

City of Gainesville, Florida
CONCEPT REVIEW SUBMITTAL REQUIREMENTS
FOR INTERMEDIATE, MAJOR AND PLANNED DEVELOPMENTS

Concept review is provided in order for the applicant to receive public input and staff comments on a proposed development prior to the preparation of detailed plans and data. Any plan submitted for concept review must be in accordance with the land use designation and the zoning designation applicable to the subject

property. All intermediate and major developments are encouraged to submit a plan for concept review. This review is recommended to developers for proposals that may be controversial. Requirements for concept review may be found in the Land Development Code, Sec. 30-160(b).

Application

Applications for concept review shall be available from the Department of Community Development. A completed application shall be signed and notarized by all owners of the subject property. Signatures by other than the owner(s) will be accepted only with notarized proof of authorization from the owners of record. In a case of corporate ownership, the authorized signature shall be accompanied by a notation of the signer's office in the corporation.

Incomplete applications will not be processed. The city manager or designee may rule that certain required items not be included with a particular submittal. This decision must be based on a determination that the level of review can proceed without the specified information, or that the information can be provided during the next level of review.

Concept plan

When an application for concept review is submitted, each concept plan shall include the following unless the city manager or designee determines that the requirements are not applicable:

- a. General description of the project including property boundaries, illustrating the general location of all proposed use(s). Residential projects should include the total number of units proposed.
- b. Proposed access to the property (street network) or number of access points requested.
- c. A scaled drawing of the site showing major geographical features: creeks, ditches, wetlands, lakes, and other prominent topographic features (USGS or regional planning council maps and tax maps may be used).
- d. General location of major tree stands and other large trees; may be outlined on aerial tax maps.
- e. General location, size and number of stories of proposed building(s) and above-ground utilities.
- f. General parking lot layout with approximate number of spaces, basic traffic flow and proposed circulation patterns including proposed pedestrian, bikeway, greenway and public transportation facilities.
- g. A statement indicating whether access will be required to a state or county road.
- h. A statement identifying the existence and general location and elevation of any flood zones.
- i. A statement indicating whether the project will be affected by the surface water, gateway, nature park, greenway, uplands or wellfield protection districts.
- j. A general description of how drainage will be handled, including a soils statement (soil conservation survey is acceptable) and the general area of the site to be used for stormwater management facilities.

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- k. Any special occupancies to be included on the site, which may include but are not limited to underground storage tanks, a fireworks manufacturing site, a paint and body shop, or any other occupancy that includes a fire safety concern.
- l. Note whether there is existing water or water service facilities on or near the site.
- m. Existing wastewater services.
- n. Type of building construction (Standard Building Code Chapter 6).
- o. The occupancy classification of the building (Standard Building Code, Chapter 3).
- p. Peak hour, peak direction trip generation of proposed development based on the latest edition of the Institute of Transportation Engineers, Trip Generation, An Information Report, or a method approved by the city's traffic engineer. The trip generation report shall be signed by a professional engineer registered in the State of Florida, when there is a difference between the traffic report provided by the petitioner and the concurrency test.