

**Preliminary Subdivision Plan/
Site Development Order/Final Engineering Application**



CITY OF OVIEDO
400 Alexandria Boulevard
Oviedo, Florida 32765

Application No. _____

Date Received _____

Phone: (407) 971-5796
www.cityofviedo.net

Pre-application Meeting Date _____

Submittal Checklist

Application and supporting documents may be submitted electronically.

☐ Authority/ Ownership Affidavit.
☐ Boundary Survey w/ Legal Description & Parcel ID No.
☐ Engineering Plans
☐ Architectural Plans
☐ Landscape& Irrigation Plans
☐ Lighting Plans
☐ Environmental check list
☐ Trip Generation & Distrib.
☐ School Capacity Availty.
 Letter of Determination
☐ Solid Waste Capacity Letter
☐ Utilities Capacity Letter
 Description of and justification for any requested deviation to a LDC minimum requirement.
☐ Completed Application
 (each line in each table must be completed)

Application Fee
\$9,764.00 +\$33.00/lot

Tech Fee \$250.00

Recording Fees are paid by the Applicant upon application approval and issuance of the SDO.

Applicant

If exempt under FS119.071 or FS493.6122 or FS741.3165 or FS741.4651, please fill out Request for Redaction of Exempt Personal Information from Public Records form.

Name: _____

Firm: _____

Address: _____

Street Address *City* *State* *Zip*

Email: _____

Phone: _____ Fax: _____

Property Owner

Name: _____

Firm: _____

Address: _____
Street Address City State Zip

Email: _____

Phone: _____ Fax: _____

Consultant

Name: _____

Firm: _____

Address: _____

Street Address *City* *State* *Zip*

Email:

Phone: _____ Fax: _____

Attach a verified statement including the names of each individual having a legal/equitable ownership interest in the subject property. For publicly held corporations, names and addresses of the corporation, principal executive officers and any majority stockholders will be sufficient.

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Project Information

Project Name: _____

Project Address and/or Parcel Identification Number(s).

Attach an official, sealed boundary survey with a complete legal description of the subject property to this application.

Size of the Property (in acres) _____

Current Use _____ **Proposed Use** _____

(Please check one):

Submittal of Architectural Plans _____ With Site Plan Approval _____ Prior to Building Permit Approval _____ N/A

The following must be presented on the **cover sheet of the plans**. **Each line must be completed.** Please check one of the boxes below. If the item is not provided, provide justification on why it is not provided.

Cover Sheet			
Required	Provided (Page No.)	Not Provided	Justification for not providing
Title Block			
Name and Address (if available for the development)			
Project Name and Description			
General Location			
Subdivision Type: Residential, Commercial, Other			
Legal description of the proposed subdivision			
Name(s) of Owner(s)/Developer(s), Address, Telephone, E-mail, and Fax			
Name(s) of Applicant(s), Address, Telephone, E-mail, and Fax			
Names of all Individuals having legal interest/ownership			
Name(s) of Utility Providers, Address, Telephone, E-mail, and Fax			
Vicinity Map to scale			
North arrow			
Preparation/Revision Dates– Up to Date			
Blank space (3x5 inches) on the bottom right corner for City approval stamp.			
Parcel ID Number(s)			
List of all requested deviations to the LDC (if Applicable)			

Preliminary Subdivision Plan/ Site Development Order/Final Engineering Application

The following must be presented on the Preliminary Subdivision Plans/Site and Final Engineering Plans graphically and in a Site Data Table. **Each line must be completed.** You are required to provide the page number of where the required item can be found or provide justification on why it is not provided.

Preliminary Subdivision Plan /Site Development Order /Final Engineering Plans			
Required	Provided (Page No.)	Not provided	Justification for not providing
Scale 1"= 100' or larger			
Project Size in acres and square feet			
Future Land Use Designation			
Zoning District			
Existing Land Use			
Proposed Land Use			
Existing Land Use of Adjacent Properties (within 100 ft.)			
Density (existing, permitted and proposed by land use) Units/ Acre			
Intensity (existing, permitted and proposed by land use) Floor Area Ratio (FAR)			
Number of Lots Permitted and Proposed			
Finished floor elevations (shown on each building pad)			
Location of new and existing easements, setbacks and building pad on a typical lot drawing			
Impervious Surface Area (existing and proposed)			
Open Space Acreage & Ratio (existing, required and proposed) acreage per type of recreational use			
Landscape Area and Buffer Yards by Type *Provide attached table on plans			
Large Street Trees (required, existing, proposed) *Provide at- tached table on plans			
Parking Islands large trees (required, existing, proposed)			
Number of Parking Spaces by Type Required			
Number of Parking Spaces by Type Proposed (and existing, if applicable)			
Number of Loading/Unloading Area(s) (required and proposed)			

