



SITE PLAN REVIEW CHECKLIST

Engineering

Proposed Project _____
Location _____

Pre Application Meeting
Date/Time _____

Fees

- Stormwater review fee shall be required prior to site plan approval. City Ord.174.70
 - \$650 review fee for new project site under five acres; \$650 plus \$50/acre for project site more than five acres; or \$650 for modification to existing drainage system.
- Transportation Impact Fee required. See City Ord. 171.29 for fee schedule. Note fee increases yearly.
- For site in a flood plain, a flood plain permit will be required. Submit application with \$60 permit fee and two (2) copies of survey. City Ord. 174.006.

Documents

- Copy of St. Johns River Water Management District (SJRWMD) permit or a letter of exemption. City Ord.174.071(1)
- Copy of approval letter from Waste Management Inc. for refuse container/dumpster location or curbside pickup.
- Two copies of pre vs. post stormwater drainage calculations signed and sealed by state registered engineer for a 10 year 24 hour storm event or 25 year 24 hour storm for site greater than 40 acres.
- Two copies of geotechnical report (soil analysis report certified by registered engineer).
- Three sets of boundary and topographic land survey (survey must extend 10' beyond property line and certified by State Registered Land Surveyor).
- Copy of NOI and NPDES construction permit from Department of Environmental Protection (DEP) required for projects over 1 acre in size. Include SWPPP on the plans.
- Copy of driveway and right-of-way use permit approval letter from Public Works. All specifications must be on the plans. City Ord. 179.032
- Copy of Brevard County Health Department septic permit (if applicable). City Ord. 174.071(5).
- Copy of Brevard County driveway and right-of-way use permit and conditions (if applicable). City Ord. 174.071(5).
- Copy of Florida Department of Transportation (FDOT) Driveway and right-of-way use permit (if applicable). City Ord. 174.071(2).
- Copy of Melbourne Tillman Water Control District (MTWCD) permit (if applicable). City Ord. 174.071(4).
- Two copies of traffic study (if applicable). Contact Kwabena Oforu at (321) 733-3042 for study area and requirement. See attached traffic criteria requirements.
- Two recorded copies of cross access, shared parking and cross drainage agreement or easement agreement with legal description (if applicable).
- Recommend providing pictures of project prior to construction starts (entire property) and include conditions of the surrounding right-of-way and property line. Any trees, roads, fire hydrants, power poles, drainage pipes and adjacent property conditions shall be documented before starting work.

Include the following Notes to the Plans:

1. Testing on paved areas shall be specified on plans with description of the improvements, location zones and testing methods to be used. Copies of all test results are to be provided to the Land Development Engineering Inspector. Code Ordinance 179.097
2. Notify the Land Development Engineering Inspector by email: francoh@palmbayflorida.org, or fax at (321) 953-8920, 72 hours prior to construction start with correct information (names and phone numbers of contractor and sub contractor). Sequence of work is required. For additional information or changes, contact (321) 733-3042.
3. Notify Utility Engineering Inspection Services, City of Palm Bay, at (321) 952-3410 or fax (321) 768-7795, 72 hours prior to construction start with contractor and project information.
4. Provide as-built information five (5) working days prior to request for Certificate of Occupancy.
5. Pavement markings and signage at driveway entrance are the perpetual responsibility of owner and assigned.
6. All disturbed areas shall have grass/vegetation established prior to the final inspection for a certificate of occupancy.
7. A copy of NPDES construction permit is required for projects over 1 acre. The contractor shall prepare the necessary Notice of Intent (NOI) and Stormwater Pollution Prevention Plan (SWPPP). The NOI will be filed to the appropriate section of FDEP. Copies of the NOI and the SWPPP shall be submitted to the Land Development Division before work begins on site.

CITY DESIGN STANDARDS

Driveway and Sidewalk:

1. Sidewalks must meet City of Palm Bay standards. Cross-sections and profiles shall be maintained. Sidewalks shall be 5' to 8' wide with a maximum transverse slope of 3% and a maximum cross slope of 2%.
2. Show 6"x12" flushed ribbon curbing detail on the drawing radius, driveway detail and cross section.
3. All stop signs shall be 30"x30" R1-1. Provide 25' of 6" double yellow line from the stop bar. Stop sign and bar shall be 4' on-site if there is crosswalk on the driveway.
4. The landscape within the sight distance triangle shall be in accordance with FDOT #546.
5. Slope for entrance driveways shall not exceed 5%.
6. Provide a striping and signing plan with appropriate dimensions for site and right-of-way only.

Stormwater Drainage:

1. Provide erosion control at the outfall.
2. Side slopes of retention shall be sodded. Retention area bottoms may be seeded or mulched.
3. For a dry retention system, provide retention for 0.5" of stormwater over entire site area or 1.5" of stormwater over impervious surfaces, whichever is greater.
4. For a wet detention system, provide retention for 1" of stormwater over entire site area or 2.5" of stormwater over all impervious surfaces, whichever is greater.
5. Provide 6 inches of freeboard for sites less than 3 acres or freeboard of 1 foot for sites greater than 3 acres.
6. Provide cross section of pond areas showing the following: bottom elevation, wet water elevation, high water level and ground elevation.

For more information contact: **Hector I Franco** (321) 722-3042; email: francoh@palmbayflorida.org

- Note:**
1. Projects which include demolition work and retaining wall construction will require demolition permit and retaining wall permit from the Building Division.
 2. No building permit will be issued on new building site without site plan approval.

