



**Land Use & Environmental Services Division**

**(850) 891-7100**

Location: 435 N. Macomb Street

Mail: 300 S. Adams Street, Box B-28, Tallahassee, Florida 32301-1731

Fax: (850) 891-7184

Florida Relay Service TDD: 711

## **SITE PLAN PROCEDURES**

### **I. LAND USE COMPLIANCE CERTIFICATE (LUCC)**

The LUCC is designed to inform potential applicants which processes and/or permits would be required in order to secure approval for a development project. Upon receipt of a completed application and required fee, we will determine the applicability of the following requirements:

- Appropriateness of the Proposed Land Use
- Pre-Application Conference
- Concurrency
- Site Plan Review Level, i.e. Type A, B, C, or D
- Subdivision
- Environmental Permitting
- Building Permitting/Certificate of Occupancy (CO)
- School Concurrency Impact Analysis

Once the development review requirements have been identified, an LUCC is issued. The applicant should contact the appropriate Departments as identified on the LUCC for further information concerning submittal requirements and deadlines.

### **II. TYPE A SITE PLANS**

#### Pre-Submittals:

Although not a requirement, the applicant is encouraged to attend a no-cost Pre-Submittal Review meeting prior to filing the Type A Site Plan application. The Pre-Submittal Review meeting is designed to provide the applicant with information, prior to the preparation of a site plan application. The applicant may schedule a Pre-Submittal Review by submitting a Pre-Submittal application to the Growth Management Department, Land Use and Environmental Services Division by **10:00 a.m. each Thursday**.

#### Application Procedures:

Type A Site Plans will generally be subject to a one (1) week review cycle.

A Natural Features Inventory (NFI), required by *Chapter 5 of the City of Tallahassee Land Development Code*, shall apply to all Type A Site Plans, unless otherwise exempted by the Growth Management Department. The NFI, if required, must be approved or conditionally approved prior to the acceptance of the application for Site Plan review. Applicable NFI fees are payable upon submittal of the NFI application. It takes approximately one (1) week for the Growth Management Department to review and approve the NFI.

The deadline for filing Type A Site Plans is **10:00 a.m. each Thursday**. The required application fee and **two** (2) sets of the following information will constitute a complete application:

- Site Plan Application (1 original)
- Site Plan Checklist
- Site Plan (must be 24"x36")
- Project Narrative
- General Location Map
- Land Use Compliance Cert. (LUCC)
- Completed Owner's Affidavit (1 original)
- Preliminary Concurrency Certificate (if required)
- Signed & Sealed Boundary Survey (1 original)
- School Concurrency Impact Analysis (if residential)
- NFI Exemption or Approval Letter
- EIA Application if NFI was required (Please note that before receiving final NFI approval, an EIA or an amendment to your current EIA may be required.)
- Color documents should also be submitted in electronic form in one of the following formats: .tif; .pdf; .jpeg; or .bmp.

#### Site Plan Review:

The Site Plan Review Committee (Committee) meets every (excluding holidays) Thursday morning in the Growth Management Dept. Conference Room to review applications. The Committee is comprised of representatives from the following City departments:

- Growth Management
- Police
- Fire
- Solid Waste
- Public Works
- Water and Sewer

The applicant and/or agent will meet with the Committee. After the meeting, the applicant is provided with a written list of *Conditions of Approval* which must be addressed before the Type A Site Plan can be approved by the Growth Management Director.

#### Site Plan Approval:

Once the applicant has addressed the *Conditions of Approval* and incorporates all changes on revised plans, revised site plans should be submitted to the appropriate review team in the Growth Management Department within ninety (90) days of approval. One ninety (90) day extension for submittal of the revised plans may be granted by the Land Use Administrator, upon written request by the applicant. If the revised plans are not submitted within the time frames specified, the approval shall be deemed null and void. Upon receipt, the Site Plan is reviewed for compliance with *Conditions of Approval*. Once it is determined all *Conditions of Approval* have been satisfactorily addressed, the Site Plan is approved by the Growth Management Director or his designee and the applicant is so informed by letter.

