



City of New Smyrna Beach

Site Plan Checklist (Class II & III)

PROJECT NAME: _____

Class II: _____ Class III: _____ Received By: _____

Date Received: _____ Time Received: _____

PRIOR TO SUBMITTAL OF A CLASS II OR III SITE PLAN PACKAGE, THE PROJECT ARCHITECT 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

ONLY THE PROJECT ARCHITECT OR ENGINEER CAN SUBMIT SITE PLAN APPLICATION PACKAGES TO THE DEPARTMENT. IF THE PACKAGE IS NOT COMPLETE, IT CAN BE REJECTED.

A FLORIDA REGISTERED ARCHITECT OR ENGINEER MUST SIGN AND SEAL ALL SITE PLANS. THE LANDSCAPE PLAN MUST BE SIGNED AND SEALED BY A FLORIDA REGISTERED LANDSCAPE ARCHITECT.

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

AN APPOINTMENT MUST BE SCHEDULED WITH THE CHIEF PLANNER PRIOR TO SUBMITTING A SITE PLAN APPLICATION.

REQUIRED ITEMS

- Application form
- Conference verification form, signed by all PRC members
- 10 signed and sealed sets of the site plan package. **Plans must be folded or they will not be accepted.**
- 1 CD** containing all submitted documents, including application form and site plans
- Copy of any required permit applications for other governmental agencies
- Letter of authorization to represent owner, if applicant is not owner
- Application fee
- Future ownership documents, if applicable (i.e., condominium, time-share, or homeowner's association documents, deed restrictions, maintenance of common areas, etc)
- Stormwater management calculations, including a soils report, signed by a professional engineer registered with the State of Florida **(2 sets)**
- Compensatory storage calculations, if applicable **(2 sets)**
- Traffic Impact Test (if project will generate 101-499 daily trips) **(2 sets)**
OR
Traffic Impact Study (if project will generate more than 500 daily trips) **(2 sets)**
- Completed NPDES Form
- Finding of School Concurrency from Volusia County School District
- Utilities Commission Developers Agreement and Addendum to the Developers Agreement (available at www.ucnsb.org)

REQUIRED INFORMATION ON COVER SHEET

- Project name
- Type of use
- Project location map
- Zoning district
- Total gross acreage
- Index showing the title of each sheet and page number in consecutive order

- Multi-family or manufactured housing:
 - _____ Number of Units
 - _____ Density per acre
 - _____ Number of employees (initial and estimated maximum)
 - _____ Type of ownership (e.g. time-share, condominium, etc)
- Commercial, office, industrial, recreational, church, education, or club uses:
 - _____ Number of square feet designated to each type of use with a building
 - _____ Number of employees (initial and estimated)
 - _____ Number of patrons or occupants
- Names of (if applicable):
 - _____ Project planner
 - _____ Project engineer
 - _____ Project architect
 - _____ Property owner
 - _____ Surveyor
 - _____ Landscape architect
- Property dimensions and legal description
- Opinion of title for all oceanfront properties, or as required by staff

CIVIL AND UTILITY SHEETS

- North arrow
- Graphic scale of no smaller than 1" = 50'
- Existing and proposed topography
- Access to adjacent streets
- Dimensions of:
 - _____ Rights-of-way
 - _____ Driveways
 - _____ Parking spaces
 - _____ Loading areas
 - _____ Sidewalks
- Location and dimensions of proposed building(s)
- Locations of entrances/exits of proposed buildings and structures
- Crown elevation of nearest adjacent street
- Finished floor elevation of proposed building(s)

- Table showing the number of off-street parking and loading spaces required and provided, including handicapped parking
- Each parking space individually numbered
- Location of parking area lights and all other outside lighting
- Location and dimensions of dumpster pad and enclosure
- Location and dimensions of recyclable solid waste storage area, if separate from dumpster area
- Location of jurisdictional wetlands lines and the location of the 25-foot wide upland buffer, **or a note that no jurisdictional wetlands exist on the site**
- Paving and stormwater drainage plan
- Traffic management plan, including pavement striping and traffic control signage
- Erosion control plan
- Construction parking and access plan
- Utility plan showing:
 - _____ Location of existing and proposed power poles
 - _____ Above and underground power lines
 - _____ Transformers
 - _____ Location and dimensions of water distribution lines
 - _____ Location and dimensions of sanitary sewer lines
 - _____ Location and dimensions of reclaim water lines
 - _____ Lift station(s)
 - _____ Storm water inlets
 - _____ Nearest fire hydrant(s)
 - _____ Electrical design, provided by Utilities Commission Engineering Department
 - _____ Location and name of all service utility lines (telephone, cable, gas, etc...)
 - _____ Profile sheet showing water, sewer and stormwater mains

DETAIL SHEETS

- Dumpster pad detail, including dimensions
- Dumpster enclosure detail, including dimensions and materials
- Handicapped parking detail, including parking placard
- Lighting detail(s) showing light style, height and bulb wattage
- Water, sewer and reclaim details (available at www.ucnsb.org)

