

Preliminary Subdivision Plan Application



CITY OF OVIEDO
400 Alexandria Boulevard
Oviedo, Florida 32765

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

Application No. _____

Date Received _____

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.

___ Proof of Ownership (print out property appraiser's office)

___ 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**
\$8,901.00.00 +\$13.00/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)			

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The following must be presented on the Preliminary Subdivision 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 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 and sizes 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 (commercial) (trees, shrubs, groundcover by variety and size) *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 (bike, car, etc.) Required			
Number of Parking Spaces by Type (bike, car, etc.) Proposed (and existing, if applicable)			
Location of sales and/or marketing offices and model homes			

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Preliminary Subdivision 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 of Phases of Development (Description, Target& Completion Dates)			
ITE Trip Generation and Trip Distribution (ADT, AM and PM peak hours)			
Requested Deviations Listed on Site Plan (and Cover Sheet)			
Access points, driveways,/drive aisles (existing & proposed)			
ROW Width/Sidewalks Width (existing & 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			
Source of Irrigation (ALTERNATIVE WATER IRRIGATION ONLY)			
Location of fire hydrants and Fire Flow calculations			
Location of fire line, fire department connection and backflow preventer.			
Proposed curbs and gutters by type, curb cuts, drainage grates and bridges.			
Proposed stormwater/drainage facilities, including manholes, pipes, drainage ditches, retention ponds.			
Proposed land elevation contour lines following final grading, showing elevation points, one (1) foot intervals or less, or, detailed profiles or cross sections.			
Proposed erosion & sediment control plan, location of silt fences.			
Proposed water system; source of service, size, (DIP required) and locations of mains, valves and hydrants.			
Proposed sewer system; source of service, size, material, and location of lines, with profiles			

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Preliminary Subdivision 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			
CONCURRENCY			
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: sbalroop@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)”			

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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)

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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 Preliminary Subdivision Plan application. 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 in order for the Staff to begin processing the application. If the Staff determines within 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 TREES (quantity)			MEDIUM/SMALL TREES (quantity)		
Location/ Orientation	Type/Length (A,B,C)	Required	Existing	Provided	Required	Existing	Provided
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.

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Application Instructions

Environmental Checklist for Preliminary Subdivision Plan

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 Preliminary Subdivision Plan (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 River 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, Division 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 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. Provide dates of on-site Inspection(s).
- **If more 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 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 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. Provide dates of on-site inspection(s).

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Application Instructions

Environmental Checklist for Preliminary Subdivision Plan (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.”