

**City of Cape Canaveral
Building Department**

PROCEDURES FOR SITE PLAN SUBMITTAL

Scheduling Pre-Application Meeting:

This meeting is not a requirement. It allows the applicant to meet with city staff to discuss code requirements and any questions you may have prior to formal submittal.

1. Applicant should schedule a preapplication meeting to meet with city staff, city engineer and fire department. This meeting will be scheduled by the Building department Admin. Assistant. Allow at least (1) week for scheduling.
2. Applicant should provide at least (5) copies of preliminary concept plan at time of scheduling pre-application meeting.

ACCEPTANCE CRITERIA FOR SITE PLAN SUBMITTAL:

1. Applicant shall complete the "Application for Site Plan Review".
2. Applicant shall complete the "Site Plan Checklist".
3. Applicant shall submit (7) signed and sealed copies of the site plan, with (2) copies of all appropriate calculations/state permit applications.
4. Incomplete application and/or submittal will not be accepted and will be returned to applicant.
5. The required engineering deposit and application fee will be paid at time of submittal.
6. The site plan must be submitted at a minimum of (30) days prior to a regularly scheduled Planning & Zoning Board meeting.
7. Building dept. Admin. Assistant will forward site plan to appropriate staff for review. Staff comments should be received by staff within (14) days from date of submittal.
8. Staff comments will be forwarded to the project engineer for response.
9. Scheduling of required meetings will not be initiated until all written city comments have been addressed satisfactorily, (9) copies of revised site plan have been submitted a minimum of (7) full working days prior to the requested meeting and all fees have been paid.

SITE PLAN PAYMENT RECEIPT

Project Name: _____

RESIDENTIAL:

_____ 1, 2 & 3 Residential UnitsTOTAL: \$37.50

_____ (4) or more Residential Units \$50.00 (1st (4) Units), plus \$7.50 per unit thereafter.

___ Units at \$50 & _____ Units at \$7.50 = TOTAL:.....\$_____

COMMERCIAL:

\$150 per acre of land, or portion thereof.

_____ Acres X \$150 TOTAL:.....\$_____

SITE PLAN EXTENSION:.....TOTAL:.....\$150.00

SITE PLAN RESUBMISSION: 50% of original fee.....TOTAL:.....\$_____

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DEPOSIT TOWARDS REVIEW FEES:

RESIDENTIAL: 1 - 4 Units \$700.00
Over 4 Units..... \$1,500.00

COMMERCIAL: Up to 4 Acres.....\$1,500.00
Over 4 up to 8 Acres.....\$2,000.00
Over 8 Acres.....\$3,000.00

Total Acres: _____

Office Use Only: Escrow Account # 1-202.2400

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TOTAL REVIEW DEPOSIT RECEIVED: \$_____

TOTAL SITE PLAN SUBMITTAL FEE RECEIVED: \$_____

PAID RECEIPT NO. _____ DATE RECVD _____

APPLICATION FOR SITE PLAN REVIEW

FEE: _____ **DATE:** _____

PROJECT NAME: _____

LEGAL DESCRIPTION: _____

OWNER(S) NAME: _____

OWNER(S) ADDRESS: _____

PHONE NUMBER: _____

NAME OF ARCHITECT/ENGINEER: _____

PHONE NUMBER: _____

APPLICANT'S SIGNATURE: _____

OWNER OR AGENT

PHONE NUMBER: _____

SITE PLAN APPROVAL INFORMATION

SITE PLAN APPROVAL PROCEDURE:

Step 1. Site Plan Submittal and Review Required:

Yes No

___ ___ New commercial building or structure?

___ ___ New residential structures with three or more dwelling units?

___ ___ Commercial additions exceeding 850 square feet?

If yes has been checked on any of the above, a site plan submittal and review is required.

Step 2. Submit five (5) copies of the site plan signed and sealed by a Professional Engineer, licensed in the State of Florida along with a filing fee to the Building Department 30 days prior to the Planning and Zoning Board meeting. (The Board meets the 2nd and 4th Wednesday of every month.)

The Building Department shall distribute the site plans to the following departments and return comments to the applicant within 10 days of its submittal.

1. City Engineer
2. Building Department
3. Fire Official
4. Florida Department of Environmental Protection
(if appropriate)

Step 3. The applicant shall return nine (9) copies of the revised site plan along with written responses to all comments at least seven (7) days prior to a Planning and Zoning meeting.

