

**City of Gainesville, Florida**  
***SUBMITTAL REQUIREMENTS FOR***  
***MINOR, INTERMEDIATE AND MAJOR DEVELOPMENTS***

Requirements for development plan review of minor, intermediate or major developments are available from the Code of Ordinances, Chapter 30, Land Development Code, Sec. 30-160. It is strongly recommended that these requirements are reviewed at your pre-application conference (First Step Meeting). If some of the requirements seem inapplicable to the project, please discuss them with staff at the pre-application conference.

If the proposal is for a phased development, a master plan for the entire site must be submitted. The requirements will apply to the first phase of development.

All plans shall be drawn to a scale of one inch equals 20 feet, unless a planner determines that a different scale is sufficient or necessary for proper review.

***Application***

Applications for development 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.

***Minor, intermediate and major plan***

All plans for minor, intermediate or major review shall conform to the following standards, however, the city manager or designee may request additional information essential to providing a professional and complete response to the petition:

- (1) Each application shall include multiple copies of the plan as necessary to facilitate the review process.
- (2) Each sheet shall contain a title block with the name of the development, both stated and graphic scale, a north arrow, and date of preparation. If multiple sheets are used, the sheet number and total number of sheets must be clearly indicated on each.
- (3) The first sheet of each plan shall include:

- a. The general location, both stated and graphic. The location graphic shall be drawn to scale showing the position of the proposed development in the section(s), township and range, together with the principal roads, city limits and/or other pertinent orientation information.
- b. A complete written legal description of the property and the tax parcel number(s).
- c. The name, address and telephone number of the owner(s) of the property. Where a corporation or company is the owner of the property, the name and address of the president and secretary of the entity shall be shown.

- d. Name, business address and telephone number of those individuals responsible for the preparation of the drawing(s).
  - e. The area of the property stated in square feet and acres.
  - f. Approximate location and types of development immediately adjacent to the proposed project.
- (4) The existing conditions map shall show the boundaries of the property with a metes and bounds description reference to section, township and range, tied to a section or quarter-section or subdivision name and lot number(s) signed and sealed by a professional land surveyor licensed by the State of Florida. All existing easements, emergency accessways, other cross-access easement agreements, and rights-of-way, and common areas shall be shown. All existing structures, pavement and signage shall be shown.
- (5) Unless a format is specifically called for below, the information required may be presented as text, graphically or on a map, plan, aerial photograph or by other means, whichever most clearly conveys the required information. It is the responsibility of the petitioner to submit the information in a form that allows ready determination of whether the requirements of this chapter, the comprehensive plan, or other federal, state or regional laws and regulations have been met. 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 results from the community development department.

### ***Preliminary development plan***

Each preliminary development plan shall include the following:

- (1) Use and description of proposed project.
- (2) A quality scaled drawing of the site showing the following:
  - a. Location and dimensions of all existing and proposed structures indicating all access points, gross floor area per floor per building, building height and number of stories, statement of number of units, and bedrooms. Provide distance from building to property lines and from building to building on the same site, on site plan.
  - b. All existing and proposed vehicular and pedestrian accessways with dimensions.
  - c. Areas designated for off-street parking showing the number of existing, required and proposed parking spaces based upon parking standards.
  - d. Required bicycle parking, number and placement of racks.
  - e. Designated loading and service areas.
  - f. A typical detail of a parking space with the number of spaces indicated in specific areas.
  - g. Location of all proposed structures to be located within the vehicular use area, including signs, dumpsters, trash compactors, etc.
  - h. Total area of site with percentages allocated to buildings, paving, impervious area and open space.
  - i. Dimensions of all features on the site must be indicated, including but not limited to setbacks, building separation, driveway and street widths, etc.
  - j. Designate all common areas.
  - k. Any proposed or required screening or buffering mechanism, including walls, hedges and/or fences.
  - l. Building elevations showing all features necessary to determine compliance with the Land Development Code. Other elevations and special design features may also be required. Submission of preliminary floor plans is strongly encouraged to facilitate review of the project.

