



**City of South Pasadena**

COMMUNITY IMPROVEMENT

Office Address:

6940 Hibiscus Ave S  
South Pasadena, FL 33707

Mailing Address:

7047 Sunset Dr S  
South Pasadena, FL 33707

\*PHONE: (727) 343-4192 \* FAX: (727) 381-4819\*

**SITE PLAN REVIEW APPLICATION**

**OFFICE USE ONLY:** Fees: Single Family & Duplex: - \$500.00; Multi-family, Commercial & Institutional - \$500.00

**PLEASE NOTE:** If, within twelve (12) months of the date of the approval of an application for site plan review, a building permit has not been applied for, the approval site plan becomes null and void.

**1. APPLICANT:**

Name of Owner: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (home): \_\_\_\_\_ Phone (work): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**2. PROPERTY DESCRIPTION:**

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

Land Use: \_\_\_\_\_ Site Area: \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

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

Lot: Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Flood Zone: \_\_\_\_\_ Description of Adjacent Properties: \_\_\_\_\_

North: \_\_\_\_\_ East: \_\_\_\_\_ South: \_\_\_\_\_ West: \_\_\_\_\_

**3. Description of Site Plan:**

4. Required attachments and filing fee must accompany this application. The date of application shall be the date the application is complete with all required attachments and fees. I certify that the information contained herein is correct to the best of my knowledge. All provisions of laws and ordinances governing this type of issue will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant Printed Name of Signatory \_\_\_\_\_

**5. STATE OF FLORIDA**

**COUNTY OF PINELLAS**

Before me personally appeared and executed the above instrument of his/her own free will and accord with full knowledge of the purpose therefore; who is personally known to me or who has produced as identification \_\_\_\_\_ and who did \_\_\_\_\_ (did not) \_\_\_\_\_ take an oath. Sworn to and subscribed in my presence this \_\_\_\_\_ day of 20\_\_\_\_\_.

Notary Public (print): \_\_\_\_\_ Commission expires: \_\_\_\_\_

Notary Public (signature): \_\_\_\_\_

## **Article V. Site Plan Review**

### **§ 130-21. When required. [Amended 4-17-1990 by Ord. No. 90-10; 2-13-2007 by Ord. No. 2007-01]**

All new structures and the expansion of all existing structures shall require site plan review. A change in occupancy of an existing structure resulting in a change of use of the premises that could impact the use of the site in terms of parking or traffic circulation shall also require site plan review. Any installation of seawalls, boardwalks, retaining walls or other shoreline structures other than private docks shall require site plan approval.

### **§ 130-22. Procedure for review; plan requirements.**

#### **A. Procedures. [Amended 2-13-2007 by Ord. No. 2007-01]**

(1) Upon receipt of the prescribed number of complete proposed site plans and proof that the required fees have been paid, the Building Official shall distribute copies of the plans to the Director of Public Safety, the Director of Public Works and if the Building Official deems necessary, the City Engineer. Any portion of the site plan involving architecture, landscape architecture, engineering or surveying shall be certified by the individual responsible for said portion of the site plan and shall bear the seal and registration number as well as the name, address and telephone number of the individual.

(2) Within 10 days of submittal, the Building Official shall notify the applicant that the application appears complete or that additional information is required to proceed with the review.

(3) Within 60 days of receipt of all required additional information, the Building Official shall approve the site plan, approve it with conditions or disapprove the site plan. If a site plan is disapproved, the Building Official shall furnish the applicant with a written statement stating the reasons for disapproval. The Building Official shall not approve a site plan that requires the issuance of a variance; a special exception use permit; a zoning change or a change in land use until said change is approved by the City Commission.

(4) Any applicant that wishes to appeal the decision of the Building Official may appeal to the Planning and Zoning Board by sending a letter requesting an appeal hearing. Appeals must be requested within 30 days of the date of the Building Official's written decision. Applicants may appeal disapprovals or conditions of approval with which they do not agree. The Planning and Zoning Board shall hear the appeal within 90 days and shall only reverse the decision of the Building Official by making a finding that the decision of the Building Official is not consistent with the City Code of Ordinances or the City Comprehensive Plan.

(5) Nothing herein shall prohibit the submittal of a preliminary site plan for a tentative judgment on the concept or contemplated use. No tentative judgment shall in any way prejudice or obligate the Building Official on behalf of the City to approve the final site plan. Preliminary site plan approval shall not vest any rights in the applicant, nor shall it raise any claim by the applicant for expenditures made subsequent to the preliminary review.

**B. Requirement of plans.** All final site and development plans submitted for review and approval shall contain the following information in sufficient detail to ensure compliance with all applicable ordinances and codes:

(1) Location map.

(2) Project name, name and address of the owner(s) and developer(s), North arrow, date and scale of drawing and number of sheets.

