



CITY OF FLAGLER BEACH BUILDING AND PLANNING DEPARTMENT

RECEIVED

GENERAL APPLICATION	
<input checked="" type="checkbox"/> Final Site Plan	<input type="checkbox"/> Preliminary Plat
<input type="checkbox"/> Master Site Plan	<input type="checkbox"/> Final Plat
<input type="checkbox"/> Site Development Plan(s)	<input type="checkbox"/> Plat Vacating
<input type="checkbox"/> Rezoning	<input type="checkbox"/> Subdivision Master Plan
<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Non-statutory Land Division/Parcel Reconfiguration
<input type="checkbox"/> Future Land Use Map Amendment	<input type="checkbox"/> Site Plan Modification (Post approval)
<input type="checkbox"/> Special Exception	<input type="checkbox"/> Development Order Modification
<input type="checkbox"/> Variance	<input type="checkbox"/> Wireless Communication Facility (new structure)

APR - 1 2024**City of Flagler Beach
Building Department**

Application Submittal Date: _____
Fee Paid: \$ _____ Date Received: _____
Employee Accepting Application (print name): _____
Rejected Date: _____ Rejected by: _____
Reason for Rejection: _____

A. PROJECT NAME: FLAGLER FISH CO. ADDITION & RENOVATION
B. LOCATION OF SUBJECT PROPERTY (PHYSICAL ADDRESS): 18 S. DAYTONA AVE.
C. PROPERTY APPRAISER'S PARCEL ID NUMBER(s): 12-12-31-4500-00490-0020

D. LEGAL DESCRIPTION: _____ Subdivision Name: GEORGE MOODY SUBDIVISION

Section: _____ Block(s): 49 Lot(s): 2, 4, & 6

E. SUBJECT PROPERTY ACRES / SQUARE FOOTAGE: .258 ACRES

F. FUTURE LAND USE MAP DESIGNATION: _____ EXISTING ZONING DISTRICT: CC

OVERLAY DISTRICT: CRA

G. FLOOD ZONE: X FEMA COMMUNITY PANEL NUMBER: 12035C0232E DATE: 6.6.18

H. CURRENT USE OF PROPERTY: RESTAURANT

I. DESCRIPTION OF REQUEST/PROPOSED DEVELOPMENT (ATTACH ADDITIONAL SHEETS) _____
ADDITION & RENOVATION TO
FLAGLER FISH CO.

J. PROPOSED NUMBER OF LOTS (If Applicable): 3 Development Phasing: Yes ☐ No ☒



CITY OF FLAGLER BEACH BUILDING AND PLANNING DEPARTMENT

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K. LIST BELOW ANY APPLICATIONS CURRENTLY UNDER REVIEW OR RECENTLY APPROVED ASSOCIATED WITH THIS APPLICATION:

L. WATER/SEWER PROVIDER:

City of Flagler Beach

APR - 1 2024

City of Flagler Beach
Building Department

M. EXISTING MORTGAGE?

Yes ☒ No ☐

OWNER:	APPLICANT/AGENT:
Name: Carolyn Casper	Name: JOSEPH ROZZUOLI ARCHITECT
Mailing Address: 1805 Daytona Ave #B	Mailing Address: 314 MUDDY BLVD, FB, FL
Phone Number: 386-627-0696	Phone Number: 386-439-5650
E-mail Address: flagertishandbeef@gmail.com	E-mail Address: joseph.e.jpaflorida.com
MORTGAGE HOLDER:	ENGINEER OR PROFESSIONAL:
Name: Stearns Bank	Name: Clark, MN 56301
Mailing Address: PO Box 7338 St. Cloud	Mailing Address:
Phone Number: 800-320-7262	Phone Number:
E-mail Address:	E-mail Address:

SURVEYOR:	LANDSCAPE ARCHITECT:
Name: KUHAR SURVEYING	Name:
Mailing Address: 1501 RIDGEWOOD AVE	Mailing Address:
Phone Number: HOLLY HILL, FL	Phone Number:
E-mail Address: 386-672-0002	E-mail Address:
WWW.KUHARSURVEYING.COM	

PLANNER:	TRAFFIC ENGINEER:
Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
E-mail Address:	E-mail Address:

ATTORNEY OF RECORD:	DEVELOPER:
Name: Dennis Payer	Name:
Mailing Address: 109 6th St. SEBMO FB	Mailing Address:
Phone Number: 386-439-2332	Phone Number:
E-mail Address: Dennis@bayerlegal.com	E-mail Address:

I HEREBY CERTIFY THAT ALL INFORMATION ON THIS APPLICATION IS CORRECT:

Signature of owner OR person authorized to represent this application:

Signature(s): Carolyn Casper

Printed or typed name(s): Carolyn Casper

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 4th day of April 2024 by Carolyn Casper individual submitted by ☒ Personal Knowledge ☐ Satisfactory Evidence: Type _____

