

CITY OF LAKE CITY  
SITE & DEVELOPMENT PLAN APPROVAL  
APPLICATION

Name of Applicant(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name of Applicant's Agent (if applicable): \_\_\_\_\_

Agent's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Site & Development Plan Approval is requested in conformity with the Land Development Regulations to permit (Check as appropriate):

**Alteration** of a site –

Square footage of gross floor area of alteration: \_\_\_\_\_

Total Square Ft. of Proposed Site Impervious Area: \_\_\_\_\_

**New Construction** on a site –

Square footage of gross floor area of new construction: \_\_\_\_\_

Total Square Ft. of Proposed Site Impervious Area: \_\_\_\_\_

**Relocation** of structure –

Square footage of gross floor area of structure: \_\_\_\_\_

On property described below, and in conformity with a site plan dated: \_\_\_\_\_

Legal Description:

Total acreage of land to be considered under this application: \_\_\_\_\_

Future Land Use Plan Map Category: \_\_\_\_\_

Zoning District: \_\_\_\_\_

A previous site and development plan application:

\_\_\_\_\_ was made with respect to these premises under Application Number: \_\_\_\_\_

\_\_\_\_\_ was not made with respect to these premises.

I hereby certify that all of the above statements and the statements contained in any documents or plans submitted herewith are true and correct to the best of my knowledge and belief.

If the title holder(s) are represented by an agent, a letter of such designation from the title holder(s) must be attach to the application and addressed to:

Rod Hoefert, Director  
Department of Growth Management  
City of Lake City  
205 North Marion Avenue  
Lake City, Florida. 32055

\_\_\_\_\_  
Applicant/Agent Name (Typed or Printed)

\_\_\_\_\_  
Applicant/Agent Signature

\_\_\_\_\_  
Date

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Official Use Only

Date Filed: \_\_\_\_\_

Site & Development Plan Application Number: \_\_\_\_\_

Fee Amount: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Date of Planning & Zoning Board Meeting: \_\_\_\_\_

Planning & Zoning Board Decision: \_\_\_\_\_

**NOTICE TO APPLICANTS**  
**FOR SITE & DEVELOPMENT PLAN APPROVAL**

**A) REQUIRED SUPPLEMENTARY INFORMATION TO SUBMIT FOR SITE PLAN APPROVAL**

- 1) Application
- 2) \$500.00 application fee for commercial site plans  
\$750.00 application fee for minor subdivision plan approval.  
\$2,500 application fee for major subdivision plan approval.
- 3) Warranty Deed
- 4) Corporate Charter and Articles of Incorporation (if in corporate name)
- 5) Agent Letter (if person representing or signing the application is not the legal owner as defined on warranty deed or in articles of incorporation)
- 6) 12 sets of plans with 2 signed and sealed. (full engineered set, see list of requirements below) Note: 6 sets of plans can be substituted for 6 digital sets on CD's in a PDF format.
- 7) Suwannee River Water Management District Permit (if applicable)
- 8) Florida Department of Transportation or Columbia County Access Permit (if applicable)

**B) INFORMATION REQUIRED ON THE SITE AND DEVELOPMENT PLAN**

The site and development plan required to be submitted in accordance with the requirements of the Land Development Regulations and shall include (but not limited to) the following items:

- 1) Vicinity Map – Indicating general location of the site, abutting streets, existing utilities, complete legal description of property in question, and adjacent land use.