Required Prior To Start Of Construction:

1. Schedule and attend a pre-site work meeting (when required for your project).
2. Install construction box on-site with the following information:
 - Copy of approved site plan and landscape plans.
 - Copy of the St. Johns River Water Management District permit (SJRWMD).
 - Copy of the NPDES permit and copy of Site Work permit.
3. All permits must be in the construction box at the time of the inspection.
4. Provide Maintenance of Traffic Plan (MOT) for clearing and construction.
5. After site plan approval, notify by fax or email the Land Development Inspector – fax (321) 953-8920 or email: francoh@palmbayflorida.org 72 hours prior to the start of construction with the schedule of work for the next 45 and 90 days.
6. To schedule inspections contact: **Hector Franco** (321) 733-3042; or email: francoh@palmbayflorida.org

TRAFFIC STUDY THRESHOLDS

Based on ITE Trip Generation, 7th Edition (2003)

Land Use	ITE Code	Units	100 Peak-Hour Trips ¹
Residential			
Single-Family	210	Dwelling units	89
Apartments	220	Dwelling units	138
Condominiums/ Townhouses	230	Dwelling units	182
Mobile Home Park	240	Dwelling units	167
Shopping Center ^{2,3}	820	GLA	6,200
Fast Food Restaurant with Drive-In	934	GFA	1,825 SF
Convenience Store with Gas	853	GFA	1600 SF/ 4 pumps
Banks with Drive-In	912	GFA	1,875 SF/ 2 lanes
Hotel/ Motel	310/ 320	Occupied rooms	138/ 165
General Office	710	GFA	18,925 SF
Medical/ Dental Office	720	GFA	22,465 SF
Light Industrial	110	GFA	92,590 SF
Warehouse	150	GFA	101,915 SF

Notes:

This table will be updated as future editions of ITE Trip Generation.

¹ For example a traffic study will be required (100 peak-hour trips generated) if 89 **or more** single family units are proposed for a site.

For further trip generation characteristics of the above land uses and of others not illustrated above, refer to the latest version of ITE Trip Generation.

² GLA = gross leasable area; GFA = gross floor area; SF = square footage

³ Larger centers may require DRI review.

SITE PLAN INFORMATION

Information Needed For Review

- North Arrow
- 24"X30" Plan Sheets
- Scale (Min. 1"=50')
- Datum Ref. Ngvd 1929 Benchmark

- General Statement
- Legal Description
- Boundary And Topographic Info.
- Contours One (1) Foot Interval
- Name, Address And Telephone Of: Owner, Architect/Engineer, Contractor
- Date Plan Was Drawn And Any Subsequent Revisions

Tabulation Of The Following

- Gross Site Area
- Number of Proposed Units
- Floor Area/ Each Unit Type
- Percent of Site Covered By Structure
- Percent of Site Covered By other Impervious Surfaces

- Total Percentage of Site Covered By Impervious Surfaces.
- Total Percentage of Site Covered By Pervious Surfaces
- Parking Spaces Required.
- Handicapped Spaces

- Type of Construction

- Number of Floors
- Vicinity Map (Including Zoning And Current Land Use)

Locate And Dimension

- Property Line Right-of-Way line
- Existing And Proposed Structures
- Existing Easements
- Plat Information
- Street Names
- Distances Between Structures
- Existing And Proposed Utilities
- Parking Spaces
- Proposed And Existing Drainage Setbacks
- Loading Areas
- Existing Trees

- Location of Dumpster.

- Proposed Finished Floor Elev.

Site

- Property Line Setbacks
- Easements
- Finished Floor Elev. 18"/12"
- Landscape Conflict

Utilities

- Water Main Tapping
- Well
- Sewer
- Septic
- Capacity Minimum Required
- Pro Rate

Traffic

- Bike Path

- Sidewalks - Provide Onsite & Offsite Sidewalk Connection.
- Traffic Flow
- Sight Distance

- Curbs

- Internal Radius Adjacent To Roadway
- Access Management
- Aisle Widths
- Size Of Parking Stalls

- Handicap Parking Locations

- Parking Spaces and striping
- Stop Bars
- Stop Signs
- Mitered Parking Stall
- Buffer From Headlights
- Trip Generation Analysis
- Traffic Impact Analysis

Stormwater Calculations

- Basin Map
- Existing Drainage Condition

- Impervious Area

- Drainage Area
- Method Of Calculations
- Pre/Post Assumptions
- Min Required Retention Vol.

- Provided Retention Volume
- Min. Required Detention Vol.
- Provided Detention Vol.
- Staging
- Basin Map (Topo Map With Drainage Areas Outlined For Pre And Post Condition).
- Define Slopes.

Retention/Detention Area

- Freeboard
- Control Structure
- Slopes
- Grades
- High Water Storage Elevation
- Discharge Elevation
- Wet Season Water Elevation

Drainage

- Offsite Effects

- Swale Grades
- Overflow Direction

- Pipe Size
- Inverts Of Culverts
- End Walls

- Roof Drainage

Include Applicable Standard Details

- Commercial Driveway Detail

- Stop Sign Detail
- Fdot #272 Mitered End Sect.
- Curb And Gutter Detail
- Fence Enclosure Details
- FDOT #280 Filter Fabric Detail
- Handicap Sign & Parking Detail
- Handicap Ramp Detail
- FDOT #106 Temp Entrance
- Sidewalk Cross Section
- Swale And Pond Cross Section
- Driveway Entrance Cross Section

