



CITY OF ORMOND BEACH

v3.2013

Planning Department

22 South Beach Street, Ormond Beach, FL 32174

Tel: (386) 676-3207

www.ormondbeach.org

comdev@ormondbeach.org

PRELIMINARY PLAT CHECKLIST

PURPOSE

This form shall serve as a checklist for preliminary subdivision development plan and plat submittal and review by the Site Plan Review Committee (SPRC). The use of this plan review checklist by the applicant helps to ensure compliance with technical provisions of the City's Land Development Code pertaining to preliminary and final plan preparation.

REQUIRED USE

Submit 1 completed and signed original copy of this checklist to the Planning Department with all plan submittals. Except for surveys, information may be indicated on a sheet other than the required sheet, provided that the location is noted on the checklist. This form is also used by check-in personnel to verify that all required materials related to this application have been received. The use of this plan review checklist by the City or applicant does not constitute a waiver of any requirement contained in the City's Land Development Code. Refer to the City's Land Development Code for a complete listing of requirements.

FORMS AND DOCUMENTS

Applicant SPRC

- Site Plan Review Committee (SPRC) Application Form and payment.
- Conditional Use, Special Exception or Planned Development Application Form, and payment, if applicable.
- Proof of Ownership (Warranty Deed, Tax Bill, Property Assessor printout or Contract Purchase Agreement).
- Affidavit Authorizing Representation.
- Statement of Intent. Provide a paragraph statement describing in detail the nature and intended use of the development.
- Copy of SPRC Previous Comments and response, if applicable.
- Drainage Calculation Form. All documents provided to the St. Johns River Water Management District shall be provided concurrently to the City.
- Tree Mitigation Form.

GENERAL INFORMATION

- Plan Size - Must be 24" x 36" inches. 1 set is required to be 11" x 17" inches.
- Project Name - Must be shown on each sheet and must be consistent with the application. Name changes shall indicate the current name followed by "formerly known as (previous name)".
- North Arrow - Must appear on every sheet showing a portion of the site.
- Scale - Must not be smaller than 1"=50'. Include graphic scale.
- Date - The date of the plans along with any subsequent revisions must be denoted.
- Sheet Number - Each sheet must show the particular number of that sheet and the total number of sheets included, as well as clearly labeled match lines to show where other sheets match or adjoin.
- Professional Seal - Must be indicated on all sheets. All drawings, specifications, plans, reports and documents prepared or issued shall be signed, dated and stamped with a seal.

SHEET 1 - COVER

- Project Name.
- Project Address.
- Vicinity Map - Must be at a scale of not less than 1" = 2,000'.
- General Soils Map - Soil types and boundaries from the Soil Conservation Service (SCS) maps for Volusia County.

SHEET 1 - COVER (continued)

Applicant SPRC

- Legal Description and Tax Parcel I. D. Number - Must include Section, Township and Range.
- General Notes.
- Project Manager Information - The owner/developer's assigned point of contact for all correspondence and project coordination. Include name, address, telephone number, and fax number.
- Project Engineer Information - Must be a Professional Engineer (P. E.) registered in the State of Florida. Include name, address, telephone number and fax number.
- Other Professionals - Name, address, telephone number and fax number. Signatures and seals shall be required where appropriate.

SHEET 2 - CURRENT SURVEY

- Sheet Key - Provide table which indicates sheet numbers and sheet titles.
- The survey must be signed, dated, sealed and Certified to the City.
- Legal description(s), parcel identification number(s) and zoning classification(s).
- Tract boundaries and total acreage in tract.
- City limit lines, property lines.
- Names and locations of adjoining developments and streets, names of abutting property owners and zoning classifications of abutting properties.
- Right-of-ways, easements, streets and railroads.
- Bridges, buildings, bulkheads and bulkhead lines, and fuel storage tanks.
- Utility transmission lines, including but not limited to water, sanitary sewer and storm sewers.
- Existing Stormwater Management Systems. Location and horizontal limits of all existing drainage structures, culverts, ponds, ditches, swales and pipes within property and adjacent rights-of-way and easements.
- Fire hydrants - Location of nearest fire hydrant.
- Lighting - Indicate location of existing poles and fixtures.
- Existing buildings, structures, signage and pavement - Indicate location of all existing structures, signage and pavement, include striping and signage of existing parking, loading and circulation areas.
- Existing topography of the site (extending to adjoining properties at least 1 contour) at not more than 1-foot vertical contour interval based on mean sea level data furnished by a professional engineer or surveyor.
- Wooded areas; wetland areas by type including acreage; 100-Year floodplain areas including acreage; watercourses, ponds and others.
- Archaeological features.

SHEET 3 - TREE SURVEY

- Location, size, and type of all protected, historic and specimen trees.
- Size and Types - Locate all Hardwoods and Palms 6-inch caliper and greater, all Pine trees 10- inch caliper and greater as measured 4.5 feet above grade; specify tree variety and size.