Preliminary Subdivision Plan/ Site Development Order/Final Engineering Application

Preliminary Subdivision Plans/Site/Final Engineering Plans (continued)			
Required	Provided (Page No.)	Not provided	Justification for not providing
Number of bicycle spaces (required, proposed)			
Setbacks: Front, Rear, Side, Street Side, Other (required and proposed)			
Table with Phases of Development (Description, Target Dates, Completion Dates)			
ITE Trip Generation and Trip Distribution (ADT, AM and PM peak hours)			
Requested Deviations Listed on Site Plan			
Streets/Driveways/Drive aisles widths (existing)			
Streets/Driveways/Drive aisle widths (proposed)			
Streets ROW Width/ Sidewalks Width (existing)			
Streets ROW Width/Sidewalks Width (proposed)			
Exterior/Interior turning radii (existing, proposed)			
Utilities (existing, proposed)			
Water Use Calculations per City Resolution No. 2507-12			
Wastewater Service Provider			
Wastewater Use Calculations per City Resolution No. 2507-12			
Irrigation Plan showing source of Irrigation (ALTERNATIVE WATER IRRIGATION ONLY)			
Irrigation Use Calculations			
Lighting Plan (location, pole height, type, level of illumination, areas to be lighted, cut-sheets of poles and luminaires)			
Fire Flow calculations, on plans			
Location of fire line, fire department connection and backflow preventer.			
Location of fire hydrants			

Preliminary Subdivision Plan/ Site Development Order/Final Engineering Application

Preliminary Subdivision Plans/Site/Final Engineering Plans (continued)			
Required	Provided (Page No.)	Not Provided	Justification for not providing
SITE SURVEY			
Legal Description			
Boundary Survey			
Contours at 5-foot intervals and finished floor elevations of all abutting properties.			
High water elevation of water bodies on-site and 50-feet off-site			
Boundaries of water bodies on-site and 50-feet off-site			
FEMA flood hazard zone or limits of 100-year flood			
Existing surface drainage characteristics			
All existing structures			
Boundaries of environmentally sensitive areas (if applicable). Provide existing vegetative map showing alterations including tree removal, dredging, filling, spoiling sites, canals and channels.			
Tree Survey, showing trees (8 inches or more) on site, trees to be removed, and trees to remain			
Tree Mitigation Plan			
ARCHITECTURAL DRAWINGS			
Colored Scaled Rendering of all facades of the building/structure			
Floor plan indicating uses and square footage of each proposed use within each building/structure.			
Roof Plan			
Details of HVAC Screening and other mechanical equipment (location and height)			
Building height			
3D Rendering			
Sample Board showing proposed materials and colors			
Description of materials and colors to be used			
Identification of main and secondary entrances.			

Preliminary Subdivision Plan/ Site Development Order/Final Engineering Application

Preliminary Subdivision Plans/Site/Final Engineering Plans (continued)

Required	Provided (Page No.)	Not Provided	Justification for not providing
ARCHITECTURAL DRAWINGS			
Location, height and general character of walls, fences, landscaping, including berms			
Demonstration of compliance with LDC Architectural requirements			
Description of and justification for any requested deviation to a LDC minimum requirement			

CONCURRENCY

Required	Provided (Page No.)	Not Provided	Justification for not providing
Traffic– Provide trip calculation and distribution based on latest edition of ITE Manual			
Environmental– Provide items listed on Environmental Checklist)			
For Utilities, provide a letter/E-mail from applicable agencies stating if there is sufficient capacity for the following items:			
Water (Contact: Gloria Berges-RiCharde, 407-971-5649, email: gberges@cityofviedo.net)			
Wastewater (Contact: Gloria Berges-RiCharde, 407-971-5649, email: gberges@cityofviedo.net)			
Solid Waste Landfill: (E-mail request to: obond@seminolecountyfl.gov)			
School Capacity Availability Letter of Determination - SCALD (Contact Richard LeBlanc Jr, Seminole County Public Schools, 407.320.0560 email leblanz@scps.k12.fl.us)			

Preliminary Subdivision Plan/ Site Development Order/Final Engineering Application

Preliminary Subdivision Plans/Site/Final Engineering Plans (continued)

SITE CONSTRUCTION TYPE II PERMIT REQUIREMENTS

Itemization of Proposed Dedicated (To the City) Improvements

Item	Measurement (Linear Feet or Diameter)
Length of paved roadways (LF)	
Length of Water Lines (LF)	
Length of curb (LF)	
Length of sidewalk (LF)	
Sanitary sewer:	
Lift Station _____ Yes _____ No	
Gravity line (Dia) and (LF)	
Force Main (Dia) and (LF)	

SUBMIT THE FOLLOWING INFORMATION AS APPLICABLE. If not applicable, provide appropriate justification.