Signature of Notary Public, State of Florida



SPR#: _____ DATE FILED: _____

SITE PLAN REVIEW APPLICATION

PROJECT TITLE: FLAGLER FISH COMPANY - RENOVATION

PROJECT ADDRESS: 180 S. DAYTONA AVE., FLAGLER BEACH, FL

Subdivision: GEORGE MOODY SUB. Block: 49 Lot(s): 2, 4, & 6

TAX MAP NUMBER: 12-12-31-4500-00490-0020 ZONING DISTRICT: _____

OWNERS INFORMATION:

OWNERS NAME: CAROLYN CASPER - FLAGLER FISH COMPANY OF 5
ADDRESS: 180 S DAYTONA AVE FLAGLER BEACH FL LLC
PHONE NUMBER: 386-627-0694 FAX NUMBER: _____

SIGNATURE OF OWNER: 

APPLICANTS INFORMATION:

APPLICANTS NAME (IF OTHER THAN OWNER): JOSEPH PUZZUOLI ARCHITECT
ADDRESS: 314 MOODY BLVD, FLAGLER BEACH, FL
PHONE NUMBER: 386-439-5650 FAX NUMBER: _____

SIGNATURE OF APPLICANT: 

REPRESENTATIVE:

NAME: _____
ADDRESS: _____
PHONE NUMBER: _____ FAX NUMBER: _____

SIGNATURE OF REPRESENTATIVE: _____

PROPERTY OWNER AUTHORIZATION

FOR USE WHEN APPLICANT IS NOT THE OWNER OF SUBJECT PROPERTY:

Property Address: 180 S. Dayton Ave.
Flagler Beach, FL 32136

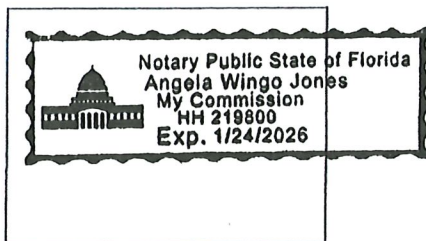
Parcel ID: 12-12-31-4500-00490-0020

This is to certify that I am the owner of the subject property described above and that I authorize: (PRINT NAME) JPA-Joseph Pozzuoli Architect to make and file the aforesaid application for site plan review.

OWNER'S SIGNATURE: [Signature]
PRINT OWNER'S NAME: Carolyn Casper

Sworn to and subscribed before me this 4th day of April, 2024.
Personally known to me or produced identification: Personally known (type)

Notary Public: [Signature] My commission expires: 1/24/26



Notary Seal

Prepared by and return to:

Dennis K. Bayer
Attorney at Law
Dennis K. Bayer
109 South 6th Street
Flagler Beach, FL 32136

[Space Above This Line For Recording Data]

Warranty Deed

This Warranty Deed made this 31st day of October, 2016 between JRH & Sons, LLC, a Florida limited liability company whose post office address is 6 Bulow Woods Circle, Flagler Beach, FL 32136, grantor, and Flagler Fish Company of 5, LLC, a Florida limited liability company whose post office address is 2556 N. Ocean Shore Blvd, Flagler Beach, FL 32136, grantee:

(Whenever used herein the terms "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts and trustees)

Witnesseth, that said grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in Flagler County, Florida to-wit:

Lots 2, 4 and 6, Block 49, Moody Subdivision, a subdivision according to the plat or map thereof described in Plat Book 1, at Page(s) 24, of the Public Records of Flagler County, Florida.

Parcel Identification Number: 12-12-31-4500-00490-0020

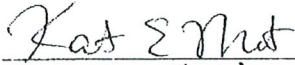
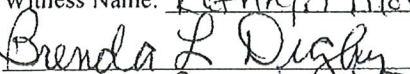
Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

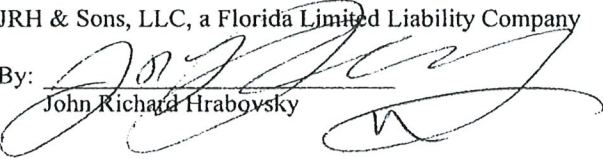
And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing subsequent to **December 31, 2015**.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:


Witness Name: Kathryn Mark

Witness Name: Brenda L Digby

JRH & Sons, LLC, a Florida Limited Liability Company

By: 
John Richard Hrabovsky

SITE PLAN REVIEW

PROJECT DESCRIPTION

PRINT OR TYPE INFORMATION

- A. Provide a detailed description of the proposed project:

RESTAURANT RENOVATION & ADDITION
TO FLAGLER FISH COMPANY

- B. Provide the lot size (parcel) and square footage of all building(s):

LOT SIZE - .244 ACRE
BUILDINGS SIZE - 5,720 SQ FT

- C. Provide the size, height and proposed use of each building:

