

**CITY OF OKEECHOBEE**

**Application for Site Plan Review**

	City of Okeechobee General Services Department 55 S.E. 3 <sup>rd</sup> Avenue, Room 101 Okeechobee, Florida 34974 Phone: (863) 763-3372, ext. 9820 Fax: (863) 763-1686 E-mail: <a href="mailto:pburnette@cityofokeechobee.com">pburnette@cityofokeechobee.com</a>	Date Received
		Application No.
		Fee Paid:
		Receipt No.
		Hearing Date:

**APPLICANT INFORMATION**

<b>1</b>	Name of property owner(s):
<b>2</b>	Owner mailing address:
<b>3</b>	Name of applicant(s) if other than owner:
<b>4</b>	Applicant mailing address:
<b>5</b>	Name of contact person (state relationship):
<b>6</b>	Contact person daytime phone(s) and email address:
<b>7</b>	Engineer: Name, address, phone number and email address:
<b>8</b>	Surveyor: Name, address, phone number and email address:

**PROPERTY and PROJECT INFORMATION**

<b>9</b>	Property address/directions to property:
<b>10</b>	Parcel Identification Number
<b>11</b>	Current Future Land Use designation:
<b>12</b>	Current Zoning district:
<b>13</b>	Describe the project including all proposed uses, type of construction and conceptual building layout, how the business or use is expected to operate on the site, including but not limited to: number of employees expected; hours of operation; location, extent and type of any outdoor storage or sales, etc., and fire flow layout. Use additional page if necessary.
<b>14</b>	Describe existing improvements on property (for example, the number and type of buildings, dwelling units, occupied or vacant, etc.). Use additional page if necessary.
<b>15</b>	Total land area in square feet (if less than two acres): _____ or acres: _____
<b>16</b>	Is proposed use different from existing or prior use <input type="checkbox"/> Yes <input type="checkbox"/> No

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<b>17</b>	Number and description of phases:
<b>18</b>	Source of potable water:
<b>19</b>	Method of sewage disposal:

<b>ATTACHMENTS REQUIRED FOR ALL APPLICATIONS</b>	
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<b>20</b>	Applicant's statement of interest in property.
<b>21</b>	One (1) copy of last recorded warranty deed.
<b>22</b>	Notarized letter of consent from property owner (if applicant is different from property owner).
<b>23</b>	Three (3) sealed boundary and topographic, "as is" surveys ( <b>one to be no larger than 11 x 17</b> ) of the property involved including: a. Certified boundary survey, date of survey, surveyor's name, address and phone number b. Legal description of site and parcel number c. Computation of total acreage to nearest tenth of an acre
<b>24</b>	Two (2) sets of aerials of the site.
<b>25</b>	Eleven (11) copies of sealed site plan drawings (see attached checklist for details of items to be included).
<b>26</b>	Eleven (11) copies of drawing indicating facades for all buildings, including architectural elevations.
<b>27</b>	Eleven (11) copies of landscape plan, including a separate table indicating the number of trees and shrubs by type and showing both the official and common name of each type of tree and shrub.
<b>28</b>	Eleven (11) copies of photometric lighting plan (see Code of Ordinances & LDR's Section 78-71(A)(5)).
<b>29</b>	Three (3) copies of sealed drainage calculations.
<b>30</b>	Attach a Traffic Impact Study prepared by a professional transportation planner or transportation engineer, if the rezoning or proposed use will generate 100 or more peak hour vehicle trip ends using the trip generation factors for the most similar use as contained in the Institute of Transportation Engineers most recent edition of <u>Trip Generation</u> . The TIA must identify the number of net new external trips, pass-bay calculations, internal capture calculations, a.m. and p.m. peak hour trips and level of service on all adjacent roadway links with and without the project.
<b>31</b>	USB flash drive of application and attachments.
<b>32</b>	Nonrefundable application fee: \$1,000.00 plus \$30.00 per acre.  <b>NOTE: Resolution No. 98-11 Schedule of Land Development Regulation Fees and Charges – When the cost for advertising, publishing and mailing notices of public hearings exceeds the established fee, or when a professional consultant is hired to advise the City on the application, the applicant shall pay the actual costs.</b>

**NOTE: Submissions will be reviewed by the General Services Coordinator and City Planner for all necessary documentation. The Applicant will be notified at least 10 days prior to the TRC meeting whether or not additional information is required to proceed or if the review will be rescheduled to the next TRC meeting.**

<b>Confirmation of Information Accuracy</b>	
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I hereby certify that the information in this application is correct. The information included in this application is for use by the City of Okeechobee in processing my request. False or misleading information may be punishable by a fine of up to \$500.00 and imprisonment of up to 30 days and may result in the summary denial of this application.		
_____ Signature	_____ Printed Name	_____ Date

**For questions relating to this application packet, call the General Services Dept. at (863) -763-3372, Ext. 9820**

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**Checklist for Site Plan Review**

<b>REQUIRED INFORMATION</b>	
<b>1</b>	Completed application (1)
<b>2</b>	Map showing location of site (may be on the cover sheet of site plan)
<b>3</b>	<b>Nine (9) copies of sealed site plan drawings with the scale, legend, and author block on 11” by 17” sheet prepared at a scale no less than one inch equals 20 feet &amp; Two (2) copies on 24” by 36” sheet prepared at a scale no less than one inch equals 60 feet, or in the case of small projects, the largest scale that can accommodate the entire site and all areas within 50 feet of the project boundary. The site plan drawings shall include the location of all existing and proposed improvements, including, but not limited to:</b>
	3.1 Water courses, water bodies, floodplains, wetlands, important natural features and wildlife areas, soil types, protected trees and vegetation or environmentally sensitive areas
	3.2 Streets, sidewalks, property lines and rights-of-way
	3.3 Utility lines/facilities, fire hydrants, septic tanks and drainfields
	3.4 Bridges, culverts and stormwater management facilities
	3.5. Buildings and structures and their distances from boundaries of the property, streets, and other structures
	3.6 Setback lines and required yards
	3.7 Ingress and egress to the site and buildings
	3.8 Vehicular use areas including off-street parking and loading areas
	3.9 On-site recreation and open space
	3.10 Landscaping, screens, buffers, walls, and fences,
	3.11 Method of solid waste collection and locations of and access to dumpsters
	3.12 Lighting and signs (location, number, size and type of signs)
<b>4</b>	Drawing notes and tabulations showing the following information shall be included along with the plan:
	4.1 Name, address and phone number of owner
	4.2 Name, address and phone number of any agent, architect, engineer and planner
	4.3 Complete legal description of the property
	4.4 Future land use designation, current zoning and existing land use of the property and all abutting properties
	4.5 Total acreage of the property (square footage if less than two acres)
	4.6 Total # of dwelling units, by bedroom size; square footage of nonresidential uses by type of use (and/or seating, etc. as necessary to indicate the intensity)
	4.7 Number of off-street parking spaces provided (including handicapped spaces) and loading spaces and the calculation of, and basis for, the number of such spaces required by the Land Development Regulations
	4.8 Impervious surface calculations showing: the square footage and as a % of the total site for existing impervious surfaces, additional proposed impervious surfaces and the resulting proposed total impervious surfaces