Required	Provided	Not Provided	Justification
Drainage calculation, potable water, irrigation and sewer calculations.			
Soils report indicating seasonal high and normal ground water elevations and natural soil permeability rate if natural infiltration is applicable.			
Soils Map depicting site on map and Table with hydrological group and high water table based on current NRCS Soil Survey.			
TR-55 applicable CN table with highlighted selections and weighted CN calculations if applicable.			
Treatment and Recovery calculations.			
Description of Stormwater System – Retention facility (nodes, node type), reaches, outfall conditions, description of routing model, diagrams, comparison table of post development peak rate of discharge to pre-development peak rate for design storm event.			

Preliminary Subdivision Plan/ Site Development Order/Final Engineering Application

Preliminary Subdivision Plans/Site/Final Engineering Plans (continued)

SITE CONSTRUCTION TYPE II PERMIT REQUIREMENTS

Required	Provided (Page No.)	Not Provided	Justification
Stage Storage Tables for retention ponds with one foot maximum increments of staging.			
Cross Sections of ponds including dimensions and slopes per Engineering Standards Manual (Dry pond-4:1 slope, Wet Pond-6:1 slope to 3-feet below NWL then 3:1 to pond bottom, 10-foot maintenance berm, maintenance access, easements, seasonal high and normal groundwater elevations, sod, etc.).			
Provide existing and post construction elevation contours using two distinguishing line types.			
Proposed and existing finished floor elevation for all structures.			
Existing contours and finished floor elevations of all abutting properties and accounting for historical off-site drainage.			
Provide routing arrows for proposed drainage (must match pre-development patterns).			
Provide detail of all stormwater structures (pipe diameter, material, slope, length. Inlet types)			
For dry ponds – independent geotechnical review of drawdown analysis.			
Proposed landscaping in area of stormwater facilities (No landscaping on maintenance berm or access to maintenance berm) .			
Note on plans regarding contractor obtaining NPDES permit and providing a copy to the City once received (required for all sites over 1 acre per FDEP).			
Applicable Agency Permits (i.e. FDOT, SJRWMD, FDEP, NPDES, etc.).			
Profile and Cross Section (for excavation only).			

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RIGHT-OF-WAY UTILIZATION TYPE II PERMIT REQUIREMENTS

The following items are not required for sufficiency review, however, must be submitted prior to scheduling a date for the pre-construction meeting)

Required	Provided	Not Provided	Justification (If providing at the pre-construction meeting, please provide notation)
Itemized Engineers Estimate (or contract) of improvements to be dedicated to and/or maintained by the City.			
Quality Control Fee (Based on 3.5% of Engineer's cost estimate of total constructions cost OR \$350.00, whichever is greater)			
Maintenance of Traffic Plan			
Applicable State Contractors License			
Original Certificate of Insurance (naming the City of Oviedo as Certificate Holder and indicating General Liability, Automobile Liability, and Workers Compensation Coverage)			

Certification

I hereby certify that, to the best of my knowledge and belief, all information supplied with this application is true and complete, and that I am

() the Property Owner of Record for the subject property described herein.

() the Authorized Agent of the Property Owner of Record for the subject property described herein (notarized letter of authorization attached).

Signature_____

Date_____

Name and Title (printed or typed)

**Preliminary Subdivision Plan/
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Application Instructions**

The instructions are intended to provide you with the information necessary for you to complete an application for a Site Development Order Final Engineering. The information requested to be part of your application represents the minimum requirements for submittal.

A project Manager will be assigned to your application to work with you throughout the application process. The project Manager will provide you information on all public meetings where your application will be considered. Our objective is to make the process clear and as understandable as possible for you. Sufficiency Review is ensuring the application is filled properly and all required documentation is provided. Compliance Review is ensuring that the documentation provided is in compliance with the Land Development Code, Engineering Standards Manual and other code requirements.

