



FOR PLANNING USE ONLY
Case #: _____
Application Fee: \$ _____
Filing Date: _____
Acceptance Date: _____
Review Type: Admin

Minor Site Plan Application

Reference City of Alachua Land Development Regulations Article 2.4.9(J)

A. PROJECT

1. Project Name: _____
2. Address of Subject Property: _____
3. Parcel ID Number(s): _____
4. Existing Use of Property: _____
5. Future Land Use Map Designation : _____
6. Zoning Designation: _____
7. Acreage: _____
8. The proposed development consists of the addition of (*indicate the type and square footage of the addition below*):
 - _____ square feet of total gross floor area to an existing nonresidential building or mixed use development
 - _____ square feet of unenclosed building area
 - _____ square feet of impervious area

* For additions of impervious area:
Existing impervious area: _____ square feet

B. APPLICANT

1. Applicant's Status Owner (title holder) Agent
2. Name of Applicant(s) or Contact Person(s): _____ Title: _____
Company (if applicable): _____
Mailing address: _____
City: _____ State: _____ ZIP: _____
Telephone: () _____ FAX: () _____ e-mail: _____
3. If the applicant is agent for the property owner*:
Name of Owner (title holder): _____
Mailing Address: _____
City: _____ State: _____ ZIP: _____
* Must provide executed Property Owner Affidavit authorizing the agent to act on behalf of the property owner.

C. ADDITIONAL INFORMATION

1. Is there any additional contact for sale of, or options to purchase, the subject property? Yes No
If yes, list names of all parties involved: _____
If yes, is the contract/option contingent or absolute? Contingent Absolute

D. ATTACHMENTS

1. Minor Site Plan, including all of the following which are applicable:
 - a. Name, location, owner, and designer of the proposed development.
 - b. Zoning of the subject property.
 - c. Vicinity map - indicating general location of the site and all abutting streets and properties.
 - d. Complete legal description.

- e. Statement of Proposed Uses.
 - f. Location of the site in relation to adjacent properties, including the means of ingress and egress to such properties and any screening or buffers along adjacent properties.
 - g. Date, north arrow, and graphic scale (not to exceed one (1) inch equal to fifty (50) feet.)
 - h. Area and dimensions of site.
 - i. Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters.
 - j. Location of any new points of connection to utilities (electric, potable water, sanitary sewer, gas, etc.)
 - k. Location and dimensions of all existing and proposed parking areas and loading areas.
 - l. Location, size, and design of proposed landscaped areas (including existing trees and required landscaped buffer areas) with detail illustrating compliance with Section 6.2.2 of the Land Development Regulations.
 - m. Location and size of any lakes, ponds, canals, or other waters and waterways.
 - n. Structures and major features – fully dimensioned – including setbacks, distances between structures, floor area, width of driveways, parking spaces, property or lot lines, and floor area ratio.
 - o. Location of any new waste receptacles and detail of waste receptacle screening.
2. If the development requires construction of a Stormwater Management Facility: Stormwater Management Plan - including the following:
 - a. Existing contours at one (1) foot intervals based on U.S. Coastal and Geodetic Datum.
 - b. Proposed finished floor elevation of each building site.
 - c. Existing and proposed stormwater management facilities with size and grades.
 - d. Proposed orderly disposal of surface water runoff.
 - e. Centerline elevations along adjacent streets.
 - f. Water Management District surfacewater management Statement of proposed uses on the site plan
 3. Fire Department Access and Water Supply: The design criteria shall be Chapter 18 of the Florida Fire Prevention Code. Plans must be on separate sealed sheets and must be prepared by a professional Fire engineer licensed in the State of Florida. Fire flow calculations must be provided for each newly constructed building. When required, fire flow calculations shall be in accordance with the Guide for Determination of Required Fire Flow, latest edition, as published by the Insurance Service Office (ISO) and /or Chapter 18, Section 18.4 of the Florida Fire Prevention Code, whichever is greater. All calculations must be demonstrated and provided. All calculations and specifications must be on the plans and not on separate sheets. All fire protection plans are reviewed and approved by the Alachua County Fire Marshal.
 4. Concurrency Impact Analysis showing the impact on public facilities, including potable water, sanitary sewer, transportation, solid waste, recreation, stormwater, and public schools in accordance with Article 2.4.14 of the Land Development Regulations (for residential development, provide a completed Public School Student Generation Form.)
 5. Analysis of Consistency with the City of Alachua Comprehensive Plan (analysis must identify specific Goals, Objectives, and Policies and describe in detail how the application complies with the noted Goal, Objective, or Policy.)
 6. Legal description with tax parcel number.
 7. Proof of ownership.
 8. Proof of payment of taxes.
 9. Environmental Resource Permit from Suwannee River Water Management District or Self-Certification for a Stormwater Management System in Uplands Serving Less than 10 Acres of Total Project Area and Less than 2 Acres of Impervious Surfaces from the Florida Department of Environmental Protection pursuant to Section 403.814(12), Florida Statutes.
 10. If access is from a County Road, access management permit from Alachua County Public Works (or documentation providing evidence that a permit application has been submitted).
 11. If access is from a State Road, access management permit from Florida Department of Transportation (or documentation providing evidence that a permit application has been submitted).

12. **Fee.** Please see fee schedule for fee determination. No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any necessary technical review or additional reviews of the application beyond the initial engineering review fee will be billed to the applicant at the rate of the reviewing entity. The invoice shall be paid in full prior to any legislative and/or quasi-judicial action of any kind on the petition, appeal, or development application.

All applicable attachments are required for a complete application. A completeness review of the application will be conducted within five (5) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.

I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge.

Signature of Applicant

Signature of Co-applicant

Typed or printed name and title of applicant

Typed or printed name of co-applicant

State of _____ County of _____

The foregoing application is acknowledged before me this _____ day of _____, 20____, by _____

_____, who is/are personally known to me, or who has/have produced _____
as identification.

NOTARY SEAL

Signature of Notary Public, State of _____