





# PRELIMINARY PLAT CHECKLIST

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PROJECT NAME: \_\_\_\_\_

Acreeage: \_\_\_\_\_ # of Lots: \_\_\_\_\_ Received By: \_\_\_\_\_

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_

**PRIOR TO SUBMITTAL OF A PRELIMINARY PLAT PACKAGE, THE PROJECT MANAGER OR ENGINEER MUST HAVE A PRE-APPLICATION CONFERENCE WITH THE FOLLOWING OFFICIALS:**

1. CHIEF PLANNER
2. CITY ENGINEER
3. CITY BUILDING OFFICIAL
4. CITY HORTICULTURIST
5. UTILITIES COMMISSION REPRESENTATIVE
6. FIRE MARSHAL
7. PUBLIC WORKS DIRECTOR

**AN APPOINTMENT MUST BE SCHEDULED WITH THE CHIEF PLANNER PRIOR TO SUBMITTING A PRELIMINARY PLAT APPLICATION.**

## **REQUIRED ITEMS**

- Application form
- Application fee
- Conference verification form, signed by all PRC members
- Letter of authorization to represent owner, if applicant is not owner
- Signed statement describing the proposed use of the land
- Copies of permit applications required by the City and/or other governmental agencies
- Traffic impact study conforming to Section 402.02 of the City Land Development regulations
- School Concurrency application
- National Pollutant Discharge Elimination System (NPDES) Permit
- 10 sets of the preliminary plat sheets, 10 sets of topographic sheets and 10 sets of the construction plans. The topographic sheets and construction plans must be signed and sealed by an engineer or architect certified by the Florida Department of Professional Regulation and shall have a scale no smaller than 1" = 100'. **Plans must be folded or they will not be accepted.**

## **REQUIRED INFORMATION ON PLAT SHEETS**

- Boundaries of land to be subdivided, shown with bearings, distances, closures and bulkhead lines
- Location, width and depth of waterways within 50 feet of the property
- Location of jurisdictional wetlands
- Names of adjoining subdivision and/or property owners
- Proposed street names, right-of-way and easement widths and dimension of any other areas to be dedicated to public use or sites for other residential use with notes stating their purpose or any limitation
- Proposed lot lines, lot and block numbers, and lot dimensions
- Area to be set aside for passive recreation
- Area to be set aside for active recreation
- Any other open space or common area
- Sites for school
- Title, date, north arrow, graphic and written scale and legend
- Table of curved property data including curve identifier, delta, radius, arc length, chord, tangent and chord bearing
- Acreage in total tract
- Acreage in public or other land useage
- Minimum lot size
- Total number of lots
- Proposed lineal feet in streets
- Angular and linear error of closure
- Legal description of the subdivision boundaries, including bearings and distance and with a reference to a subdivision corner tie
- All dimensions shall be to the nearest 1/100 of a foot and angles to the nearest second of a degree
- True north point and accurate location and description of all monuments and markers
- Certificates of Approval for the following:
  - \_\_\_\_\_ Planning and Zoning Board Chairperson
  - \_\_\_\_\_ City Clerk
  - \_\_\_\_\_ Mayor
  - \_\_\_\_\_ City Engineer
  - \_\_\_\_\_ City Attorney
  - \_\_\_\_\_ City Manager
- Certificate of Surveyor
- Certificate of City independent surveyor
- Certificate of joinder and consent to dedication
- Certificate of the Clerk of the Circuit Court of Volusia County
- Block to indicate plat book and page number
- Section, township and range
- Vicinity map