Sufficiency Review

The Applicant is required to complete all parts of this application properly and completely and pay all applicable fees in order for the Staff to begin processing the application. The submittal must include plans and required documents. If the Staff determines within two (2) business days that the application is not sufficient, you will be notified by email and the application will not be reviewed for compliance. Once the application is sufficient, staff will notify you by email and the application will move into Compliance Review.

Compliance Review

City Staff will review the completed application for compliance with the Land Development Code within the following review days:

1st Compliance Review-	28 calendar days
2nd Compliance Review-	21 calendar days
3rd Compliance Review-	14 calendar days (The Applicant shall pay 50% of application fee)

LDC Section 2.7 Approval Authority Table 2.1

Application	Percent Deviation	Final Approval Authority
Preliminary Subdivision Plan	Compliant or deviation	CC (LPA recommendation)
Site Development Order (City Development Projects)	Compliant <= 20%	LUA
	>20%	CC
Site Development Order (Other Development Projects)	compliant <= 20%	LUA
	>20%	CC
Site Development Order (New Downtown and New Downtown Village Core)	Compliant or deviation	LUA
Other Development Permit	Compliant <= 20%	LUA
	>20%	CC
Architectural Design Order	Compliant or deviation	CC
Redevelopment Site Development Order and associated Architectural Design Order	Compliant <= 20%	LUA
	>20%	CC

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Application Instructions

Landscape Buffer Yard Table

(Example)

BUFFER YARD (length in linear feet)		LARGE TREE (quantity)			MEDIUM/SMALL TREES (quantity)		
Location/ Orientation	Type/Length (A,B,C)	Required	Existing	Provided	Required	Existing	Provided
North							
East							
West							
South							
TOTAL							

- 1) The length of the buffer yard for number of trees calculations does not include drive-ways widths within the buffer yard, and adjacent landscape buffer yard widths.
- 2) The number of trees of adjacent buffer yards cannot be over counted.
- 3) Required Trees = Provided + Existing (if applicable)

Street Trees Table

(Example)

STREET (length in linear feet)		LARGE TREES (quantity)			MEDIUM TREES (quantity)		
Name	Length	Required	Existing	Provided	Required	Existing	Provided
1.							
2.							
3.							
4.							
TOTAL							

See applicable section in Article IV& XII

**Preliminary Subdivision Plan/
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Application Instructions

Environmental Checklist for PSP/SDO-FE

If no Comprehensive Plan Amendment or Zoning Map Amendment has been required, or if more than seven years have elapsed since approval for a Comprehensive Plan Amendment or Zoning Map Amendment for the site:

- Show site location on street map.
- Show site location on USGS map.
- Show on aerial photograph:
 - Soil types according to Natural Resource Conservation Service (NRCS) 100-year Flood Plain with Federal Emergency Management Agency (FEMA) panel, effective date, and any established flood elevation referenced; OR state that no 100-year Flood Plain is pre-sent, if applicable.
 - Wetland boundaries, representing a SJRWMD or USACE approvable boundaries in the applicant's (or their consultant's) best judgment, and wetland acreages, if wetlands are present; OR state that no wetlands or surface waters are present, if applicable.
 - FLUCFCS according to Florida Land Use, Cover and Forms Classification System (FDOT, 1999). Include ditches and streams.
 - Well protection zone(s) (if present). State the specific land use proposed to ensure the use is allowed within the well protection zone shown.
- Define wetlands (if present) on the property with high visibility, numbered flagging. Include numbering format on a graphic submitted with application.
- Provide a brief, site-specific description of each FLUCFCS designation.
- Discuss presence of eagle's nest(s). State whether any nest is within 660 feet of any site boundary and provide information source or location of observation.
- State which water management drainage basin the project site is in. Discuss general significance of on-site wetlands including overall size and connections to other surface waters or large wetland associations.
- Give dates of floral and faunal surveys for state (Florida Fish and Wildlife Conservation Commission and Florida Department of Agriculture) and federally (U.S. Fish and Wildlife Service) listed species and signs of their occurrence. On a aerial graphic, show observation locations of listed species sightings (those species listed as endangered, threatened, species of special concern, or commercially exploited) or signs of their occurrence. Discuss potential presence of listed species—state and federal. Where FWS Consultation Areas encompass the site, include discussions of potential occurrence of species for which each consultation area.

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Checklist for PSP/SDO-FE (cont.)