- 2) Site Plan – Including, but not limited to the following.
- a) Name, Location, Owner, and Designer of the proposed development;
  - b) Present zoning for subject site;
  - c) Location of the site in relation to surrounding properties, including the means of ingress and egress to such properties and any screening or buffers on such properties;
  - d) Date, North Arrow, and Graphic Scale, not less than one (1) inch equals fifty (50) feet;
  - e) Area and Dimensions of site, to include total square feet of proposed site impervious surface area;
  - f) Location of all property lines, existing Right-of-Way approaches, sidewalks, curbs, and gutters;
  - g) Access to utilities and point of utility hook-up;
  - h) Location and Dimensions of all existing and proposed parking areas and loading areas;
  - i) Location, Size, and Design of proposed landscaped areas (including existing trees and required landscape buffer areas);
  - j) Location and size of any lakes, ponds, canals, or other bodies of water or waterways;
  - k) Structures and major features fully dimensioned including setbacks, distances between structures, floor area, width of driveways, parking spaces, property or lot lines, and percentage of property covered by structures (Floor Area Ratio: Calculated by adding up the total square footage of all floors of all buildings and dividing the total by the total square footage of the lot to be developed);
  - l) Location of trash receptacles;
  - m) For multiple family, hotel, motel, and mobile home park site plans the following must be included along with items (A) through (L):
    - 1) Tabulations of gross acreages;
    - 2) Tabulation of density;
    - 3) Number of dwelling units proposed;
    - 4) Location and percentage of total open space and recreation areas;

- 5) Percentage of lot covered by buildings;
  - 6) Floor area of dwelling units;
  - 7) Number of proposed parking spaces;
  - 8) Street Layout; and
  - 9) Layout of mobile home stands (for mobile home parks only).
- 3) Stormwater Management Plan – All site and development plans must have a Stormwater management plan including the following:
- a) Existing contours at one (1) foot intervals based on United States Coastal and Geodetic Datum;
  - b) Proposed finish floor elevation of each building site and first floor level;
  - c) Existing and proposed stormwater management facilities with size and grades;
  - d) Proposed orderly disposal of surface water runoff;
  - e) Centerline elevations along adjacent streets;
  - f) Water Management District stormwater management permit or letter of exemption; and
  - g) Detailed stormwater and erosion management plan per Best Management Practices Manual.

**C) SITE AND DEVELOPMENT PLAN APPROVAL PROCEDURES**

As defined in Section 13.11.2 of the City’s Land Development Regulation, approval by the Planning and Zoning Board of a Site and Development Plan is required prior to the issuance of a building permit, Twelve (12) sets of such Site and Development Plan shall be submitted to the Land Development Regulation Administrator to be circulated for comment to any other official or department of the City which may have responsibility for some aspect of the Site and Development Plan.

Twelve (12) sets of data required for Site and Development Plan Approval shall be submitted to the Land Development Regulation Administrator, together with,

the required supplementary information mentioned above and the payment of such reasonable fees as the City Council may determine through action in setting fees as set out in Article 1 of these Land Development Regulations. Submitting Site and Development Plans fifteen (15) working day prior to the Planning and Zoning Board meeting does not guarantee Site and Development Plan will be heard at said next Planning and Zoning Board meeting. It shall be at the Land Development Administrator's discretion whether said Site and Development Plan has met all City and/or staff requirements before Site and Development Plan will be heard by the Planning and Zoning Board.

Once Site and Development Plans are submitted and staff has issued comment(s), the Land Development Administrator will issue a letter with such comment(s) back to the Developer or Engineer. After the Engineer has made the appropriate change(s), he or she will resubmit twelve (12) sets of plans (two (2) signed and sealed) to be reviewed by City staff to confirm compliance. If City staff is satisfied with said Site and Development Plans, then said Site and Development Plan shall be placed on the next Planning & Zoning Board Agenda.

## DEVELOPER INFORMATION

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(Developer or Developing Firm's Name)

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Address (Number)

(Street or Route)

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(City)

(State)

(Zip Code)

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(Telephone Number)

(Fax Number)

Name of person(s) in charge of development

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(Name)

(Telephone Number)

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(Name)

(Telephone Number)

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(Name)

(Telephone Number)

1) Have you or your firm developed property within the City of Lake City prior to this development? Yes or No

2) If Yes, Name of project(s):

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3) Have you or your firm ever developed projects within other cities or counties? Yes or No

4) If Yes, Name on project and the location:

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(Name of Project)

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(Year Project Completed)

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(Name of City or County)

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(Name of person in above City or County that can be contacted concerning the above project)

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(Address)

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(Telephone Number)