## **REQUIRED INFORMATION ON TOPOGRAPHIC SHEETS**

- Location of the following:
  - \_\_\_\_\_ Existing property lines
  - \_\_\_\_\_ Streets
  - \_\_\_\_\_ Buildings
  - \_\_\_\_\_ Water courses
  - \_\_\_\_\_ Transmission lines
  - \_\_\_\_\_ Sewers
  - \_\_\_\_\_ Bridges
  - \_\_\_\_\_ Culverts
  - \_\_\_\_\_ Drain pipes
  - \_\_\_\_\_ Water mains
  - \_\_\_\_\_ City/County boundary lines
  - \_\_\_\_\_ Easements
- Wooded areas, marshes, dunes and any other physical conditions affecting the site
- Contours based on U.S. Coast and Geodetic datum with a minimum contour interval of 2 feet
- Location of jurisdictional wetlands lines
- North arrow, written and graphic scale and legend
- Legal description and boundaries of property to be subdivided with distances and bearings

## **REQUIRED INFORMATION ON CONSTRUCTION DRAWINGS**

**(Construction plans are not required if all improvements are existing)**

- Location of structures on, or within 100 feet of the subject property
- Existing and proposed spot elevations and contours as required by the City Engineer
- Typical cross-section of proposed roadways and sidewalks
- Location and layout of proposed utilities
- Water, sewer and reclaim details (available at [www.ucnsb.org](http://www.ucnsb.org))
- Stormwater Management plan and associated details
- Proposed roadway, sidewalk, golf cart and/or bike path layout and associated signage
- Landscaping plan
- Improvement plans for common and recreation areas, showing proposed amenities, hardscape features and/or landscaping
- Cover sheet with title, date, vicinity map and index (all pages must be consecutively numbered)
- Zoning classification for property to be subdivided
- Zoning classification of adjacent properties
- Names, addresses and phone numbers of

\_\_\_\_ Surveyor  
\_\_\_\_ Engineer  
\_\_\_\_ Architect  
\_\_\_\_ Landscape Architect  
\_\_\_\_ Planner

- North arrow, graphic and written scale, and legend
- Proposed lot lines, lot and block numbers or letters, and lot dimensions
- Erosion control plan

**UP TO FOUR NEW PROJECTS WILL BE REVIEWED PER MONTH, DEPENDING UPON STAFF WORKLOAD AND SIZE AND COMPLEXITY OF THE PROJECTS.**

**APPLICATIONS THAT DO NOT CONTAIN ALL REQUIRED SUPPORT DOCUMENTS WILL NOT BE ACCEPTED.**



# City of New Smyrna Beach

To: Site Plan Applicants

From: Kyle Fegley, PE City Engineer

Subject: National Pollutant Discharge Elimination System (NPDES) Permits

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Pursuant to Rule Chapter 62-621, Florida Administrative Code, and the City of New Smyrna Beach, NPDES Municipal Separate Storm Sewer System (MS 4) permit, you are required to submit a copy of your Notice of Intent to use the Generic Permit for Stormwater Discharge from Large and Small Construction Activities to the City of New Smyrna Beach. Please complete the applicable items below:

*Project Name:* \_\_\_\_\_

*Project address/location:* \_\_\_\_\_

**The NPDES NOI has been obtained (attach copy of the NOI to this document).**

**I certify that the developer, owner or contractor for this project will apply for the NPDES Permit and submit a copy of the NOI prior to beginning construction on the proposed site.**

**I certify that the referenced project does not meet the threshold conditions of the Florida Department of Environmental Protection's Generic Permit for Stormwater Discharge from Large and Small Construction Activities as defined in Rule Chapter 62-621, Florida Administrative Code.**

Signature of Owner/Agent: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_



# Volusia County School Board School Planning and Concurrency Application

Instructions: Submit one copy of completed application, location map, and applicable fee for each new residential project requiring a determination of school capacity.

The following information is to be provided to the Volusia County School District in order for student generation rates to be calculated, school capacity evaluated, and potential mitigation addressed. In order for your application to be complete, the information from the school district is required. It is your responsibility as the applicant to obtain this information. For information regarding this application process, please contact the Facilities Services Department – Growth Management at 386-947-8786.