SHEET 4 - DEVELOPMENT PLAN

- Topographic map with 1-foot contour intervals.
- Preliminary grading plan showing existing and reformed contours.
- Preliminary drainage and surface water management plan.
- Proposed sanitary sewer lines; type, general location, elevation, size and connection to existing City system.
- Proposed potable water distribution system: line size, general location and connection to existing City system.
- Proposed reclaimed and/or fire protection water lines if other than potable system; size, general location and location of hydrants.
- Common areas, including but not limited to, common open space, trails, sidewalks and areas for identification signs.

SHEET 4 - DEVELOPMENT PLAN (continued)

Applicant SPRC

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed lot lines, dimensions and lot and block numbers. |
| <input type="checkbox"/> | <input type="checkbox"/> | Street layout, including street names. |
| <input type="checkbox"/> | <input type="checkbox"/> | Tree survey for the proposed rights-of-way, including identification of all specimen trees for a distance of 30 feet beyond the edge of right-of-way. At the applicant's option, the tree survey can be submitted on a separate, transoverlay sheet at the same scale as the development plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, dimensions, and materials of sidewalks, bike paths and trails. |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary landscape plan for common areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Street Tree Plan. |

MASTER ROADS AND UTILITY LAYOUT

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Road layout. |
| <input type="checkbox"/> | <input type="checkbox"/> | Street names. |
| <input type="checkbox"/> | <input type="checkbox"/> | Phasing plan, if any. |
| <input type="checkbox"/> | <input type="checkbox"/> | Lot numbers. |
| <input type="checkbox"/> | <input type="checkbox"/> | Water, sewer, and reuse lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire hydrants. |
| <input type="checkbox"/> | <input type="checkbox"/> | Lift stations. |
| <input type="checkbox"/> | <input type="checkbox"/> | Common areas and/or recreation facilities. |
| <input type="checkbox"/> | <input type="checkbox"/> | North arrow and scale. |
| <input type="checkbox"/> | <input type="checkbox"/> | The Master Road and Utilities Layout Plan is to be updated and resubmitted in conjunction with the submittal of each application for phased development. |

PLAT DOCUMENT

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Plat Size - Must be 24" x 36" inches. |
| <input type="checkbox"/> | <input type="checkbox"/> | Margins - Each sheet must have a marginal line completely around the sheet placed to leave a 3-inch binding margin on the left and an 1-inch margin on the other 3 sides. |
| <input type="checkbox"/> | <input type="checkbox"/> | Font size of information depicted must be a minimum of 1/10 of an inch for recording. Where possible, 1/8 of an inch text height is preferred. |
| <input type="checkbox"/> | <input type="checkbox"/> | Title - The "primary name" of the plat must be different from any other recorded plat in the City or County except when the subdivision is further divided as an additional unit or section (F.S. 177.051). The "primary name" must be shown on each sheet included (F.S. 177.091-5). The "primary name" cannot begin with words such as "replat", "the" or "a." If the primary name does not include the word "replat" it may be of a different size and type (F.S. 177.051-1). If replatting all or any portion of a previously recorded plat, it shall be stated as a subtitle under the name of the plat on each sheet included. The subtitle must state the name of the subdivision being replatted and the appropriate recording reference (F.S.177.091-17). |
| <input type="checkbox"/> | <input type="checkbox"/> | Section, Township, Range - Must be shown immediately under the name of the plat on each sheet included (F.S. 177.091-10). |
| <input type="checkbox"/> | <input type="checkbox"/> | Name of City, County, and State - Must be shown immediately under the name of the plat on each sheet included (F.S. 177.091-10). |
| <input type="checkbox"/> | <input type="checkbox"/> | Sheet Number - Each sheet must show the particular number of that sheet and the total number of sheets included, as well as clearly labeled matchlines to show where other sheets match or adjoin (F.S. 177.091-3). |
| <input type="checkbox"/> | <input type="checkbox"/> | Professional Surveyor and Mapper or Legal Entity Information - The name of the professional surveyor and mapper or legal entity, along with the street and mailing address, must be shown on each sheet included (F.S. 177.091-5). |
| <input type="checkbox"/> | <input type="checkbox"/> | Index or Key Map - Must be depicted when more than one sheet is required to accurately portray the lands subdivided (F.S. 177.091-3). |
| <input type="checkbox"/> | <input type="checkbox"/> | North Arrow - Must appear on every sheet showing any portion of the lands subdivided (F.S. 177.091-6). |
| <input type="checkbox"/> | <input type="checkbox"/> | Scale - Must be both stated and graphically illustrated on every sheet showing any portion of the lands subdivided (F.S. 177-091-4). Scale must not exceed more than 1"=150'. |

PLAT DOCUMENT (continued)

