



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

Site Plan Application

Reference City of Alachua Land Development Regulations Article 2.4.9

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: _____

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. Site Plan including but not limited to:
 - 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. Access and 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 waste receptacles and detail of waste receptacle screening.
- p. For development consisting of a nonresidential use, except for single tenant retail sales and services uses greater than or equal to 20,000 square feet in area and except for use types within the industrial services, manufacturing and production, warehouse freight and movement, waste-related services, and wholesale sales use categories:
 - i. Architectural plans and dimension plans which demonstrate compliance with the design standards for business uses as provided in Section 6.8.2 of the LDRs, including:
 - (a) Calculation of glazing of the front façade.
 - (b) Calculation of the area of ground floor façades subject to glazing.
 - (c) Detail on the architectural plans and dimension plans depicting façade massing and/or alternatives to required façade massing.
 - (d) Sufficient plan detail and calculations of each material utilized in each façade.
- q. For development consisting of a nonresidential use where a single tenant is greater than or equal to 20,000 square feet in area:
 - i. Architectural plans and dimension plans which demonstrate compliance with the design standards for single tenant retail sales and service uses greater than or equal to 20,000 square feet in area as provided in Section 6.8.3 of the LDRs, including:
 - (a) Calculation of glazing of the façades facing streets, residential uses, and vacant residential/agricultural land.
 - (b) Calculation of the area of ground floor façades subject to glazing.
 - (c) If glazing alternatives are used, calculation of area of alternative materials used.
 - (d) Detail on the architectural plans and dimension plans depicting façade massing and/or alternatives to required façade massing.
 - (e) Color architectural plans depicting the color of all materials used in the façade.
- r. For development consisting of one or more of the following: Multi-family residential; Hotel; or Mobile Home Park:
 - i. Tabulation of gross acreage.
 - ii. Tabulation of density.
 - iii. Number of dwelling units proposed.
 - iv. Location and percent of total open space and recreation areas.
 - v. Floor area of dwelling units.
 - vi. Number of proposed parking spaces.
 - vii. Street layout.
 - viii. Layout of mobile home stands (for mobile home parks only).
 - ix. City of Alachua Public School Student Generation Form.

Sheet Size: 24" X 36" with 3" left margin and ½" top, bottom, and right margins

- 2. 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.
- 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.)

For commercial project Applications:

- a. In addition to submitting specific written information regarding your **commercial** development's compliance with the relevant Goals, Objectives, and Policies of the City of Alachua Comprehensive Plan, you must respond directly to the standards listed below. You should be specific in terms of how your commercial development will comply with these standards.

Policy 1.3.d Design and performance standards

The following criteria shall apply when evaluating commercial development proposals:

1. Integration of vehicular and non-vehicular access into the site and access management features of site in terms of driveway cuts and cross access between adjacent sites, including use of frontage roads and/or shared access;
2. Buffering from adjacent existing/potential uses;
3. Open space provisions and balance of proportion between gross floor area and site size;
4. Adequacy of pervious surface area in terms of drainage requirements;
5. Placement of signage;
6. Adequacy of site lighting and intrusiveness of lighting upon the surrounding area;
7. Safety of on-site circulation patterns (patron, employee and delivery vehicles), including parking layout and drive aisles, and points of conflict;

8. Landscaping, as it relates to the requirements of the Comprehensive Plan and Land Development Regulations;
9. Unique features and resources which may constrain site development, such as soils, existing vegetation and historic significance; and
10. Performance based zoning requirements, which may serve as a substitute for or accompany land development regulations in attaining acceptable site design.
11. Commercial uses shall be limited to an intensity of less than or equal to .50 floor area ratio for parcels 10 acres or greater, .50 floor area ratio for parcels less than 10 acres but 5 acres or greater, a .75 floor area ratio for parcels less than 5 acres but greater than 1 acre, and 1.0 floor area ratio to parcels 1 acre or less.

For industrial project Applications:

- b. In addition to submitting specific written information regarding your **industrial** development's compliance with the relevant Goals, Objectives, and Policies of the City of Alachua Comprehensive Plan, you must respond directly to the standards listed below. You should be specific in terms of how your industrial development will comply with these standards.

Policy 1.5.d

The City shall develop performance standards for industrial uses in order to address the following:

1. Integration of vehicular and non-vehicular access into the site and access management features of site in terms of driveway cuts and cross access between adjacent sites, including use of frontage roads and/or shared access;
2. Buffering from adjacent existing/potential uses;
3. Open space provisions and balance of proportion between gross floor area and site size;
4. Adequacy of pervious surface area in terms of drainage requirements;
5. Placement of signage;
6. Adequacy of site lighting and intrusiveness of lighting upon the surrounding area;
7. Safety of on-site circulation patterns (patron, employee and delivery vehicles, trucks), including parking layout and drive aisles, and points of conflict;
8. Landscaping, as it relates to the requirements of the Comprehensive Plan and Land Development Regulations;
9. Unique features and resources which may constrain site development, such as soils, existing vegetation and historic significance; and
10. Performance based zoning requirements that may serve as a substitute for or accompany land development regulations in attaining acceptable site design.
11. Industrial uses shall be limited to an intensity of less than or equal to .50 floor area ratio for parcels 10 acres or greater, .50 floor area ratio for parcels less than 10 acres by 5 acres or greater, .75 floor area ratio for parcels less than 5 acres but greater than 1 acre, and 1.0 floor area ratio for parcels 1 acre or less.

6. For Site Plans for Buildings Less than 80,000 Square Feet in Area: One (1) set of labels for all property owners within 400 feet of the subject property boundaries – even if property within 400 feet falls outside of City limits (obtain from the Alachua County Property Appraiser's web site) – and all persons/organizations registered to receive notice of development applications.
For Site Plans for Buildings Greater than or Equal to 80,000 Square Feet in Area: Two (2) sets of labels for all property owners within 400 feet of the subject property boundaries – even if property within 400 feet falls outside of City limits (obtain from the Alachua County Property Appraiser's web site) – and all persons/organizations registered to receive notice of development applications.
7. Neighborhood Meeting Materials, including:
 - i. Copy of the required published notice (advertisement) – must be published a newspaper of general circulation, as defined in Article 10 of the City's Land Development Regulations
 - ii. Copy of written notice (letter) sent to all property owners within 400 feet and to all persons/organizations registered with the City to receive notice, and mailing labels or list of those who received written notice
 - iii. Written summary of meeting – must include (1) those in attendance; (2) a summary of the issues related to the development proposal discussed; (3) comments by those in attendance about the development proposal; and, (4) any other information deemed appropriate.
8. Legal description with tax parcel number, separate from all other documentation on 8.5" x 11" paper.
9. Proof of ownership (i.e., copy of deed.)
10. Proof of payment of taxes.
11. Environmental Resource Permit (or Letter of Exemption) from the 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.
12. 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).
13. 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).
14. **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 14 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 _____