(3) Owner, zoning and present use of all adjoining properties.

(4) A certified boundary survey of the site.

(5) All existing and proposed streets, rights-of-way, easements, canals and the like.

(6) Existing topography, proposed finish grade and flood elevation.

(7) All environmentally sensitive areas.

(8) Provisions for the adequate control of erosion and sedimentation, disposition of natural and storm water, location and size of ditches, catch basins, pipes and connections to existing drainage system and on-site water retention where appropriate and necessary.

(9) All existing and proposed utilities.

(10) Exact location of existing buildings and structures, and the proposed location, use, number of floors, height and gross floor area of each building, number, size and type of dwelling units.

(11) Location, type and size of vehicular entrances to the site.

(12) All off-street parking, loading spaces, walkways or the like.

(13) Location, type, size and height of fencing, retaining walls or screen plantings.

(14) A landscape plan which identifies areas to be maintained as open space.[Amended 4-17-1990 by Ord. No. 90-05]

(15) Tabulation of total gross acres in the site and percentages proposed to be devoted to permitted uses, ground coverage by structures, open space, parking, recreation areas or the like.

(16) Such additional maps or statements as may be required for the particular use on project involved.

(17) Such additional information as the applicant or Building Official believes is pertinent.

(18) All information stipulated in Part 2 of this chapter, which is required in order to perform a review to assure that the necessary facilities and services will be maintained at their adopted level of service and will be available when the impacts of development occur.

**§ 130-23. Review criteria. [Amended 2-13-2007 by Ord. No. 2007-01]**

No site plan shall be approved unless the proposed development design and layout is consistent with the City's Comprehensive Plan and is in keeping with the intent as set forth in § 130-1 of the City Code and meets every other applicable ordinance and code of the City.

**§ 130-24. Expiration of approval; extensions; revisions. [Amended 2-13-2007 by Ord. No. 2007-01]**

A. Approval of a site plan shall expire one year after the date of issuance unless a building permit has been obtained for the construction of the proposed project.

B. The Building Official shall have the authority to issue a one-year extension to the site plan approval, provided the applicant obtains a certificate of concurrency for a like period.

**§ 130-25. Impact statements.**

A. The purpose of the impact statement is to identify, resolve and eliminate any negative or adverse impact on existing and future City systems and so that more informed decisions may be reached by the approving authority.

B. An impact statement shall be required in the following instances:

(1) Where there are three acres or more involved in the proposed site and development plan.

(2) Where it is believed to be in the best interest of the City to do so, notwithstanding the provisions of Subsection A above.

(3) Impact statements shall address the general effect or impact and more specifically the following:

(a) Public services and facilities to include solid waste to be generated, police, fire and emergency rescue services, wastewater treatment requirements, traffic generated by or drawn to the development.

(b) Financial impact to include the effect on the municipal tax base and how the development will contribute to or burden the same.

(c) Such additional information, such as ecological impact, as the applicant believes is pertinent or as may be required by the Building Official. [Amended 2-13-2007 by Ord. No. 2007-01]

**§ 130-26. Design criteria.**

A. Harmony with environment. The location of the building on the site and the provision of front, rear and side yards must be designed to be harmonious with the neighborhood, to conserve scenic amenities, to address soil suitability and to take advantage of topography.

B. Sidewalks. All buildings constructed in the commercial land use category shall provide for pedestrian circulation by constructing hard-surfaced sidewalks which meet the then current standards set forth in Florida Statutes Chapter 553. Sidewalks shall be provided as follows:[Amended 9-27-1994 by Ord. No. 94-15; 9-23-1997 by Ord. No. 97-20]

(1) Along public rights-of-way.

(2) Along private drives which provide access to buildings or parking.

(3) Along access corridors between buildings and between entrances of a single building.

(4) Interconnecting points where significant numbers of people are expected to walk as determined by the City Building Official.

C. Parking and loading. Requirements for parking and loading are covered in Article IV.

D. Landscaping. All uses shall be landscaped. Required landscaping may encompass the following:

- (1) Street trees or shrubs.
- (2) Foundation planting.
- (3) Planting islands to define curb cuts.
- (4) Perimeter planting to define and beautify sites.
- (5) Parking lot and walkway landscaping.
- (6) Buffer strips and screening for privacy.
- (7) Landscaping for unutilized acreage.
- (8) Landscaping for recreation space.
- (9) Landscaping for erosion control.

E. Traffic circulation. Unrestricted access to streets is not allowed. Generally, curb cuts are limited to a maximum of 25 feet. Access to streets should take into consideration sight distance and alignment. All sites should be designed for emergency vehicle access. Dual ingress and egress is encouraged.