16 FT MEAN ROOF HEIGHT
5,720 SQ FT - RESTAURANT & STORE -
(1 BLDG)

- D. Provide a detailed description of the following:

COLORS: PEACH, YELLOW, WHITE
Exterior finish and color: STUCCO & BOARD & BATTEN & CYPRESS WOOD
Roof material and color: STANDING SEAM METAL - COLOR -
& EXISTING FLAT ROOF SILVER WITH

- E. Indicate the project floor area ratio or lot coverage (if applicable):

Existing - Total Impervious = 9,204 SQ FT = 94.29% Per. = 663 SQ FT = 6.89%
New - Total Impervious = 7,948 SQ FT = 81.44% Per. = 1,820 SQ FT = 18.60%
(EXISTING)

- F. Provide the total number of:

Required on-site parking spaces: 38
Proposed on-site parking spaces: 10
Required on-site Handicapped parking spaces: 1
Proposed on-site Handicapped Parking spaces: 1

- G. Any off-site parking spaces proposed? If yes, describe number, location, and distance from proposed project location:

ASKING FOR 28 SPACES FROM PARKING
POOL.
2 SPACES - GOLF CART & MOTORCYCLE ON
N Daytona - IN FRONT OF BLDG.

- H. Will project be accomplished in phases? If Yes, describe phasing plans and timeframe:

NO

- I. Describe the nature of any tree and native vegetation removal, if applicable:

NONE

- J. If a Commercial use, describe the operational characteristics of the development (proposed hours of operation, any unique characteristics of the proposed use.

NORMAL FLAGLER FISH OPERATING HOURS

- K. Provide other pertinent information regarding the proposed development:

ZONED GC. - THIS IS AN ADDITIONAL
RENOVATION/FACELIFT TO AN
EXISTING STRUCTURE & BUSINESS
FLAGLER FISH CO.

Site Plan Review

Existing Conditions

- A. Describe all previous uses or activities on the site:

RESTAURANT
MEAT & FISH MARKET & STORAGE

- B. Describe all existing structures on the site in terms of their use, construction type, height, density, and size:

RESTAURANT
CONCRETE BLOCK
± 11'-7" PRECAST CONCRETE TWIN "T"
RED STRUCTURE

- C. Describe the project site as it presently exists before the project in terms of: N/A

- Site topography:

- Plant life (existing trees, vegetative cover):

- Soil conditions:

- Historic or cultural resources (if applicable):

- D. Describe the land use and zoning of surrounding properties within 200 feet of project location:

North:

GENERAL COMMERCIAL

South:

GENERAL COMMERCIAL

East:

GENERAL COMMERCIAL

West:

GENERAL COMMERCIAL



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Limited Liability Company
FLAGLER FISH COMPANY OF 5, LLC

Filing Information

Document Number L16000169998
FEI/EIN Number 81-3830941
Date Filed 09/12/2016
State FL
Status ACTIVE

Principal Address

180 S Daytona Ave
FLAGLER BEACH, FL 32136

Changed: 04/25/2017

Mailing Address

180 S Daytona Ave
FLAGLER BEACH, FL 32136

Changed: 04/25/2017

Registered Agent Name & Address

DENNIS, BAYER
109 6th St S
200
FLAGLER BEACH, FL 32136

Name Changed: 04/25/2017

Address Changed: 04/25/2017

Authorized Person(s) Detail

Name & Address

Title AMBR

CASPER, CAROLYN
180 S Daytona Ave
FLAGLER BEACH, FL 32136

Title AMBR

CASPER, CHRISTOPHER
180 S Daytona Ave
FLAGLER BEACH, FL 32136

Annual Reports

Report Year	Filed Date
2022	03/31/2022
2023	07/13/2023
2024	02/10/2024

Document Images

02/10/2024 -- ANNUAL REPORT	View image in PDF format
07/13/2023 -- ANNUAL REPORT	View image in PDF format
03/31/2022 -- ANNUAL REPORT	View image in PDF format
02/26/2021 -- ANNUAL REPORT	View image in PDF format
06/24/2020 -- ANNUAL REPORT	View image in PDF format
04/19/2019 -- ANNUAL REPORT	View image in PDF format
04/06/2018 -- ANNUAL REPORT	View image in PDF format
04/25/2017 -- ANNUAL REPORT	View image in PDF format
09/12/2016 -- Florida Limited Liability	View image in PDF format



FINAL SITE PLAN SITE DEVELOPMENT APPLICATION SUBMITTAL CHECKLIST

The following checklist is a tool to facilitate compliance for the submittal package. Please follow the below instructions. If questions, you are encouraged to contact the Building and Planning Dept. @ 386-517-2000 X231 or X232.

