



City of New Smyrna Beach

Major Site Plan Checklist (Class I)

PROJECT NAME: _____

Received By: _____ Date Received: _____ Time Received: _____

REQUIRED REVIEW

Major Class I site plan approval is required for the following types of development:

1. Parking lots containing less than 8 automobile parking spaces that are not associated with a structure requiring Class II or Class III site plan review and approval
2. Interior and exterior remodeling to existing non-residential or multi-family residential structures
3. Additions or accessory structures to existing non-residential or multi-family residential structures. Additions or accessory structures that exceed 500 SF in area, or are more than 10% of the existing building area shall require Class II or Class III site plan review
4. Garden Wedding Venue (approved by Special Exception) require a Major Class I Site Plan approval

REQUIRED ITEMS

- Application form
- 2 signed and sealed sets of the site plan
- 1 CD containing all submitted documents, including application form and site plan
- Letter of authorization to represent owner, if applicant is not owner
- Application fee
- Finding of School Concurrency from Volusia County School District (for residential projects only)
- Outside dimensions of proposed structure(s)
- Dimensions of proposed structure(s) from property lines
- Description of proposed structure(s)
- Height above finished grade of proposed structure(s)
- Square footage of building footprint(s)
- Lot coverage for existing and proposed buildings
- Lot coverage for all existing and proposed improvements, including buildings, driveways, parking lots, etc.
- Lot dimensions
- Location(s) and dimensions(s) of accessory equipment (eg. Outside central air conditioning units, generators, propane tanks, etc)
- Number, location and dimensions of parking spaces
- Location of jurisdictional wetland boundaries if on, or within 25 feet of the subject property
- Survey of property (NOTE: the survey shall not be more than two (2) years old, unless the site has been altered by an act of nature)
- Topographic information