



<p>FOR OFFICE USE ONLY</p> <p>Case #: _____</p> <p>Application Fee: \$ _____</p> <p>Filing Date: _____</p> <p>Completeness Date: _____</p> <p>Review Type: P&Z or PZB & CCOM</p>

Site Plan Application

Reference City of Alachua Land Development Regulations (LDRs), Section 2.4.9

A. PROJECT

1. Project Name: _____
2. Pre-Application Conference Date: _____
3. Neighborhood Meeting Date: _____
4. Address of Subject Property: _____
5. Parcel ID Number(s): _____
6. Existing Use of Property: _____
7. Future Land Use Map Designation: _____
8. Zoning Designation: _____
9. Acreage: _____
10. Total Existing Building Square Footage, if applicable: _____
11. Total Existing Impervious Area (not including existing building area), if applicable: _____
12. Total Building Square Footage Proposed: _____
13. Total New Impervious Area Proposed (not including building area): _____

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 an executed Authorized Agent Affidavit or other acceptable documentation (as deemed acceptable by the City in its sole discretion) 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: _____
2. Has the applicant discussed possible utility/infrastructure fees with the Public Services Department?
 If no, contact the Public Services Department at 386-418-6140. Yes No

D. ATTACHMENTS

1. Site Plan. Sheet size shall be 24" X 36" with a 3" left margin and ½" top, bottom, and right margin.

Site Plan shall include:

- a. Name and location of project.
- b. Name and contact information (address, telephone, and email address) of property owner, developer (if applicable), and all professional consultants (i.e., landscape architect, photometric, electrical engineer, architect, etc.) for the project.
- c. Zoning of the subject property.
- d. Vicinity map - indicating general location of the site and major adjacent streets and all adjacent properties.
- e. Boundary and topographic survey. Survey shall be signed and sealed by the surveyor, and shall be no older than two (2) years.
- f. Complete legal description of the subject property.
- g. Statement of proposed uses.
- h. Location of the subject property in relation to adjacent properties.
- i. Date, north arrow, and graphic scale (not to exceed one (1) inch equal to 50 feet.)
- j. Area and dimensions of the subject property.
- k. Structures and major features – fully dimensioned – including setbacks from property lines and right-of-ways, distances between structures (if structures are within 25 feet of one another), floor area of each building, floor area ratio, and property lines.
- l. Location of all property lines, existing and proposed adjacent right-of-ways, sidewalks, curbs, and gutters.
- m. Distance between ingress and egress connections for the project and the ingress / egress connections for all contiguous properties and for properties on the opposite side of the road, measured from the interior radius of all ingress/egress connections.
- n. Location of all existing and proposed utilities (electric, potable water, sanitary sewer, gas, etc.) on the subject property, and on adjacent properties if located within 50 feet of the subject property, and within adjacent rights-of-way.
- o. Location of all existing and proposed fire hydrants.
- p. Location of all existing easements on the property and on adjacent properties if located within 50 feet of the subject property, and recording information for such easements.
- q. Location of all proposed easements (legal descriptions and sketches of all proposed easements shall be provided by the applicant following a review of proposed utility locations by Public Services).
- r. Location and dimensions of all existing and proposed vehicular parking spaces, dimensions of all drive aisles, and the angle of parking spaces.
- s. Location of all bicycle parking areas and specifications of bicycle racks.
- t. Location, dimensions, and vertical clearance of all off-street loading spaces, if required by Section 6.1 of the LDRs.
- u. Location and dimensions of all vehicle stacking spaces, if required by Section 6.1 of the LDRs.
- v. Vehicular parking calculations, indicating the minimum and maximum number of required spaces and the number of parking spaces provided (regular and accessible spaces) in accordance with Section 6.1 of the LDRs.
- w. Bicycle parking calculations, if required by Section 6.1 of the LDRs.
- x. Striping and signage for all traffic control devices.
- y. Landscape Plan, indicating the location, size, and design of required and proposed landscaped areas. Landscape Plans shall identify the following with sufficient detail and calculations to demonstrate compliance with Section 6.2.2 of the LDRs:
 - i. Location, identification of the species, and size of all existing trees.
 - ii. Required perimeter buffer areas.
 - iii. Parking lot perimeter landscaping.
 - iv. Parking lot interior landscaping.
 - v. Building façade landscaping.
 - vi. Calculation of landscaped areas (see Policy 2.4.a of the Comprehensive Plan Future Land Use Element).
 - vii. Calculation of open space provided (see Section 6.7 of the LDRs).
 - viii. Calculation of tree credits, if applicable. Calculations shall be as set forth in Sections 6.2.1(D)(4) and 6.2.2(D)(6) of the LDRs and shall be shown on the plan in tabular format (if tree credits are utilized, the Landscape Plan must identify in the landscape calculations where credit is applied).
 - ix. Tree protection detail in accordance with Section 6.2.1(D)(2) of the LDRs.
 - x. If tree removal is proposed, a tree survey, showing:
 - (a) Each tree proposed for removal;
 - (b) Each tree proposed for retention;
 - (c) The size and species (both common and scientific names) of all trees proposed for removal/retention;
 - (d) Location, size, and species of all new trees proposed to meet mitigation requirements. Mitigation trees must be shown on the plans and a list of all mitigation trees and calculation of required mitigation must be provided on the plan in tabular format.