1. The checklist must be completed by the Applicant. If a required document is not provided, a statement justifying the action must be submitted and considered accordingly.
2. At minimum, the documents listed below are required to process a request for site development approval associated with the corresponding Final Site Plan.
3. It is recommended a *pre-application submittal meeting* be scheduled by contacting the Building and Planning Dept.
4. It is also recommended to contact the Building and Planning Dept. to schedule an appointment to submit the application package.
5. Mark each check box on the checklist to indicate that the item *has been addressed*;

☒ > Mandatory ☐ > Sub-item Required ☐ As Applicable

TASK 1	Mandatory	As App.	Sub-item	Staff Responsi bility	Checklist Items
2				Bldg. Dept.	General Application Form
3			<input type="checkbox"/>	ALL Dept. DOCUMENTS @ INTAKE	Signed by owner or property owners representative.
4	<input type="checkbox"/>				Technical Site Development Submittal Checklist
5			<input type="checkbox"/>		INTAKE Checklist
6	<input checked="" type="checkbox"/>				Corporate Identity
7			<input type="checkbox"/>		Filed by property owner or managing agent as listed in the Division of Corporation.
8	<input checked="" type="checkbox"/>				Current Survey
9			<input type="checkbox"/>		1. Prepared by a registered land surveyor licensed to practice in the State of Florida.
10			<input type="checkbox"/>		2. Legal description and total acreage of the subject property.
11			<input type="checkbox"/>		3. Surveyors certificate of accuracy.
12			<input type="checkbox"/>		4. Depict all existing on-site or adjacent easements, including drainage, electricity, gas, water, wastewater, or other pipeline or utility easements.
13			<input type="checkbox"/>		5. Depict all existing on-site improvements, including buildings, structures, drainage facilities, and utilities.
14			<input type="checkbox"/>		6. Completed with the benefit of a title opinion that states it is current.
15			<input type="checkbox"/>		7. All wetlands and conservation easements with upland buffers depicted if applicable.
16			<input type="checkbox"/>		8. Flood Insurance Rate Map (FIRM) information: community panel number, date, flood zones(s) and Base Flood Elevation data in NAVD 88'. Flood boundary shall be depicted.
17			<input type="checkbox"/>	9. Flood Elevation data in NAVD 88'. Flood boundary shall be depicted.	
18			<input type="checkbox"/>	10. All protected trees	
19	<input checked="" type="checkbox"/>			Eng. Dept.	Construction Plan/Site (not less than 1"=40')
20			<input type="checkbox"/>		1. Construction Plan/Site Plan
21			<input type="checkbox"/>		2. Cover sheet to include:
22			<input type="checkbox"/>		a. Title of project NA



SITE DEVELOPMENT APPLICATION SUBMITTAL CHECKLIST

23			<input type="checkbox"/>		b. Name, address, phone #, and e-mail address of the owner, engineer, landscape architect, surveyor, architect, environmentalist and developer (as applicable) NA
24			<input type="checkbox"/>		c. Site location map inset with a north arrow indicator and sufficient information to locate the property in the field. Street names within the area are to also be included on the map (as applicable)
25			<input type="checkbox"/>		3. Site Data analysis with the following information:
26			<input type="checkbox"/>		a. Site size (in square feet and/or acreage)
27			<input type="checkbox"/>		b. Zoning of property
28			<input type="checkbox"/>		c. FLUM of property
29			<input type="checkbox"/>		d. Intended uses and total square footage for buildings for each use
30			<input type="checkbox"/>		e. Total building(s) square footage-Gross Floor Area- (measure from outside walls); include square footage of any space with a roof (e.g. covered entry, open porch, portico, etc.)
31			<input type="checkbox"/>		
32			<input type="checkbox"/>		f. Total building footprint as percentage of site and area (via sq. ft. or acreage)
33			<input type="checkbox"/>		g. Vehicular Use Area (VUA) percentage and area
34			<input type="checkbox"/>		h. Sidewalk(s) percentage of site and area
35			<input type="checkbox"/>		i. impervious Surface Ratio (ISR) and area
36			<input type="checkbox"/>		j. Floor Area (only for non-residential)
37			<input type="checkbox"/>		k. Pervious Ratio and area
38			<input type="checkbox"/>		l. Parking calculations to include number required, existing, proposed vehicle spaces and bicycle rack spaces. Also include required/provided ADA accessible spaces.
39			<input type="checkbox"/>		m. Total # of residential units (density calculation per LDC) and breakdown of multi-family units by bedroom and living area
40			<input type="checkbox"/>		n. Garage units for multifamily projects shall be provided for a minimum of one-third of the proposed multifamily units
41			<input type="checkbox"/>		o. Building Height
42			<input type="checkbox"/>		4. Project name and north arrow indicator and scale provided on each sheet of plans
43			<input type="checkbox"/>		5. Flood Zone information (FIRM) Panel information on cover sheet and delineate the extent of flood zone boundaries with reference to base flood elevation(s) if applicable on plans
44			<input type="checkbox"/>		6. A space measuring at least 4" in width by 3" in height shall be provided in the upper right corner at the top of each sheet of plans to be reserved for the City's approval stamp.
45			<input type="checkbox"/>		7. Easements including locations, dimensions, and types (show both existing and proposed).
46			<input type="checkbox"/>		8. All existing and proposed structures depicting dimensions and locations.
47			<input type="checkbox"/>		9. Setbacks from the property lines to all structures unless setbacks are met
48			<input type="checkbox"/>		10. Pad location, size, and setbacks for all dumpsters and recyclable containers (including details of enclosure).
49			<input type="checkbox"/>		11. Zoning of all adjacent properties and properties across rights-of-ways with the name of the rights-of-way(s) included.
50			<input type="checkbox"/>		12. Wetlands and associate upland buffer(s), water courses, waterbodies, and other natural to be located on the site. Also, other natural resources lying within, adjacent to, affecting, or potentially impacted by the site
51			<input type="checkbox"/>		13. Notes with line items to include on site plan:
52			<input type="checkbox"/>		a All utilities shall be located underground.
53			<input type="checkbox"/>		b Contractor to attend a mandatory preconstruction meeting with City staff prior to any disturbance of the property.
54			<input type="checkbox"/>		c Conservation easements with upland buffers delineated if applicable with the recording information (O.R. Book and Page #), if applicable.
55			<input type="checkbox"/>		d Any other pertinent information that should be noted.
56			<input type="checkbox"/>		14. Parking detail for each parking stall scenario (i.e. parallel space, angled parking, etc.), including accessible spaces, ADA requirements.