Please check [✓] type of application request (one only):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> School Capacity Review (LU & Zoning)          | <input type="checkbox"/> Exemption Letter        | <input type="checkbox"/> Letter of No Impact |
| <input type="checkbox"/> Concurrency Review (Site Plan & Subdivisions) | <input type="checkbox"/> Concurrency Equivalency | <input type="checkbox"/> Time Extension      |
| <input type="checkbox"/> Amendment                                     |  |  |

Fees: See Fee Schedule      Make check payable to Volusia County School Board  
In the event a Capacity Enhancement or Mitigation Agreement is negotiated an additional fee is required.

### I. Project Information:

Project Name: \_\_\_\_\_ Municipality: \_\_\_\_\_  
 Parcel ID#: (attach separate sheet for multiple parcels): \_\_\_\_\_ Alternate Key: \_\_\_\_\_  
 Location/Address of subject property: \_\_\_\_\_ (Attach location map)  
 Closest Major Intersection: \_\_\_\_\_

### II. Ownership/Agent Information:

Owner/Contract Purchaser Name(s): \_\_\_\_\_  
 Agent/Contact Person: \_\_\_\_\_  
 (Please note that if agent or contact information is completed the District will forward all information to that person)  
 Mailing address: \_\_\_\_\_  
 Telephone#: \_\_\_\_\_ Fax: \_\_\_\_\_

**I hereby certify the statements and/or information contained in this application with any attachments submitted herewith are true and correct to the best of my knowledge.**

**Owner or Agent Signature**

**Date**

If applicant is not the owner of record, a letter of authorization from the property owner(s) must be included with this form at time of application submittal. If owner is a company/corporation, please submit documentation that signatory is registered agent of the company.

### III. Development Information

Project Data					
Current Land Use Designation		Proposed Land Use Designation			
Current Zoning		Proposed Zoning			
Project Acreage					
Total Units					
Unit Breakdown:	SF:	MF Apts:	Condo:	Townhouse:	MH:
Is this a phased project?: _____ If yes please complete page 2 of this application.					

Worksheet is required to be completed by the Applicant if the project is to be phased:

Unit Type	Yr1	Yr2	Yr3	Yr4	Yr5	Yr6	Yr7	Yr8	Yr9	Yr10	Yr 11-20	20+ Years
SF												
MF												
TH												
MH												
Other												
<b>Totals by Yr</b>												

Grand Total	
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Insert totals by unit type by years.

SF = single family

MF = apartments and condo

TH = Town homes

MH = mobile homes

If you designate other – please indicate unit type i.e. lofts, duplex, etc.

**EXAMPLE:**

Unit Type	Yr1	Yr2	Yr3	Yr4	Yr5	Yr6	Yr7	Yr8	Yr9	Yr10	Yr 11-20	20+ Years
SF	25	25	25	25	--	--	--	--	--	--	--	--
MF	50	0	0	0	--	--	--	--	--	--	--	--
TH	10	0	0	10	--	--	--	--	--	--	--	--
MH	N/A											
Other	N/A											
<b>Totals by Yr</b>	85	25	25	35	--	--	--	--	--	--	--	--

Grand Total	170
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**Notes:** This application will **not** be deemed complete until all applicable submittal requirements have been submitted to the School District. Submittal requirements include completed application, fee, and location map. Please be advised that additional documentation/information may be requested during review process.



**Volusia County School District  
 School Planning and Concurrency  
 Service Provider Form**

**This section to be completed by Local Government and submitted to school district**

This portion of the application must be filled out and signed by the local government staff. Local government is responsible for verifying the number of units permitted and the requested change in number of units.