- z. Location of waste receptacles and detail of waste receptacle screening, demonstrating compliance with Section 6.2.3(B) and, if within the Gateway Overlay District, with Section 3.7.2(C)(5)(c)(ii).
 - aa. Photometric Plan, demonstrating compliance with the applicable provisions of Section 6.4 of the LDRs.
 - bb. Location and size of any lakes, ponds, canals, or other waters and waterways, and required setbacks dimensioned on the plans from such waterways.
 - cc. 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 **not** located within 500 feet of the right-of-way of US Highway 441: Architectural plans demonstrating compliance with the design standards for business uses as provided in Section 6.8.2 of the LDRs. Architectural plans shall include:
 - i. Calculation of glazing of:
 - (a) the front façade;
 - (b) any facade facing a street;
 - (c) any façade facing a publicly-accessible parking area which is a part of the development and consisting of 15 percent or more of the minimum off-street parking required by Section 6.1.4(B) of the LDRs; and,
 - (d) any façade facing vacant land classified as CSV, A, RSF-1, RSF-3, RSF-4, RSF-6, RMH-5, RMH-P, RMF-8 or RMF-15, or lands containing existing residential uses.
 - ii. Calculation of the area of all façades subject to glazing.
 - iii. Detail on the architectural plans depicting façade massing or a massing alternative as defined in Section 6.8.2(A)(2)(b).
 - iv. Identification of each material utilized in each façade and the percentage of the total area of the façade for each material used.
 - dd. For development consisting of a nonresidential use where a single retail services tenant is greater than or equal to 20,000 square feet in area: Architectural plans demonstrating 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. Architectural plans shall include:
 - i. Color plans depicting the color of all materials used in the façade.
 - ii. Identification of each material utilized in each façade and the percentage of the total area of the façade for each material used.
 - iii. Calculation of glazing of:
 - (a) the front façade;
 - (b) any facade facing a street;
 - (c) any façade facing a publicly-accessible parking area which is a part of the development and consisting of 15 percent or more of the minimum off-street parking required by Section 6.1.4(B) of the LDRs; and,
 - (d) any façade facing vacant land classified as CSV, A, RSF-1, RSF-3, RSF-4, RSF-6, RMH-5, RMH-P, RMF-8 or RMF-15, or lands containing existing residential uses.
 - iv. Calculation of the area of all façades subject to glazing.
 - v. If a glazing alternative as defined in Section 6.8.3(A)(2)(a)(iv) is used, calculation of area of alternative materials used or identification of other architectural features meeting the requirements of Section 6.8.3 of the LDRs.
 - vi. Detail on the architectural plans depicting façade massing or a massing alternative as defined in Section 6.8.2(A)(2)(b) of the LDRs.
 - ee. For development consisting multi-family residential uses and/or a mobile home park:
 - i. Gross acreage.
 - ii. Number of dwelling units proposed.
 - iii. Density.
 - iv. Location and percentage of total open space and recreation areas.
 - v. Floor area of each dwelling unit.
 - vi. Number of proposed parking spaces.
 - vii. Street layout, if applicable.
 - viii. Layout of mobile home stands (for mobile home parks only).
 - ix. City of Alachua Public School Student Generation Form.
2. Stormwater management plan - including the following:
 - a. Plans showing existing contours at one (1) foot intervals based on U.S. Coastal and Geodetic Datum.
 - b. Proposed finished floor elevation of all buildings.
 - c. Existing and proposed stormwater management facilities with size and grades.
 - d. Proposed orderly disposal of surface water runoff.
 - e. Drainage calculations.
 3. Fire Department Access and Water Supply Plan. All fire protection plans are subject to review and approval by the Alachua County Fire Marshal and City of Alachua Public Services Department. Fire Department Access and Water Supply Plan shall include:
 - a. Plans prepared by a professional engineer licensed in the State of Florida.