☐ If the project site is in the Econlockhatchee Basin:

- If the project is within two thousand feet of the stream's edge of the Econlockhatchee Riv-er or its tributaries, provide a historical and archeological resources assessment prepared by an Oviedo approved consultant OR provide a letter from the Florida Department of State, Di-vision of Historical Resources stating that no historical or archaeological resources are pre-sent on the site.
- Give dates of floral and faunal surveys for state (Florida Fish and Wildlife Conservation Commission and Florida Department of Agriculture) and federally (U.S. Fish and Wildlife Service) listed species and signs of their occurrence. On a aerial graphic, show observation locations of listed species sightings (those species listed as endangered, threatened, species of special concern, or commercially exploited) or signs of their occurrence. Discuss potential presence of listed species—state and federal. Where FWS Consultation Areas encompass the site, include discussions of potential occurrence of species for which each consultation area.

If a Comprehensive Plan Amendment or Zoning Map Amendment has been approved, provide the following:

- If more than one year but less than five years has elapsed or the site boundary has changed since approval of a Comprehensive Plan Amendment or Zoning Map Amendment for the site, provide an updated survey for state (Florida Fish and Wildlife Conservation Commission and Florida Depart-ment of Agriculture) and federally (U.S. Fish and Wildlife Service) listed species and signs of their occurrence. On a aerial graphic, show observation locations of listed species sightings (those species listed as endangered, threatened, species of special concern, or commercially exploited) or signs of their occurrence. Discuss potential presence of listed species—state and federal. Where FWS Consul-tation Areas encompass the site, include discussions of potential occurrence of species for which each consultation area. Provide dates of on-site Inspection(s).
- If more than five years has elapsed or the site boundary has changed since approval of a Compre-hensive Plan Amendment or Zoning Map Amendment for the site, provide an updated aerial FLUCFCS map and an updated survey for state (Florida Fish and Wildlife Conservation Commission and Florida Department of Agriculture) and federally (U.S. Fish and Wildlife Service) listed species and signs of their occurrence. On a aerial graphic, show observation locations of listed species sight-ings (those species listed as endangered, threatened, species of special concern, or commercially ex-ploited) or signs of their occurrence. Discuss potential presence of listed species—state and federal. Where FWS Consultation Areas encompass the site, include discussions of potential occurrence of species for which each consultation area. Provide dates of on-site inspection(s).

**Preliminary Subdivision Plan/
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Application Instructions**

Environmental Checklist for PSP/SDO-FE (cont.)

The following must be shown on the preliminary site plan drawings:

- Wetland and surface water boundaries (if present) and their FLUCFCS designation according to Florida Land Use, Cover and Forms Classification System (FDOT, 1999). Include ditches and streams.
- If wetlands or surface waters are present, show required buffers or setbacks adjacent to wetlands and surface waters. (If project is in the Econlockhatchee Basin, check required buffers and setbacks.)
- If wetlands or surface waters are present, show proposed impacts to wetlands, surface waters, and buffers. Shade or hatch impact areas and provide areas (acres or square feet) for each impact area.
- Proposed areas of on-site conservation, creation, enhancement or preservation (each type with a distinctive hatch) and provide areas (acres or square feet) for each.
- Osprey nest location(s), if present. Eagle nests within site or within 660 feet of the site boundary
- Significant trees present within the portion of the site where clearing or grading is proposed.
- Demonstrate compliance with mitigation requirements for proposed wetland and buffer impacts. State what type of mitigation will be provided on-site, off-site, creation, enhancement, preservation, purchase of mitigation bank credits, or other off-site option. Create a "Mitigation Plan Sheet" if needed.
- 100-year flood plain (if present) and reference applicable Federal Emergency Management Agency FIRM map panel.
- Well protection zone(s) (if present). Add the statement, "The applicant shall comply with Policy 4-4.4.5 Wellfield Protection Area."
- Add the statement, "The applicant shall comply with Policy 1-1.7.4 Environmentally Sensitive Areas."
- Add the statement: "Wetland boundaries shown on this site plan represent a SJRWMD or USACE approvable boundary in the applicant's (or their consultant's) best judgment. For final site plan approval, the applicant shall provide the following items on the plans to demonstrate compliance with the Oviedo Comprehensive Plan and Land Development Code: 1) a SJRWMD approved wetland boundary depicted on the site plan; 2) name of agency representative, date of inspection, and telephone number of person who reviewed the wetland boundary; 3) proposed wetland and buffer impacts (based on the agency-approved wetland boundary) depicted on the site plan; 4) acreage and type (FLUCFCS) of each wetland impact, buffer impact, 5) show each preservation area(s), creation and restoration area(s) and acreage and type (FLUCFS) for each, 6) provide a complete mitigation plan."