- Construction cross-section of pavement

LANDSCAPING/HARDSCAPING SHEETS

- Landscaping, hardscape features and amenities within common open space and recreation areas
- Tree survey showing the location of all trees six (6) inches in diameter or greater at four (4) feet above ground level for properties west of the Indian River. For properties east of the Indian River, the tree survey shall show all trees four (4) inches in diameter or greater when measured (4) feet above ground level
- Tree removal and mitigation table providing the following information:
 - _____ Type, size and cross-sectional diameter of each protected tree that will be removed
 - _____ Total cross-sectional diameter of all trees being removed
 - _____ Calculation showing total square inches required to be replaced
 - _____ List of replacement tree types and sizes
- Buffer planting table providing the following information:
 - _____ Length, width and total area of the required landscape buffer along each property line
 - _____ Calculation showing the square footage required for trees, shrubs and groundcover
 - _____ Calculation showing the number and square footage of trees and shrubs provided in each buffer area.
- Interior parking lot landscaping table providing the following information:
 - _____ Total paved area in parking spaces and drive aisles
 - _____ Calculation showing the total square footage required for interior parking lot landscaping
 - _____ Calculation showing the total square footage provided for interior parking lot landscaping
- Landscape plan showing all required screens and landscaped buffers and detailing:
 - _____ Types, sizes, and location of existing vegetation to remain
 - _____ Types, sizes, and location of proposed material
- Note stating that new plant material will be 100% irrigated
- Documentation of irrigation water source size and location
- Note stating that all changes to plant materials and locations must be approved by the City of New Smyrna Beach

ARCHITECTURAL

- Elevation drawings displaying all sides of the proposed building(s)
- Proposed finishes/materials for the building(s)
- Dimensions of building width
- Dimensions of building height, measured from grade level to the highest point of the building (excluding antennas, steeples, elevator penthouses, chimneys, etc)
- Type of construction and whether building is sprinklered
- Location of exterior electrical disconnect
- Complete Project Electric Load Information Sheet (available at www.ucnsb.org)
- Proposed floor plan for each story

OTHER REQUIRED INFORMATION

- Survey, not less than 2 years old, showing the following:
 - _____ Locations and dimensions of buildings, fences, docks, structures, and other improvements existing on site
 - _____ Locations and dimensions of easements identified by type (utility, drainage, etc)
 - _____ Location of surrounding streets, driveways, rights-of-way, walkways, water courses, and buildings on adjacent property within 50 feet of the subject property
 - _____ Location of wetlands jurisdictional line
 - _____ FEMA floodplain classification and delineate on survey
 - _____ Provide location and identify benchmarks
- Photometric plan

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

CITY ENGINEER

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

PLANNING DIRECTOR

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CITY BUILDING OFFICIAL

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Building and Permitting
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CHIEF PLANNER/CITY HORTICULTURIST

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PUBLIC WORKS

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Maintenance Operations
124 Industrial Park Avenue
New Smyrna Beach, FL 32168
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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
1400 SR 44
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

UTILITIES COMMISSION NEW SMYRNA BEACH
PROJECT ELECTRIC LOAD INFORMATION SHEET

NAME AND TYPE OF PROJECT: _____

LOCATION: _____

PROPERTY OWNERS: _____ Phone: _____

_____ Email: _____

Mailing Address / Billing: _____ Zip Code: _____

Service Address (If different): _____ Zip Code: _____

Gen. Contractor: _____ Phone: _____

_____ Email: _____

Mailing Address _____ Zip Code: _____

Electrician: _____ Phone: _____

_____ Email: _____

Mailing Address _____ Zip Code: _____

Architect: _____ Phone: _____

_____ Email: _____

Engineer: _____ Phone: _____

_____ Email: _____

Site Plan with legal description, civil engineering, mechanical and electrical must be attached.

Voltage and service requested (check one):

120/240V, 3 wire single phase

120/208V, 4 wire, three phase

120/240V, 4 wire three phase

277/480V, 4 wire, three phase

Existing: Single phase load: _____ Three phase load: _____

Proposed: Single phase load: _____ Three phase load: _____

Type of service req'd (check one): Overhead Underground Overhead to underground

Main Disconnect Size: _____ Amps Conductor size: _____ Sets: ____ CU AL

Square Footage Under Roof _____

ELECTRICAL LOAD:

a) Cooling System: No. of Units: _____ Size _____

b) Heating System: No. of Units: _____ Size _____

c) Lighting: _____ KW Interior _____ KW Exterior _____ KW

d) Water Heater: _____ KW Gallons _____

e) Other Misc. Loads _____ KW (cooling, refrigeration, motors, pump motors, arc welders, X-ray equipment, Etc.)

Total Connected Load: _____ KW

Largest Motor Load: _____ KW

Permanent Service Date Requested: _____ Date Submitted: _____

Submitted By: _____

Title: _____

Return To: Randy Walter
Utilities Commission New Smyrna Beach
200 Canal Street
New Smyrna Beach, FL 32168
Tel: (386) 424-3026
Email: rwalter@ucnsb.org



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 Requested					
Unit Breakdown:	SF:	MF Apts:	Condo:	Townhouse:	MH:
Is this a phased project: Y or N 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												
Totals by Yr												

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											
Totals by Yr	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.

Change in Land Use	Current	Proposed
Change in Zoning	Current	Proposed
Number of Units by Type	Requested units by type:	
If the request is for a site plan/subdivision approval – verify # and type of units being requested. Unit total: Unit Type:	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 _____

Local Government Reviewer's Signature and title

Date

Affected Local Government(s)		

Comments:



City of New Smyrna Beach

To: Site Plan Applicants

From: Kyle Fegley, PE City Engineer

Subject: National Pollutant Discharge Elimination System (NPDES) Permits

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: _____

PLAN REVIEW COMMITTEE (PRC) 2017 MEETING SCHEDULE

MEETING DATES

PRC: 1st Friday of each month at 9:00 a.m.

PLANNING AND ZONING BOARD: 1st 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.