Step 4. Compliance with Stormwater Concurrency Management.

Step 5. The Building Department will return one (1) copy of the site plan to the applicant marked with the Board's approval subject to contingencies (if applicable.)

SITE PLAN CHECKLIST

SITE PLAN INFORMATION: (General)

Yes	No	N.A.	
—	—	—	Size, height, number of units and location of proposed and existing structures.
—	—	—	Dimensions
—	—	—	Total gross area and percentage devoted to structures, parking and landscaping.
—	—	—	Number of units
—	—	—	Number of parking spaces and loading zones
—	—	—	Traffic flow diagram
—	—	—	Density (units per acre)

Location and dimension for the following areas:

—	—	—	Park(s)
—	—	—	Canal(s)
—	—	—	Waterway(s)
—	—	—	Boat slip(s)
—	—	—	Parking
—	—	—	Swimming pool(s)
—	—	—	Driveway(s)
—	—	—	Recreation

SITE PLAN CHECKLIST (CONTINUED)

PAGE 2

Yes No N.A.

- | | | | |
|-----|-----|-----|---|
| ___ | ___ | ___ | Trash |
| ___ | ___ | ___ | Sidewalks |
| ___ | ___ | ___ | Dune crossovers |
| ___ | ___ | ___ | Other (specify) _____ |
| ___ | ___ | ___ | Type of enclosure for communal trash container(s) |
| ___ | ___ | ___ | Fire alarm and standpipe data |
| ___ | ___ | ___ | Vicinity map |
| ___ | ___ | ___ | Location of planned landscaping |

Finished grades for the following:

- | | | | |
|-----|-----|-----|---------------------------|
| ___ | ___ | ___ | Entire parcel |
| ___ | ___ | ___ | Finished floors |
| ___ | ___ | ___ | Streets |
| ___ | ___ | ___ | Parking lots |
| ___ | ___ | ___ | Sidewalks |
| ___ | ___ | ___ | 10" of adjoining property |

Details, sections and specifications

- | | | | |
|-----|-----|-----|-----------------|
| ___ | ___ | ___ | Street lights |
| ___ | ___ | ___ | Water and sewer |

SITE PLAN CHECKLIST (CONTINUED)
PAGE 3

Yes No N.A.

- | | | | |
|---|---|---|-----------------------------|
| — | — | — | Paving and drainage |
| — | — | — | Curbs |
| — | — | — | Storm drains |
| — | — | — | Sidewalks |
| — | — | — | Engineer's seal on drawings |

Square footage of building areas

- | | | | |
|---|---|---|-----------------------|
| — | — | — | Living |
| — | — | — | Parking |
| — | — | — | Other (specify) _____ |
| — | — | — | Total under roof |

Required notes:

- | | | | |
|---|---|---|--|
| — | — | — | Sidewalk and sanitary sewers to be constructed to City of Cape Canaveral standards |
| — | — | — | Water lines to conform to City of Cocoa standards |
| — | — | — | Fire alarm system to be installed and connect to City of Cape Canaveral Fire Department standards. |

TOPOGRAPHIC SURVEY

- | | | | |
|---|---|---|--------------------------|
| — | — | — | USC and G.S. datum plane |
| — | — | — | Existing street lights |

BUILDING DEPARTMENT SITE PLAN SUBMITTAL CHECKLIST
(for office use only, reference section 110-221 through 110-224)

1. Project Name and Location: _____

2. Planning & Zoning Board Meeting Date: _____
3. Zoning Classification: _____
4. Application date: _____
5. Amount of fees paid (including engineering deposit): \$ _____
6. Proper submittal: Yes _____ No _____ (please specify) _____
7. Number of sets received: _____
8. Maintenance Agreement submitted: Yes _____ No _____ N.A. _____
9. Date two (2) sets of site plans with calculations mailed to City Engineer: _____
10. Date comments received from City Engineer: _____
11. Date called developer to pickup comments received from City Engineer: _____
12. Date Revised Site Plan was received from developer: _____
13. Number of Revised Site Plans received from developer: _____
14. Date Revised Site Plan was mailed to City Engineer: _____
15. Date Certificate of Approval received from City Engineer: _____

APPROVALS (Must be processed during first review):

1. Date site plan was picked up by (CCVFD) for review: _____
2. Date comments received from CCVFD (if any): _____
3. Date site plan reviewed by Building Department: _____