SITE DEVELOPMENT APPLICATION SUBMITTAL CHECKLIST

57			<input type="checkbox"/>		15. Location of bike racks and detail specifications.
58			<input type="checkbox"/>		16. Show stacking lanes on plans including any menu boards and pickup windows, including queuing dimensions. Stacking analysis required if staff sees any potential issues.
59			<input type="checkbox"/>		17. Show loading zones and along with dimensions.
60			<input type="checkbox"/>		18. If phasing proposed, include construction phasing lines and note that the development order will be for the proposed phase only.
61			<input type="checkbox"/>		
62			<input type="checkbox"/>		19. Sight triangles.
63			<input type="checkbox"/>		20. Location of all mechanical equipment and utility boxes. Ground-mounted mechanical equipment shall be located within 20' of the principal structure, except transformers. Mechanical equipment includes, but is not limited to, air conditioning units, pool pumps, generators, and gas tanks.
64			<input type="checkbox"/>		21. Location of all outdoor storage areas, loading and unloading areas, truck parking (this includes fleet storage). And depict all service support equipment (i.e. ice machines and dispensers, outdoor vending machines, and propane tanks and refilling areas, etc.) and label each.
65			<input type="checkbox"/>		22. Show the minimum height of vehicular overhead obstructions shall not be less than 13'6"
66			<input type="checkbox"/>		23. Must provide 2 ingress and egress locations for single-family and multi-family residential developments of 51 units or greater
67			<input type="checkbox"/>		a. Primary, secondary and emergency access roads including site access locations, minimum access clearance widths and heights, lane widths for multi-lane / two-way roads, turning radius (including turning radius of any turn-arounds), lengths of dead-ends listed; gates and other controlled access points with width clearance dimensions. All fire department access roads shall be designed for a minimum 75,000 lb. apparatus /equipment weight.
68			<input type="checkbox"/>		24. Depict location of any public supply well sites and show 500' radius setback.
69			<input type="checkbox"/>		25. Depict internal and external walkways/sidewalks, connections, width and provide specifications. (Sidewalk fund, if applicable)
70			<input type="checkbox"/>		26. ADA compliance regarding width, slope, railings, truncated domes, and other ADA warning devices
71			<input type="checkbox"/>		27. Show width and type of Landscape Buffers
72			<input type="checkbox"/>		28. Dimensioned radii of all retention and detention ponds.
73			<input type="checkbox"/>		39. Internal Vehicular Circulation
74			<input type="checkbox"/>		30. Internal Signage and Striping
75			<input type="checkbox"/>		31. Interconnectivity between project including access agreement
76	<input type="checkbox"/>	Eng. Dept.			Grading, Drainage and Erosion Control Plan (not less than 1"=40') <i>N/A</i>
77			<input type="checkbox"/>		1. Base information (under Site Plan outlined above) <i>EXISTING - SEE</i>
78			<input type="checkbox"/>		2. Provide predevelopment drainage plan <i>SURVEY</i>
79			<input type="checkbox"/>		3. Grading and Drainage Plan
80			<input checked="" type="checkbox"/>		a. Show existing and proposed contours at one foot (min) intervals with spot elevations as needed for clarity and to adequately depict drainage patterns (NAVD 1988 DATUM)
81			<input type="checkbox"/>		b. Details and sections for all grade changes. Location, extent, amount, and proposed final grades of any filling, grading, or excavation. Where the placement of fill is proposed, the amount, type, and source of fill material; compaction specifications; a description of the intended purpose of the fill areas; Evidence that the proposed fill areas are the minimum necessary to achieve the intended purpose Existing and proposed alignment of any proposed alteration of a watercourse.
82			<input type="checkbox"/>		c. Grading to include lowest floor / top of foundation / finished slab elevations for all buildings and structures. Slopes / grades perpendicular to all sides of all buildings for a minimum distance of ten (10) feet from foundations with slopes expressed in percentages. Minimum slopes of 2% for impervious surfaces and 5% (6 inches fall within the first 10 feet); finished ground surface elevations adjacent to all corners of buildings and various intervals (approximately every ten feet) along buildings indicating minimum ground-earth separation of four (4), six (6) or eight (8) inches depending on construction materials and finishes used in exterior wall construction. Include details of surface improvements required to facilitate drainage away/perpendicular from foundations where 5% slope in the first ten feet cannot be provided.
83			<input type="checkbox"/>		4. Contour and spot elevations along roadways at a minimum 100-ft. intervals indicating centerline,