Maneuver lanes between rows of parked autos shall be at least 20 feet in width. Private traffic lanes shall conform to the same design standards as public streets as regards alignment on intersection. Intersections that are offset shall be separated a minimum of 150 feet measured center line to center line. The minimum turning radius is 25 feet on inside curves and 40 feet on outside curves. Private traffic lanes which serve more than one parking bay or which provide access to more than 50 parking spaces shall be designed so that parked vehicles do not have to back out directly into the right-of-way.

F. Transfer of development right. Within any contiguous parcel, in a single ownership, allowable uses and density may be aggregated and distributed on the site in a manner convenient to the developer; provided, however, that no commercial uses are developed within a residential district.

G. Placement of utilities. All new electric, telephone, cable television and other utility service lines installed for structures within the City shall be placed underground. Any increase in the existing service shall be considered a new service for the purpose of this Part 1 and shall be placed under ground unless, in the opinion of the Building Official, such replacement shall result in an undue hardship being placed upon the owner of such structure.

#### **FOR SUBMITTAL:**

Before the Site Plan will be reviewed:

Fees must be paid and three (3) copies of the following must be submitted to the Community Improvement Department;

- a. Completed Site Plan Review application.
- b. Site Plan review Check List (see attached)
- c. Proof of ownership of the property; i.e. deed, title abstract.
- d. A boundary survey of the original parcel/property at a scale not smaller than one (1) inch equals thirty (30) feet.
- e. All site plans shall be prepared at a scale not smaller than one (1) inch equals one hundred (100) feet, and shall be submitted on sheets twenty - four (24) inches by thirty - six (36) inches.
- f. Any portion of a site plan involving architecture, landscape architecture, engineering or surveying shall be certified by the individual responsible for the portion of the site plan and shall bear the seal, registration number, name and address of said individual.
- g. Submit Concurrency Review Form (**IF required**)

h. Information to be shown on the Site plan:

- (1) The name, and address of the owner and/or developer, legal description, north arrow, date and scale of drawing and number of sheets;
- (2) All existing and proposed street right-of-way reservations and easements, canals and waterways; their names, and widths; land use of site and all adjacent properties;
- (3) The density of land use to be allocated to all parts of the site, with tabulations by area and percentages thereof. Such allocations shall include, but not be limited to:
  - (a) Total site area
  - (b) Area covered by buildings
  - (c) Impervious surface ratio
  - (d) Floor area ratio
  - (e) Density (dwelling units per acre)
  - (f) Landscaped areas
  - (g) Vehicular circulation and parking area(s)
  - (h) Location, area and use of all other portions of the site
- (4) Footprint of all buildings, required and proposed setbacks, height, number of floors, and where applicable, the number, size and type of dwelling units;
- (5) All off-street parking, driveway entrances, walkways, decks and patios; the type of surfacing, size, angle and width of parking spaces, driveway entrances and aisles; a schedule showing the number of parking spaces provided and the number required by the provisions of the land development regulations;
- (6) All existing and proposed utilities, including, but not limited to:
  - (a) Water and sanitary sewer pipe sizes, rim and invert elevations, direction of flow and top and bottom elevations;
  - (b) Telephone, electric, gas and other utilities;
  - (c) Solid waste disposal facilities including proposed location and screening of containers or other equipment;
  - (d) Existing and proposed fire hydrants;
  - (e) Provisions for the adequate retention and disposition of the first one (1) inch of storm water on site, indicating the location, size, type and grade of retention areas, catch basins, pipes and connections to the existing drainage system;
- (7) Building elevations (all sides) showing finished grade at building, base flood elevation, lowest floor elevation, height to top of roof and height of appurtenances above roof.
- (8) Existing topography with a maximum contour interval of one (1) foot, or spot elevations shall be provided where necessary, but not more than twenty-five (25) feet apart;
- (9) Proposed finished grading with a maximum contour interval of one (1) foot, or spot elevations shall be provided where necessary, but not more than twenty-five (25) feet apart particularly those locations along lot line;
- (10) Provisions for the use of open space and a landscape plan indicating the location, type, size and description of all landscape materials;
- (11) Location, type, size and height of free-standing signs and exterior lighting;
- (12) Location, type, size and height of fences, retaining walls and screen planting;
- (13) Provisions for the adequate control of erosion and sedimentation, indicating the proposed temporary and permanent control practices and measures that will be implemented during all phases of clearing, grading and construction;
- (14) In the case of plans which call for development over a period of years, a schedule showing the proposed times within which applications for building permits are intended to be filed;
- (15) Any additional data, plans or specifications which the applicant believes is pertinent and will assist in clarifying his application;
- (16) Architectural considerations: All proposed site plans shall be reviewed to determine if there is excessive uniformity, dissimilarity, inappropriateness or poor quality of design in the exterior of buildings erected in any neighborhood which would adversely affect the desirability of the immediate area and neighboring area for residential or business purposes or other use.