- b. Fire flow calculations for each newly constructed building. Calculations shall be performed in accordance with Chapter 18, Section 18.4 of the Florida Fire Prevention Code.
 - c. Documentation from the water purveyor stating the available flow to the subject property.
4. Concurrency Impact Analysis showing the impact on public facilities, including potable water, sanitary sewer, transportation, solid waste, recreation, stormwater, and public schools (if applicable) in accordance with Section 2.4.14 of the LDRs.
 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/corporate park/industrial projects: In addition to submitting specific written information regarding the development's compliance with the relevant Goals, Objectives, and Policies of the City of Alachua Comprehensive Plan, a response to the design and performance standards as provided in Policy 1.3.d (for commercial projects), Policy 1.4.f (for corporate park projects), or Policy 1.5.d (for industrial projects) of the Future Land Use Element:

The following criteria shall apply when evaluating commercial/corporate park/industrial 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/Corporate Park/Industrial uses shall be limited to an intensity of less than or equal to 0.50 floor area ratio for parcels 10 acres or greater, 0.50 floor area ratio for parcels less than 10 acres but 5 acres or greater, a 0.75 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.
 12. Complementary residential uses (corporate park only).
6. For Site Plans for Buildings Less than 80,000 Square Feet in Area: One (1) set of mailing 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 (current list may be obtained from the Planning & Community Development Department).
For Site Plans for Buildings Greater than or Equal to 80,000 Square Feet in Area: Two (2) sets of mailing 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 (current list may be obtained from the Planning & Community Development Department).
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 LDRs;
 - 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 a copy of the mailing labels or a list of those who received written notice; and,
 - 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: (1) on 8.5" x 11" paper; and (2) electronic file in Word format.
 9. Proof of ownership (i.e., copy of deed.)

10. Proof of payment of taxes.
11. Traffic Impact Analysis or Statement, as deemed applicable to the project by the City of Alachua in its sole discretion.
12. Environmental Assessment or Study, as deemed applicable to the project by the City of Alachua in its sole discretion.
13. Environmental Resource Permit (or Letter of Exemption) from the Suwannee River Water Management District (SRWMD) 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 (FDEP) pursuant to Section 403.814(12), Florida Statutes (or documentation which shows a permit application/exemption/self-certification has been submitted to SRWMD or FDEP).
14. If access is from a County Road, access management permit from Alachua County Public Works (or documentation which shows a permit application has been submitted).
15. If access is from a State Road, access management permit from Florida Department of Transportation (or documentation which shows a permit application has been submitted).
16. **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 costs associated with outside professional consulting services deemed necessary by the City in its sole discretion will be billed to the applicant at the rate of the consultant. The invoice for such services shall be paid in full prior to any public hearing(s) on the 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.

Under penalty of perjury, 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 and title of co-applicant

STATE OF FLORIDA
COUNTY OF ALACHUA

The foregoing instrument was acknowledged before me by means of _____ physical presence or _____ online notarization, this

day of _____, 20_____, by _____ who executed the same

and has _____ produced _____ as identification or _____ is personally known to me.

Signature of Notary

Print Name: _____

Notary Public, State of Florida

My Commission Expires: _____