<b>Change in Land Use</b>	<b>Current</b>	<b>Proposed</b>
<b>Change in Zoning</b>	<b>Current</b>	<b>Proposed</b>
<b>Number of Units by Type</b>	SF: total _____ currently permitted _____ Additional _____ MF: total _____ currently permitted _____ Additional _____ Condo: total _____ currently permitted _____ Additional _____ TH: total _____ currently permitted _____ Additional _____ MH: total _____ currently permitted _____ Additional _____	
<b>If the request is for a site plan/subdivision approval – verify # and type of units being requested.</b>		
<b>Unit total:</b>		
<b>Unit Type:</b>		

**Local Government Reviewer’s Signature and title**

**Date**

<b>Affected Local Government(s)</b>		

Comments:

Date/time Stamp: \_\_\_\_\_

## CONFERENCE VERIFICATION FORM

This completed form must accompany every Class II and Class III site plan, preliminary plat, or final plat. It is the project applicant's responsibility to submit this completed form, together with any required permit application(s), and ten (10) sets of site plans, preliminary plats, or final plats to the Department, on or before the required cut-off date.

PROJECT INFORMATION	
Project Name	
Address	

### CONFERENCE SIGNATURES

Each PRC member identified below must provide their signature, as well as the project architect or engineer attending each conference.

PRC MEMBER	PRC MEMBER SIGNATURE & DATE	PROJECT MANAGER SIGNATURE & DATE
CHIEF PLANNER		
CITY ENGINEER		
BUILDING OFFICIAL		
CITY HORTICULTURIST		
PUBLIC WORKS DIRECTOR		
UTILITIES COMMISSION		
FIRE MARHSAL		

### PERMIT APPLICATIONS REQUIRED BY THE CITY ENGINEER

(AN "X" INSIDE THE APPROPRIATE PARENTHESES INDICATES THE CITY WILL REQUIRE A PERMIT)

#### ST. JOHN'S RIVER WATER MANAGE DISTRICT

- ( ) STORM DRAINAGE
- ( ) WATER CONSUMPTION
- ( ) OTHER \_\_\_\_\_

#### DEPARTMENT OF ENVIRONMENTAL PROTECTION

- ( ) STORM DRAINAGE
- ( ) DREDGE AND FILL
- ( ) OTHER \_\_\_\_\_

#### OTHER AGENCIES

- ( ) DEPARTMENT OF TRANSPORTATION DRIVEWAY & UTILITY PERMITS
- ( ) CORPS OF ENGINEERS
- ( ) VOLUSIA COUNTY DRIVEWAY PERMIT



# City of New Smyrna Beach

## Plan Review Committee Members

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**CITY ENGINEER****Kyle Fegley**

Engineering Department  
2650 North Dixie Freeway  
New Smyrna Beach, FL 32168  
386.410.2811  
kfegley@cityofnsb.com

**PLANNING DIRECTOR****Amye King**

Planning Department  
2650 North Dixie Freeway  
New Smyrna Beach, FL 32168  
386.410.2831  
aking@cityofnsb.com

**CITY BUILDING OFFICIAL****Mike Knotek**

Building and Permitting  
2650 North Dixie Freeway  
New Smyrna Beach, FL 32168  
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mknotek@cityofnsb.com

**CHIEF PLANNER/CITY HORTICULTURIST****Jeff Gove**

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**PUBLIC WORKS****Faith Miller**

Maintenance Operations  
124 Industrial Park Avenue  
New Smyrna Beach, FL 32168  
386.424.2202  
fmiller@cityofnsb.com

**POLICE DEPARTMENT****Mark Severance**

New Smyrna Beach Police Department  
246 Industrial Park Avenue  
New Smyrna Beach, FL 32168  
386.424.2231  
mseverance@cityofnsb.com

**FIRE DEPARTMENT****Don Snell**

New Smyrna Beach Fire Department  
103 Faulkner Street  
New Smyrna Beach, FL 32168  
386.402.8125  
dsnell@cityofnsb.com

**UTILITIES COMMISSION****Randy Walter**

Utilities Commission, City of New Smyrna Beach  
200 Canal Street  
New Smyrna Beach, FL 32168  
386.424.3026  
rwalter@ucnsb.org