SITE DEVELOPMENT APPLICATION SUBMITTAL CHECKLIST

					edge of pavement, shoulder, swales, ditches, and roadway right-of-way.
84			<input type="checkbox"/>		5. Roadway profiles showing utility and drainage improvements
85			<input type="checkbox"/>		6. Demolition and/or relocation plan for existing items
86			<input type="checkbox"/>		7. Details of construction and connection to adjacent roads serving project
87			<input type="checkbox"/>		8. Stormwater Management System
88			<input type="checkbox"/>		a. Section views of all proposed retention/detention ponds, swales, berms, etc. indicating top of bank, bottom, normal water level, 5-year, 25-year and 100-yr stormwater elevations.
89			<input type="checkbox"/>		b. slopes with vegetation requirements or other erosion control measures called out.
90			<input type="checkbox"/>		c. details for all proposed manholes, inlets, and other stormwater control structures.
91			<input type="checkbox"/>		d. Location, size, length, and elevations of all proposed piping systems and related structures.
92			<input type="checkbox"/>		e. Stormwater Analysis with pipe calculations.
93			<input type="checkbox"/>		f. Geotechnical report signed and sealed by a professional engineer.
94			<input type="checkbox"/>		9. Erosion and Sediment Control Plan.
95			<input type="checkbox"/>		a. Location and details for all BMPs.
96			<input type="checkbox"/>		b. Temporary and permanent vegetation requirements.
97			<input type="checkbox"/>		c. Include a Stormwater Pollution Prevention Plan (SWPPP).
98			<input type="checkbox"/>		10. Copies of permits from all regulatory agencies having jurisdiction (prior to commencement of construction).
99			<input type="checkbox"/>		11. Tree Protection Fencing.
100			<input type="checkbox"/>		Note: Existing trees shown to remain should have no alteration of grade made within their Tree Protection Zone (TPZ). If grading as shown proposes to alter grade within this TPZ then field adjustments will need to be made to avoid such circumstance; Use of retaining walls may be required.
101	<input type="checkbox"/>			Eng. Dept.	Utility Plans (not less than 1"=40') <i>N/A</i>
102			<input type="checkbox"/>		1. Review potable, sewer, reclaim systems. Include dimension of backflow pad. Show scale
103			<input type="checkbox"/>		2. Review plats for easements and possible parcels for pump stations.
104			<input type="checkbox"/>		3. Provide adequate size piping to provide required fire flow.
105			<input type="checkbox"/>		4. Minimum 6" pipe or larger, as required.
106			<input type="checkbox"/>		5. Pump Station Calculation
107			<input type="checkbox"/>		6. Water and Sewer:
108			<input type="checkbox"/>		a. Pipe data including size, lengths, and material
109			<input type="checkbox"/>		b. All conflicts with other utility and drainage systems
110			<input type="checkbox"/>		c. All manhole locations, invert and rim elevations
111			<input type="checkbox"/>		d. Size, type, and location of fittings, valves, hydrants, air release/vacuum relief valves
112			<input type="checkbox"/>		e. Pipe restraint requirements and method of restraint
113			<input type="checkbox"/>		f. Details of connections to existing system
114			<input type="checkbox"/>		g. Location and construction details for wastewater pumping stations including size and type of pumps
115			<input type="checkbox"/>		h. All utility related accesses and easements
116			<input type="checkbox"/>		i. Construction notes regarding cover, horizontal and vertical control, special construction requirements and related details
117			<input type="checkbox"/>		7. Location of existing and proposed potable and irrigation wells
118			<input type="checkbox"/>		8. Utility Agreement
119	<input checked="" type="checkbox"/>			Plng. Dept.	Landscape Plans (not less than 1"=40') <i>N/A</i>
120			<input type="checkbox"/>		1. Designed, signed, and sealed (on final set) by a registered Florida landscape architect.
121			<input type="checkbox"/>		2. A tree survey showing all protected trees.



