

VII. Site Plan Review Regulations

A. PURPOSE AND INTENT

The public health, safety and welfare require the harmonious, orderly and progressive development of land within the City of Apalachicola. The development of the land is a vital step in the process of community development. Once land has been developed, the correction of defects is costly and difficult. Substantial public responsibility is created by each new development, involving the maintenance of streets and storm water management systems and the provision of additional public services. As the general health, safety and welfare of the community are thereby affected by the development of land, it is in the direct interest of the public that site development be conveyed, designed and developed in accordance with sound land and water management principles.

The purpose and intent of this Section is to assure that new development within Apalachicola will not adversely affect the public's natural or financial resources, especially Apalachicola Bay or its tributaries. This section thereby establishes procedures and standards for the preparation, review and approval of plans to construct or reconstruct any structure.

B. APPLICABILITY

The procedures contained in this section shall be used for the approval of the site plan for any development other than the construction of one single family residence on an individual lot; however, if located within the Special Waterfront District site plan approval for a single family residence shall be required. The development of multi-family dwellings, commercial structures, industrial structures, parking lots and all special exceptions must be approved through the site plan review process. Also included are projects which involve the alteration or conversion of any existing structure into a multi-family, commercial, or industrial structure which involves a change where there is the need for upgrading of the site for parking requirements, fire flow, storm water management, etc.

C. PROCEDURES FOR SITE PLAN APPROVAL

1. Pre-Application Conference. It is recommended that the applicant meet with the City Planner and Building Official to discuss the proposed development prior to submitting a formal application. The purpose of this conference is to familiarize the applicant with minimum design guidelines and to minimize any potential adverse impacts of the proposed development on the City's natural or financial resources.
2. Application Procedure.
 - a. An approved site plan is required prior to the issuance of a building permit. It shall be considered unlawful for any person to construct, erect or alter a building or structure or to develop, change or improve land for which a site plan is required except in accordance with and approved site plan. Violations shall be enforced pursuant to Section III of the Apalachicola Land Development Code.
 - b. The site plan shall be prepared in accordance with requirements contained in this section and shall be submitted to the City Planner no later than ten (10) days prior to the next Planning and Zoning Commission meeting for the plan to appear on the agenda.
 - c. The applicant shall submit four copies of all submittals.
3. Review Procedure
 - a. The City Planner and Building Official shall review the site plan to determine whether all required information is included in the application. If any required information is missing, the City Planner shall inform the applicant of any information required to complete the application.
 - b. All site plans shall be reviewed by the Planning and Zoning Commission. Based upon the information contained in the site plan application, the Planning and Zoning Commission shall approve, approve subject to stated conditions or deny the site plan. Any person aggrieved by the division of the Planning and Zoning Commission may, in accordance with Section III, file a written appeal with the Board of Adjustment.
 - c. Upon site plan approval and issuance of a building permit, the development shall be built in accordance with the approved site plan and site plan regulations.

D. FEES

Application fees for site plan review, as adopted from time to time by the City Commission, must be paid by the applicant at the time of application.

E. TIME LIMIT ON APPROVAL

Following approval of the site plan, the applicant shall have one (1) year, unless otherwise specified in the appropriate zoning district regulations, to commence construction on the site. Any site where substantial construction has not begun within one (1) year shall cause the site plan to be reevaluated by the appropriate bodies and any newly adopted standards will be considered.