**Additional Contacts****POSTMASTER/U.S. POST OFFICE**

301 Mission Drive  
New Smyrna Beach, FL 32168  
(800) 275.8777

**VOLUSIA COUNTY SCHOOL DISTRICT PLANNING SPECIALIST****Helen C. Lavallee**

**3750 OLSON DRIVE**  
**DAYTONA BEACH, FL 32124**  
**386.947.8786 EXT. 50805**  
hclavall@volusia.k12.fl.us

**VOLUSIA COUNTY TRAFFIC ENGINEER****Jon Cheney**

123 W. Indiana Avenue  
DeLand, FL 32720-4262  
386.736.5968 x. 2358  
jcheney@co.volusia.fl.us

**FDOT MAINTENANCE ENGINEER****Richard Wiskeman**

1655 N. Kepler Road  
DeLand, FL 32724  
386.740.3403

## PLAN REVIEW COMMITTEE (PRC) 2017 MEETING SCHEDULE

### MEETING DATES

**PRC:** 1<sup>st</sup> Friday of each month at 9:00 a.m.

**PLANNING AND ZONING BOARD:** 1<sup>st</sup> Monday of each month at 6:30 p.m., unless otherwise indicated

### MEETING LOCATION

City Commission Chambers, 210 Sams Avenue, New Smyrna Beach

PRC SUBMITTAL DEADLINE	PRC MEETING DATE	RESUBMITTAL DEADLINE	PLANNING AND ZONING BOARD MEETING DATE
Nov. 4, 2016	Dec. 2, 2016	Jan. 6, 2017	Feb. 6, 2017
Dec. 9, 2016	Jan. 6, 2017	Feb. 3, 2017	Mar. 6, 2017
Jan. 6, 2017	Feb. 3, 2017	Mar 3, 2017	April 3, 2017
Feb. 3, 2017	Mar. 3, 2017	Mar. 24, 2017	May 1, 2017
Mar. 10, 2017	April 7, 2017	Apr. 28, 2017	June 5, 2017
Apr. 7, 2017	May 5, 2017	May 26, 2017	July 6, 2017
May 5, 2017	June 2, 2017	June 23, 2017	Aug. 1, 2017
June 9, 2017	July 7, 2017	July 28, 2017	Sept. 5, 2017*
July 7, 2017	Aug. 4, 2017	Aug. 25, 2017	Oct. 2, 2017
Aug. 4, 2017	Sept. 1, 2017	Sep. 29, 2017	Nov. 6, 2017
Sept. 8, 2017	Oct. 6 2017	Oct. 27, 2017	Dec. 4, 2017
Oct. 6, 2017	Nov. 3, 2017	*Nov. 22, 2017*	*Jan. 2, 2018*
Nov. 3, 2017	Dec. 1, 2017	Dec. 29, 2017	Feb. 5, 2018
Dec. 8, 2017	Jan. 5, 2018	Jan. 26, 2018	Mar. 5, 2018
Jan. 5, 2018	Feb. 2, 2018	Feb. 23, 2018	April 2, 2018

**ONLY COMPLETE APPLICATION PACKAGES WILL BE ACCEPTED. INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT.**

All final subdivision plats, Class III site plans and PUD rezonings must also be reviewed and approved by the Planning and Zoning Board.

\* date change, due to holiday

**ALL DEADLINES ARE SUBJECT TO CHANGE DEPENDENT UPON STAFF WORKLOAD AND PROJECT COMPLEXITY. UP TO FOUR (4) NEW PROJECTS WILL BE REVIEWED EACH MONTH. APPLICATIONS WILL BE PROCESSED ON A FIRST-COME, FIRST-SERVED BASIS.**

**All applications must have a staff signed pre-application meeting form.**

**ONLY COMPLETE APPLICATION PACKAGES WILL BE ACCEPTED AND MUST BE RECEIVED BY 12:00PM DAY OF THE SUBMITTAL DEADLINE. INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT.**