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- m. A generalized landscaping plan showing existing trees, trees proposed to be saved and removed, and other significant vegetation on the site.
- (3) A scaled topographic map of the site showing major geographical features: creeks, ditches, wetlands, springs, lakes, and other natural and man-made prominent features.
- (4) Tree survey showing the location, diameter, genus and species of all trees larger than eight inches except sweetgums, slash and loblolly pines, which must be surveyed when larger than 12 inches. Measurements must be made at 4½ feet from base of trunk. An alternative to this survey of every regulated tree is a report, executed by a Certified Arborist with current credentials from the International Society of Arboriculture. The report must show the surveyed location, diameter, genus and species of all Heritage trees, other trees worthy of protection, and existing trees planted to comply with earlier approved development plans.
- (5) Location of all adjacent streets, internal streets, driveways and all access points. The state highway system or county road number shall be shown on the plans and peak hour, peak direction trip generation of proposed development calculated using the latest edition of the Institute of Transportation Engineers, Trip Generation, An Information Report.
- (6) Sketch showing proposed access to public transportation facilities and greenways of projects adjacent to these facilities.
- (7) Sketch showing basic plans for internal traffic circulation and parking lot design and preliminary plans for interaction between proposed development and pedestrian, bikeway, greenway and other public transportation facilities.
- (8) The building construction type, based on Chapter VI, Standard Building Code, and type of roof covering.
- (9) Fire protection systems to be provided in the structures shall be described. (These may include automatic fire sprinkler systems, halon systems, standpipe systems, smoke removal systems, smoke detection systems and fire extinguishers.)
- (10) Identify any known special fire protection concerns such as flammable liquids storage tanks, dry cleaning operations, paint spray operations, manufacturing processes, furnaces, ovens, combustible storage, etc.
- (11) Provide locations of fire hydrants and the size and locations of water mains that supply them. The point of service for fire protection systems connected to the public water system shall also be designated.
- (12) Show the paved areas and/or stabilized areas of the site that may be used for access to the structures by emergency apparatus. This will include cul-de-sac, dead-ends, emergency accesses, limerock-based areas of travel, etc.
- (13) Proposed or required fire lanes to be provided.
- (14) Provide the calculation sheet for the required fire flow of the structures contained on the site. This is determined using the 1974 Edition of the Insurance Services Office "Guide for the Determination of Required Fire Flow," as it may be amended from time to time.
- (15) Development phase lines. If a phased development is being submitted, a master plan must be submitted with the first phase.
- (16) Landscaping (in utility areas).
- (17) Indicate the location of all existing utilities on the site and in adjacent easements and/or rights-of-way.

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- (18) Indicate existing and proposed easements for facilities to be maintained by Gainesville Regional Utilities (GRU).
- (19) Proposed off-site extensions from the point of available capacity, as determined by GRU engineering staff. (Note: Site plan approval does not constitute approval of the off-site extension.)
- (20) General location of proposed water and wastewater facilities, including dimensions, size and type of pipes and slope of pipes.
- (21) Grease, sand and lint interceptors (provide statement if they are included).
- (22) Any other pretreatment facilities required (provide statement if needed).
- (23) Engineering report itemizing the estimated wastewater average daily flow, showing method of calculation and indicating the constituents of the wastewater. (Note: If industrial in nature and concentrations of certain chemical compounds exist, then the applicant must secure an industrial user permit.)
- (24) Backflow preventers (statement whether needed).
- (25) If required, fire sprinkler systems (type: dry, wet, chemical addition).
- (26) Flood zones (or not located in flood zone) shall be identified, with elevations and the source of information.
- (27) Show the location of the surface water overlay district, the gateway, greenway, uplands or nature park districts and community wellfield management zones. Locate the creek setback line on the plan in accordance with Article VIII, section 30--300, pertaining to surface water districts.
- (28) A preliminary stormwater management plan in accordance with Article VIII:
  - a. Show generalized soil types.
  - b. Graphically show existing topography in one-foot contours and direction of flow.
  - c. Graphically show any existing drainage control features, and all natural or manmade water bodies.
  - d. Note depth of the high water table.
  - e. Graphically show location, note area and dimensions of proposed drainage/retention basins and swales including proposed depth and elevation of basin bottom and shoulder, elevation of all control structures and all preliminary calculations.
  - f. Graphically show all easements.
  - g. Provide documentation if joint facility or master plan facility is to be utilized.
  - h. Graphically show proposed grading.
  - i. Note proposed roof drainage control system.
  - j. Name, address and registration number of engineer or landscape architect who prepared preliminary stormwater management plan.
  - k. Sedimentation and erosion control plan:
    1. During construction; and
    2. Plan for erosion and sedimentation control over the life of the stormwater facilities.
  - l. List any permits required by the county, the applicable water management district, and any state agency.
- (29) The occupancy classification of the building (Standard Building Code Chapter 3).
- (30) Statement that "This site and building complies with the State of Florida codes and accessibility standards. Show accessible routes on plan. Show parking and passenger loading zones. Show curb ramps, ramps and entrances.
- (31) A statement that the site is or is not in an historical preservation district.
- (32) Certificate of concurrency. A certificate of preliminary concurrency is required for preliminary plan approval.