F. SITE PLAN REQUIREMENTS

1. Site plans or any portion thereof involving engineering shall be certified and prepared by and/o under the direct supervision of a professional engineer, qualified by training and experience into the specific technical field involved and registered or licensed to practice that profession.
2. Site plans shall contain maps and documents indicating:
 - a. General Information
 1. Name of Project
 2. Statement of intended use of site
 3. Legal description of the property, size of parcel in acres or square feet and the linear dimensions of the property.
 4. Name, address, and telephone number of the owner or owners of record.
 5. Name, address, and telephone number of the applicant and firm which he represents.
 6. Name, address, signature and registration of the professionals preparing the plan.
 7. Date, north arrow and scale, number of sheets; the scale (not smaller than one (1) inch to fifty (50) feet shall be designated and, where appropriate, the same scale should be used in drawing the site plan rather than varying the scale.
 8. Vicinity map, showing relationship of proposed development to the surrounding streets, wetlands and water bodies shall be at a scale of not less than one inch equals two thousand feet (1: + 2,000' _).
 9. Location and identification of soil characteristics including wettest season high water table elevation, vegetative cover, wetlands, water bodies and the 100 year floodplain, including elevation, on the site.
 10. Existing topography at two (2) foot contour intervals for the propose site, except where determined to be unnecessary by the City Planner.
 11. Finish grading elevation.
 12. All existing and proposed building restriction lines (i.e., highway setback lines, easements, covenants, rights-of-way, the building setback lines, if different than those specified by the Zoning Regulation.) In addition, state any commitments, such as, contributions to offset public facilities impacts.
 - b. Building and Structures
 1. Intended use.
 2. Number of stories.
 3. Height of building
 4. Number of dwelling units and density for multifamily site plans
 5. Projected number of employees.
 6. If restaurant, show number of seats and occupancy load.
 7. Square footage for proposed development – gross square footage, non-storage area, square footage of each story, gross square footage of sales area, etc.
 - c. Streets, Sidewalks, Driveways, Parking Areas and Loading Spaces.

1. If available, engineering plans and specifications for street, sidewalks, and driveways, this information will be required prior to the issuance of a building permit.
 2. All parking spaces designated.
 3. Number of parking spaces.
 4. Number and location of handicapped spaces.
 5. Number and designated of loading spaces.
 6. Number of square feet of paved parking and driveway area
 7. Surface materials of driveways
 8. Cross section of proposed street improvements
 9. Fire lanes
 10. Location of proposed driveways and median cut (s).
 11. Internal traffic circulation plan, including directional arrows and signs to direct traffic flow.
 12. Location of traffic-control signs and signalization devices.
 13. Designate location of sidewalks.
 14. Coordinate walkways, driveways, etc., with facilities in adjacent developments.
 15. All proposed streets and alleys
 16. The extension or construction of service roads and access thereto on-site must be shown where applicable.
- d. Existing Improvements (On-site, adjacent to site, and across or opposite any public right-of-way.)
1. Driveways and median cuts.
 2. Sidewalks, streets, alleys, and easements (note widths and type).
 3. Storm water management systems to include natural and structural (size and materials, invert elevation).
 4. Size and location of nearest water mains, valves, and fire hydrants.
 5. Sanitary sewer systems (size, invert elevations, etc., to be included.)
 6. Gas, power and telephone lines, where available.
- e. Proposed Water and Sewer Facilities
1. Water. Size, material, and location of water mains, plus valves and fire hydrants. Engineering plans and specifications will be required prior to the issuance of a building permit.
 2. Sanitary Sewer Systems. Size, material, and location of lines. Engineering plans and specifications, with submittal of a profile where required, will be required prior to the issuance of a building permit.
- f. Solid Waste. Location (s) and access provisions for refuse service, including pad screening, fencing, and landscaping.
- g. Dredge and Fill. If any dredging or filling is intended in the development, a copy of the dredge and fill permit issued by the Florida Department of Environmental Regulations shall be required prior to the issuance of a building permit.
- h. Storm water Management. A copy of the Storm water Permit pursuant to Chapter 17-25 F.A.C. issued by the Florida Department of Environmental Regulation shall be required prior to the issuance of a building permit. For those developments exempt from a storm water permit pursuant to 17.25 F.A.C, a storm water management system shall be required of all development within the Special Waterfront District.
- i. General Conditions Which May Be Attached.
- In reviewing the proposed site plan, the City Planner, Building Official, Planning and Zoning Commission, and/or Board of Adjustment may condition approval on specified changes into proposal. Where conditions are attached, the applicant to conform to such conditions will withhold except approval upon written agreement. In particular, where the site plan indicates potential adverse effects on neighboring property, rearrangement of the plan, increased yard width, hedges or walls may be required.

