



<p><b>FOR OFFICE USE ONLY</b></p> <p>Case #: _____</p> <p>Application Fee: \$ _____</p> <p>Filing Date: _____</p> <p>Completeness Date: _____</p> <p>Review Type: Admin</p>
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# Minor Site Plan Application

Reference City of Alachua Land Development Regulations (LDRs), Section 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: \_\_\_\_\_
8. Total Existing Building Square Footage: \_\_\_\_\_
9. Total Existing Impervious Area (not including existing building area): \_\_\_\_\_
10. Indicate all improvements proposed by this application and provide all information for those which are applicable:
  - Addition of Building Area (Enclosed)  
Total Enclosed Building Square Footage Proposed: \_\_\_\_\_
  - Addition of Building Area (Unenclosed)  
Total Unenclosed Building Square Footage Proposed: \_\_\_\_\_
  - Addition of Impervious Surface Area  
Total Impervious Surface Area Proposed (not including any proposed building area): \_\_\_\_\_
  - Reconfiguration of Existing Parking and Loading Areas
  - Change-outs of Exterior Light Fixtures
  - Addition of an Accessory Use or Structure which Affects the Layout and Configuration of the Site

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

Minor Site Plan shall include all of the following which are applicable to the project:

- 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.
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).
  6. Legal description: (1) on 8.5" x 11" paper; and (2) electronic file in Word format.
  7. Proof of ownership (i.e., copy of deed.)
  8. Proof of payment of taxes.
  9. 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).
  10. 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).
  11. 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).
  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 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: \_\_\_\_\_