- (33) A photometric plan. For all development plans requiring development plan review by a reviewing board, the plan shall be certified by a registered architect or engineer, or lighting professional holding a current LC (Lighting Certification) from the National Council on Qualifications for the Lighting Profession (NCQLP), as providing illumination in accordance with the applicable standards set forth in sections 30-330(a)(4) and 30-345(a)(9) and (10). For development plans requiring staff review only, the city manager or designee shall determine whether such a lighting plan is required. Plans shall indicate the location, height and types of lights (manufacturer's catalog cut, including make and model numbers and glare reduction/control devices), footcandle grid to illustrate light levels required, uniformity ratio, lamp wattage, shades, deflectors, beam direction, luminous area for each source of light and a statement of the proposed hours when the luminaires will be on and when they will be extinguished.
- (34) Sidewalks that meet the requirement of Sec. 30-338.
- (35) A statement indicating that all utility services shall be installed beneath the surface of the ground in accordance with section 30-345.
- (36) All exit doorways shall open onto a landing of at least the width of the door and shall be the same elevation as the finished floor from which it is exiting. Provide this landing with dimensions on site plan.

## ***FINAL DEVELOPMENT PLAN REVIEW REQUIREMENTS***

If final development plans are not submitted concurrently with preliminary review plans, please submit 10 sets of final development plans or contact the assigned planner to determine how many sets of plans are needed, based on the preliminary review comments. Final development plans must

be submitted by the "Development Plan Cut-Off Day" **by 11:00 AM**. All plans submitted to the Department of Community Development for final development plan review must meet the following criteria.

### ***Final development plan.***

Each final development plan shall include the following:

- (1) A landscape plan and tree survey or Certified Arborist report in accordance with Article VIII.
- (2) Security plan for parking areas, if used after dark (statement re compliance is satisfactory).
- (3) Design of the connections (including driveways, roadways and other off-site improvements in abutting rights-of-way or easements) between the development and adjacent developments.
- (4) Right-of-way improvements associated with access to the proposed development, including but not limited to left turn lanes, bypass lanes and signalization for the development.

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- (5) Design of the internal traffic flow and parking lot.
  - (6) Accessibility for service and emergency vehicles; handicapped accessibility.
  - (7) Specify number and placement, and detail of bike parking.
  - (8) Design of bus stops, pedestrian, bikeway and greenway access to proposed development, where applicable.
  - (9) Where applicable, the completion of any traffic studies as specified in subsection 30-160(d)(5). In addition, letters of approval and conditions from the state department of transportation and the county must be provided.
  - (10) Dimensions, size and type of pipe and slope of wastewater facilities.
  - (11) Manholes and cleanouts with top and invert elevations.
  - (12) Location of all service laterals to within five (5) feet of each building terminating a cleanout.
  - (13) Dimensions, size and type of pipe, tapes and valves related to water facilities.
  - (14) Location of all service laterals and water meters including size.
  - (15) A final stormwater management plan, in accordance with Article VIII, signed and sealed by a professional engineer registered in the State of Florida:
    - a. Data, method of analysis and explanation of assumptions for final stormwater management plan and stormwater management utility summary sheet.
    - b. Results of soil borings, if determined necessary by public works department.
    - c. Typical sections and details of all stormwater management control facilities; construction specifications, complete construction notes.
  - d. Grading and paving plan, including complete notes and construction specifications.
  - e. Final sedimentation and erosion control plan:
    1. During construction; and
    2. Plan for erosion and sedimentation control over the life of the stormwater facilities.
  - f. Status report on any permits required by the county, the applicable water management district and any state agency.
  - g. Maintenance plan for stormwater management facilities specifying regular maintenance procedures for which the property owner shall be responsible.
- (16) Location and dimension of all existing and proposed structures indicating all access points, gross floor area per floor per building, elevations of proposed buildings or additions, building height, number of stories, statement as to the number of dwelling units and bedrooms or floor area ratio. Submission of preliminary floor plans is strongly encouraged to facilitate review of the project.
  - (17) Certificate of concurrency. A certificate of final concurrency is required for final plan approval.
  - (18) Sidewalks(s) that meet the requirement of Sec. 30-338.