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122			<input type="checkbox"/>	3. All easements shown on plans.
123			<input type="checkbox"/>	4. All landscape buffer lines shown on plans . Label type and dimension.
124			<input type="checkbox"/>	5. Tree removal plan if needed, that shows landscape buffer lines on plan and tree protection barricades around any trees to remain that are within the silt fence.
125			<input type="checkbox"/>	6. Tree Density calculations shown on plans of property area, excluding ponds, lakes and canals
126			<input type="checkbox"/>	7. If re-use water is not being used, verify 50% of pervious area is being landscaped with drought tolerant or native plants and grasses.
127			<input type="checkbox"/>	8. Verify that any signage has plantings around the entire perimeter.
128			<input type="checkbox"/>	9. Littoral zone plantings around all stormwater detention ponds or littoral zone alternative
129			<input type="checkbox"/>	10. All HVAC equipment, utility structures, and backflow preventers screened from public view
130			<input type="checkbox"/>	a. Screening planting hedges need to be a minimum of 30" tall at time of planting and continuous.
131			<input type="checkbox"/>	11. Provide street tree plantings 40' O.C. in any common areas where new streets or shared private access roads have been created.
132			<input type="checkbox"/>	12. Overhead power lines shown on plans and shade trees planted at a minimum of 15' away.
133			<input type="checkbox"/>	13. All site lighting poles shown on plans and shade trees planted at a minimum distance of 15' away.
134			<input type="checkbox"/>	14. All utilities shown as a shaded layer on plans and shade trees planted at a minimum of 10' away.
135			<input type="checkbox"/>	a. Fire hydrants shown on plan with trees and shrubs at proper clearance.
136			<input type="checkbox"/>	15. Site triangles on plans Shrubs higher than 2' or trees with branches lower than 7' not to be planted in sight triangles.
137			<input type="checkbox"/>	16. Verify that foundation plantings are provided
138			<input type="checkbox"/>	17. Wildfire hazard assessment as needed
139			<input type="checkbox"/>	18. Requirement for all trees and plants to be a Florida Number 1 or better quality
140			<input type="checkbox"/>	19. Size, quantity, and variety of all trees and plants and shrubs / ground covers with spacing.
141			<input type="checkbox"/>	a. Shade trees are a minimum of 3 1/2" caliper
142			<input type="checkbox"/>	b. Understory trees are a minimum of 1 1/2" caliper and 30 gallon container.
143			<input type="checkbox"/>	c. Vehicular Use Area island understory trees are a minimum height of 10-12'.
144			<input type="checkbox"/>	20. Type of sod to be used (Bahia required for non-irrigated areas).
145			<input type="checkbox"/>	21. All disturbed areas of the right-of-way to be sodded with Bahia sod.
146			<input type="checkbox"/>	22. Mulch material needs to be specified with depth between 2-4" deep.
147			<input type="checkbox"/>	23. Clearing limits on the plan and description of sod or mulch limits.
148			<input type="checkbox"/>	24. Provide short screening plantings of parking areas visible from right-of-way and adjoining properties where not already provided by buffer screening plantings. 2' setback if 20' parking stall depth.
149			<input type="checkbox"/>	25. Provide VUA calculations on plans.
150			<input type="checkbox"/>	a. Internal parking lot landscaping need to be a minimum of 10% of VUA area excluding areas beneath vehicular canopies.
151			<input type="checkbox"/>	b. VUA landscape islands shall have at least (1) tree credit for every 165 sf of required internal parking lot landscaping area. (Shade Trees = 2 credits, Palm Trees = 1.5 credits, Understory Trees = 1 credit)
152			<input type="checkbox"/>	c. VUA landscape islands shall be a minimum of 150 sf. pervious area. If planted with a shade tree then a minimum of 300 sf unless using alternate planting requirements for parking lot and 9' wide OR 450 sf with shade tree and light pole. Terminal islands must be a minimum of 5' wide.
153			<input type="checkbox"/>	d. Detail sheet that includes tree staking details and if any trees are to be retained include Standard Tree Protection Zone Detail, Root Pruning Detail and Tree Protection Fencing Detail.
154			<input type="checkbox"/>	e. All VUA parking lot islands curbed to protect the shrubs and trees from vehicular damage
155			<input type="checkbox"/>	f. VUA islands placement allowing runs of no more than 10 spaces without an island unless allowed optional designs.



