224 Rooms |
| 710 | Office (100,000 sq ft range) | 11.01 | 90,827 | 181,653 |
| 720 | Medical Office | 36.13 | 27,678 | 55,356 |
| 814 | Specialty Retail | 44.32 | 22,563 | 45,126 |
| 813 | Freestanding Discount Superstore | 53.13 | 18,821 | 37,643 |
| 815 | Discount Store | 57.24 | 17,470 | 34,940 |
| 820 | Shopping Center (50,000 sq ft range) | 42.94 | 23,288 | 46,576 |
| 931 | Quality Restaurant | 89.95 | 11,117 | 22,235 |
| 932 | High Turnover (Sit Down) Restaurant | 127.15 | 7,864 | 15,729 |
| 934 | Fast Food with Drive Thru | 496.12 | 2,016 | 4,031 |
| 850 | Supermarket | 102.24 | 9,780 | 19,561 |
| 845 | Service Station with Convenience | 162.78/Pump | 6 Pumps | 12 Pumps |
| 851 | Convenience Market | 737.99 | 1,355 | 2,710 |
| 853 | Convenience Market with Service Station | 845.6 | 1,183 | 2,365 |
| 912 | Drive-In Bank | 148.15 | 6,749 | 13,499 |

** Per 1,000 or 2,000 ADT's, unless otherwise noted. ADT's based on Trip Generation, Institute of Traffic Engineers, 8^h Edition, and may change with future editions.*

Table 7.2. Overview of Site Plan Review Process.