12/31/02

**Sec. 30-338. General lot and building requirements.**

The following lot and building requirements shall apply in all zoning districts:

(6) *Sidewalks.*

(a) *Intent.* The intent of this section is to enable pedestrian activity throughout the city, especially as a means to promote pedestrian and bus trips, pedestrian safety and accessibility. Sidewalks are required in conjunction with development orders in every zoning district. This shall apply to all development orders issued after September 11, 2000 in every zoning district, and on any parcel or lot where a roadway is existing adjacent to the proposed development or where there is a reasonable likelihood of mass transit service or a pedestrian need for sidewalks. Sidewalk(s) are required on all public and private streets, on both sides, except as specifically excluded or modified by this section.

(b) *General requirements.*

Where sidewalks are continuous, except for isolated lots or plots, in connection with the issuance of building permits, the city shall require an owner of an isolated lot or plot to provide sidewalks, except as provided below.

Sidewalks shall be constructed, if not already existing, along the street frontage of a lot which is being developed for a permitted use, except no sidewalks are required for:

1. additions or renovations to, or new construction of single family homes on lots platted

prior to January 1, 2003, unless a new single family home is proposed to be built on a lot where there is a sidewalk on the adjacent lot frontages.

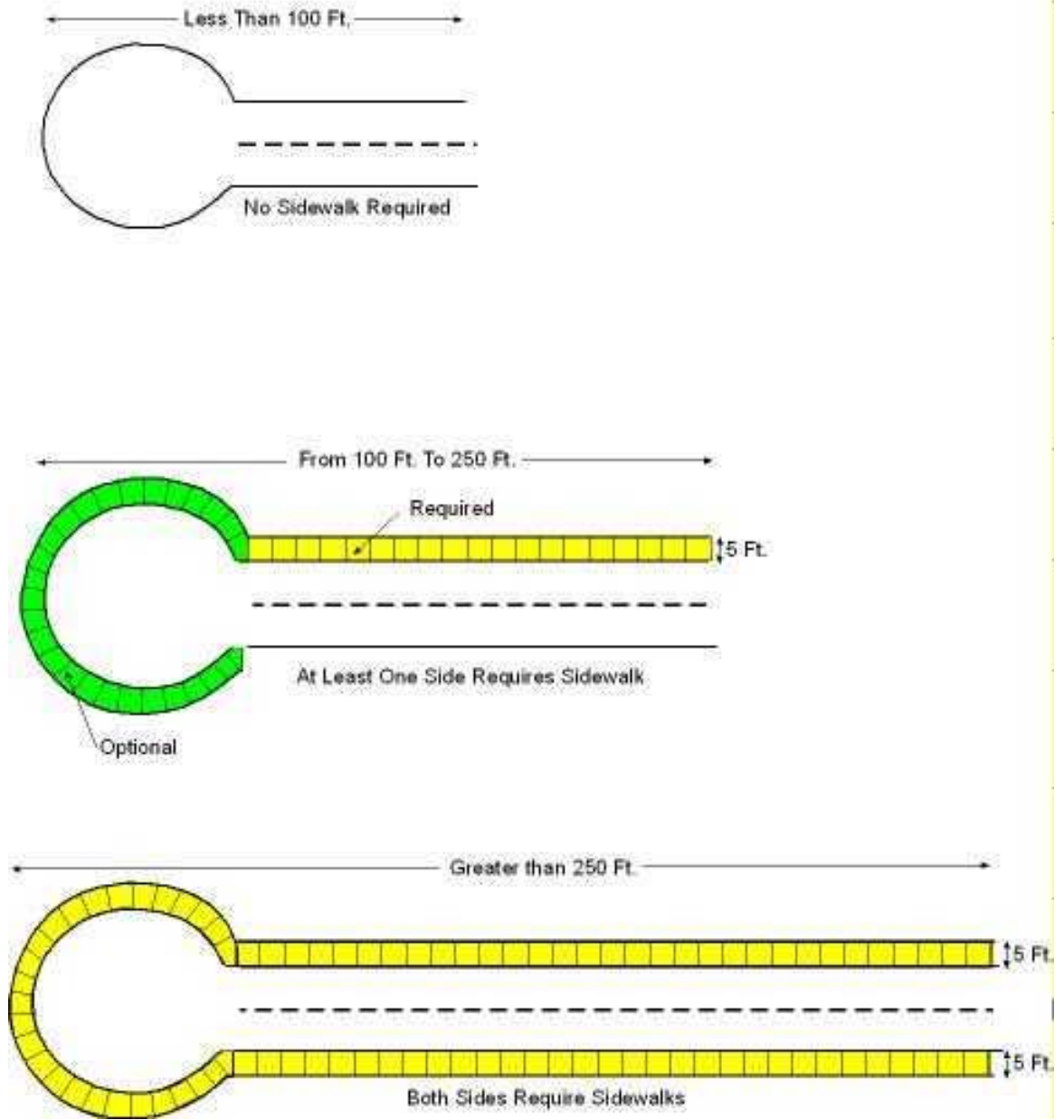
2. the addition or new construction of 500 square feet or less of gross floor area on any property or any paving of fewer than 5 parking spaces or equivalent area.
3. on alleys providing a secondary access to a lot of record.