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156	<input type="checkbox"/>		<input type="checkbox"/>		g. Show in tabulation form all VUA islands used for credit by number with location map.
157	<input type="checkbox"/>		<input type="checkbox"/>		h. Note on plans that as-built landscape plans are required from the project's landscape architect.
158	<input type="checkbox"/>		<input type="checkbox"/>		i. Delineate the extent of wetlands and associated upland buffers
159	<input type="checkbox"/>		<input type="checkbox"/>		j. Irrigation location source
160	<input type="checkbox"/>	Plng.	Eng.		Irrigation Plan (not less than 1"=40') <i>N/A</i>
161	<input type="checkbox"/>				1. Required on 2nd submittal due to likely changes on plan for 1st submittal, but Development Order will not be issued without a complete plan
162	<input type="checkbox"/>				2. Minimize runoff or spraying of irrigation water onto impervious areas and adjacent properties. Irrigation design to locate plants into water use zones having the same irrigation needs and provide head to head coverage within each individual zone. Water source shall be provided from the lowest quality water source available and feasible for the site. <i>Order of water source from lowest to highest quality is the following: 1. Reclaimed water 2. Stormwater, lake or canal 3. Groundwater (well) 4. Potable water</i>
163	<input type="checkbox"/>				3. Temporary irrigation systems should include an irrigation schedule and use super absorbents in planting backfill, as well as native or xeric plants and trees. Specifications shall be included to provide one of the following: 1. Automatic irrigation 2. Hand watering via hose bib or other water source 3. Water truck hand watering 4. Automated water bags
164	<input type="checkbox"/>				4. Bubblers, drip lines, side strip nozzles for hedges are recommended for water conservation.
165	<input type="checkbox"/>				5. Mainlines and lateral lines shown on plans.
166	<input type="checkbox"/>				6. Backflow preventers provided on all metered water connections.
167	<input type="checkbox"/>				7. Permitted wells shall have a serviceable double-check valve.
168	<input type="checkbox"/>				8. Irrigation to be installed with a moisture sensing device or smart irrigation system.
169	<input type="checkbox"/>				9. If re-use water is being used add note to plans that states all heads, pipes, valve box covers and bubblers to be coded in purple. Include City's standard re-use water signage detail on plans and indicate their locations on plan.
170	<input type="checkbox"/>				10. <i>Note on plans that as-built irrigation plans (signed and sealed) required from the project landscape architect.</i>
171	<input type="checkbox"/>	Plng.	Eng.		Lighting Plan (not less than 1"=40') <i>N/A</i>
172	<input type="checkbox"/>				1. Photometric Plan Sec. 9.08.05.A
173	<input type="checkbox"/>				2. The Lighting Plan should contain the following notes:
174	<input type="checkbox"/>				a. No lights allowed 90 degrees above horizontal plane, except accent lighting.
175	<input type="checkbox"/>				b. Light shielding requirements shall protect from glare, light spillage to pedestrians, aircraft and cars.
176	<input type="checkbox"/>				c. Mercury Vapor shall not be allowed.
177	<input type="checkbox"/>				d. Lighting Plan meet the requirements of Section 14 of IESNA RP-20-98 lighting 1998 or current edition.
178	<input type="checkbox"/>				3. Pole location and height(s)
179	<input type="checkbox"/>				4. Light head product cut sheet to include lighting equipment specifications indicating compliance with the Florida Building Code-Energy Conservation
180	<input type="checkbox"/>				5. Pole base detail - direct bury, etc. Sec. 9.08.05.D
181	<input type="checkbox"/>				6. Conduit Size(Electrical Information to be provided with building permit)
182	<input type="checkbox"/>	Fire Dept.			Building Services (includes electrical and fire code review) <i>N/A</i>
183	<input type="checkbox"/>				1. Location of existing and proposed fire hydrants both on-site and those off-site that are used to determine minimum fire-flow calculations
184	<input type="checkbox"/>				2. Fire-flow calculations based on area and proposed construction type for all buildings and structures
185	<input type="checkbox"/>				3. Location of Fire Department Connection (FDC)
186	<input type="checkbox"/>				4. Dimensioned distances from the closest fire department access to each building measured along exterior walls of each building indicating no point of exterior wall is more than 150 feet from fire department access for buildings not provided with a fire sprinkler system throughout and no point of exterior wall is more than 450 feet from fire department access for buildings provided with a fire
187	<input type="checkbox"/>				



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188					sprinkler system throughout.
189			<input type="checkbox"/>		5. Gated communities shall require installation of a KNOX key override switch(s) for emergency vehicle access.
190			<input type="checkbox"/>		6. Communities with secondary emergency vehicle access gate(s) shall require a KNOX padlock for access.
191				Sanitation/Plng.	Dumpster location/screening