Applicant SPRC

- Description - Must be so complete that without reference to the plat, the starting point and boundary can be determined and must agree with plat (F.S. 177.091-11). Must be the same in the title certification (FS 177.091-11).
- Blocks Lettered or Numbered - Consecutive order (F.S. 177.091-18).
- P.O.B. - Must be shown if the description is a metes and bounds. All information called for, such as the point of commencement, course bearings and distances shall also be indicated (F.S. 177.091-14).
- Bearing or Azimuth Reference - Shall be clearly stated on the face of the plat in the notes or legend and must be referenced to some well-established and monumented line (F.S. 177.091-6).
- Adjoining Property - Must be identified by subdivision title, plat book and page, or if unplatted, land shall be so designated (F.S. 177.091-17).
- P.R.M.'S - Must be shown at P.O.B. and at each corner or change in direction on the boundary of the plat and may not be more than 1400 feet apart (F.S. 177.091-7).
- P.C.P.'S - Must be shown on the centerline of the right-of-way at the intersection and terminus of all streets, at each change of direction and no more than 1,000 feet apart. (F.S. 177-091-8)
- Angles/Bearings - All necessary must be shown (F.S. 177.091-21).
- Dimensions - Sufficient survey data must be shown to positively describe the bounds of every lot, block, street, easement and all other areas shown on the plat. A witness line showing complete data shall be provided for subdivisions bounded by an irregular line (e.g., water bodies, etc.) (F.S. 177.091-19).
- Line Table - When it is not possible to show line information on the map, a tabular form may be used. The tabular data must appear on the sheet to which it applies (F.S. 177.091-26).
- Curve Date - Curvilinear lot lines must show the radii, arc distances and central angles. (F.S. 177.091-20) When it is not possible to show curve detail information on the map, tabular data must appear on the sheet to which it applies (F.S. 177.091-26).
- Radial lines will be so designated. Direction of non-radial lines must be indicated (F.S. 177.091-20).
- Cul-de-Sac Diameters - All Cul-de-sac diameters must be shown (F.S. 177-091-15).
- Easements - Location and width of proposed easements and existing easements, identified in the title opinion or certification must be shown on the plat along with their intended use. Where easements are not coincident with property lines, they must be labeled with bearing and distances and tied to the principal lot, tract, or right-of-way (F.S. 177.091-16).
- Easement Note - Where public easements are proposed, the following easement note shall be included on the plat (F.S. 177.091-28).

“All platted easements, exclusive of private easements granted to or obtained by a particular electric, telephone, gas or other public utility, shall also be easements for the construction installation, maintenance and operation of cable television services; however, no such construction, installation, maintenance and operation of cable television services shall interfere with the facilities and services of an electric, telephone, gas or other public utility.”
- Streets and Right-of-Way - Location, widths, and names of all street, waterways or other rights-of-way must be shown (F.S.177.091-15). Must be different from any other in the City if not an extension.
- Street Centerline - The centerline of all streets must be shown. Non-curved lines shall be shown with distances together with angles, bearings or azimuths. Curved lines shall be shown with arc distances, central angles and radii, together with chord and cord bearing or azimuths (F.S. 177.091-22).
- Parks - Parks and recreation parcels must be designated as such.
- Floodplain - In addition, each lot located in the 100-Year floodplain shall be identified on the plat and on the deed.
- Plat Dedication and Signature Blocks (See Sections 23 - 29 for Standards).
- Excepted Parcels - All interior excepted parcels, included in the description of the lands being subdivided, must be clearly indicated and labeled "Not a part of this plat" (F.S.177.091-24).

REPORTS

Applicant SPRC

- Traffic Impact Analysis
- Soils Report
- Wetland Management Plan
- Sea Turtle Protection Plan
- Environmental Assessment Report
- Hazardous Substance Plan
- Other (specify)

PERMITS

- SJRWMD Environmental Protection Permit (ERP)
- DEH/DEP Water Distribution System Construction Permit
- DEP Sanitary Sewer Distribution System Construction Permit
- County Permit
- Wetlands Protection Permit (City)
- DEP Coastal Construction Setback Permit
- Other (specify)

LEGAL DOCUMENTS

- Unity of Title
- Utility Easement
- Conservation Easement
- HOA Documents
- Title Opinion
- Other (specify)

CERTIFICATION

I hereby certify that I am aware of the application submittal requirements and review process for this application. I hereby authorize City of Ormond Beach Staff to place legal notice on my property and to take pictures pertaining to my request. I am aware of the required pre-application meeting and am aware that if all the submittal requirements are not provided, my application will be continued to the next weekly scheduled Committee meeting.

Signature: _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of ____, 20__, by _____,
as _____ (title*) for _____ (name of corporation*),
who () provided _____ as identification, or () who is personally known to me.

Notary Public, State of Florida
My Commission Expires:

* If you are executing this document on behalf of a corporation please complete the spaces with your title and the name of your company as indicated.