(c) Cul-de-sac or dead-end loop street(s) requirements.

A sidewalk is required on at least one side of a street on a cul-de-sac or dead-end loop street(s) from 100 to 250 feet long, except as provided below. Sidewalks are required on both sides on cul-de-sac or dead-end or loop street(s) greater than 250 feet long. For a project in which the closest lots to a connecting street are at least 1000 feet from the street it stems from, sidewalks are required on at least one side of the street up to the lot nearest the connecting street. Illustrations are shown below.

Exception: Sidewalks are not required on a cul-de-sac or dead-end or loop street(s) less than 100 feet long.

### Cul-De-Sacs





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(d) *Special Area Plan.* Sidewalks shall meet the specific requirements of any special area plans any provisions of this Code to the contrary notwithstanding.

(e) *Responsibility for construction.* The installation of sidewalks is the responsibility of the developer/owner and the sidewalks shall be installed prior to the issuance of a certificate of occupancy by the city. For a phased development, sidewalk(s) shall be completed to serve any area for which a certificate of occupancy or any temporary occupancy is required. The developer/ owner shall only be responsible for the sidewalk on the same side of the street(s) on which the approved plan is adjacent, except as specifically modified by paragraph (h) below.

(f) *Design standard.* Sidewalk(s) and ramp(s) shall be constructed in accordance with the City of Gainesville Public Works' Design Manual. Whenever a sidewalk intersects a curbed street, ramps shall be installed to facilitate handicap access.

(g) *Dedication.* From time to time, an amendment to an existing developed area may require the installation of a sidewalk, however, inadequate right-of-way may exist to such extent that a developer/owner cannot install a sidewalk. In this event the City shall require the developer/owner to dedicate sufficient right-of-way to install proper sidewalk areas along all boundaries of the proposed development abutting public streets, or provide an easement to the homeowners association or condominium, as applicable, for additional common area for the sidewalk. The dedication of sufficient right-of-way for sidewalk improvements must be necessary to serve the development or reduce the impact of the development on the City's transportation system, and must, in all instances, meet the "essential nexus" and "rough proportionality" requirements established by the United States Supreme Court in the cases of *Nollan v. California Coastal Commission* and *Dolan v. City of Tigard*.

(h) *Modifications.* The appropriate reviewing board ("board"), City Manager or designee (hereinafter "City Manager") where no board approval is required, may approve modifications from the terms of this section. The board or City

Manager, may determine the appropriate location and/or termination of sidewalk(s), determine that dedication of right-of-way meets the required obligation, or determine that a portion of a sidewalk may be narrowed, as may be consistent with State accessibility requirements, or any combination of the above, as follows:

The board or City Manager shall require the petitioner to provide information in the form of reports, maps, diagrams and similar material to support their request for modification. The board or City Manager, shall make their determination based on the following criteria:

The conditions and circumstances, which do not result from the actions of the developer, warrant modification of the sidewalk requirements. In reaching its decision, the board or City Manager shall apply the following standards:

- i. the need to relocate utilities that must be moved solely in order to facilitate the construction of sidewalk;
- ii. construction or redesign of stormwater management facilities;
- iii. insufficient building setbacks;
- iv. a substantial lack of right-of-way;
- v. protection of heritage and champion trees;
- vi. excessive slope or other topographic or geological features;
- vii. existing and expected future isolation of the subject parcel;
- viii. sidewalks are not permitted by state or local agencies with jurisdiction over the subject right-of-way. (Ord. 002471, 12/9/02)