Please Note:

The following classes of applications are subject to Type A Site Plan review; however, such approvals are granted by either the Land Use Administrator of the Growth Management Department or an alternate approval authority:

- Applications for Government right-of-way takings.
- Applications for properties which are located within areas which are designated as Historic Preservation Overlay districts.

Applicants desiring approval for one of the above processes should submit an application to the Growth Management Department, Land Use and Environmental Services Division.

III. **TYPE B SITE PLANS**

Pre-Applications:

Formal Pre-Application Conferences are available prior to submittal of a Type B Site Plan application. The Pre-Application Conference is designed to provide the applicant with information prior to the preparation of a formal Type B Site Plan application. The applicant may schedule a Pre-Application Conference by submitting a Pre-Application application to the Growth Management Department, Land Use and Environmental Services Division by **10:00 a.m. on a pre-application submittal day.**

Application Procedures:

Type B and above site plans are reviewed by the Development Review Committee (DRC). The DRC is comprised of the directors (or their designees) of the following City departments:

- Growth Management
- Public Works
- Planning
- Utility Support Services

A Natural Features Inventory (NFI), <sup>as</sup> required by *Chapter 5 of the City of Tallahassee Land Development Code*, shall apply to all Type B Site Plans, unless otherwise exempted by the Growth Management Department. The NFI must be approved or conditionally approved prior to the acceptance of the application for Site Plan review. Applicable NFI fees are payable upon submittal of the NFI application. It takes approximately one (1) week for the Growth Management Department to review and approve the NFI.

Type B Site Plans are now submitted electronically through the City's On-Line Permitting program. Until further notice, applicants should bring all submittal materials to the Growth Management Records Management Section to begin the permitting process. If you have questions or would like to make an appointment to submit a Type B Site Plan, please contact our Records Management section at 891-7078 or 891-7036.

The initial submittal requirements are:

- Site Plan Application (*original*)
- Site Plan Checklist
- Site Plan (*must be 24"x36"*)
- Project Narrative
- General Location Map
- Land Use Compliance Cert. (LUCC)
- NFI Exemption or Approval Letter
- EIA Application if a NFI was required (*Please note that before receiving final NFI approval, an EIA or an amendment to your current EIA may be required.*)

- Completed Owner's Affidavit (*original*)
- Preliminary Concurrency Certificate (*if required*)
- Signed & Sealed Boundary Survey (*original*)
- School Concurrency Impact Analysis (*if residential*)
- Color documents should also be submitted in electronic form in one of the following formats: .tif; .pdf; .jpeg; or .bmp.

Once these items are received, a sign & sign affidavit form will be given to the applicant and the fee will be taken. The applicant is then responsible for posting the sign.

To complete the application submittal requirements, the applicant will return to the Growth Management Records Management section to electronically upload the completed sign posting affidavit, a picture of the posted sign, and a copy of their paid receipt. This will constitute a substantially complete application. The deadline for completing all submittal requirements is **10:00 a.m. on a DRC submittal day**.

#### Site Plan Review:

The Development Review Committee (DRC) meets approximately twice a month in City Hall. The applicant and/or his or her representative should be in attendance at the meeting. In accordance with the *City of Tallahassee Land Development Code*, meetings of the DRC are administrative in nature and not subject to the quasi-judicial provisions of Florida Statutes. No testimony may be received from any applicant or member of the public during the course of a DRC meeting. Each DRC member is responsible for providing written findings which identify whether the site plan application meets the applicable criteria and standards imposed by codes, regulations, and adopted standards of the City. The written findings are transmitted to other members of the DRC, the applicant, and made available for public inspection at least one (1) working day prior to consideration by the DRC. The written findings are the basis for the DRC to approve, approve with conditions, or deny the site plan application.

#### Site Plan Approval:

Once the DRC has met and if the site plan is approved, a letter will be sent to the applicant informing him/her of the DRC's approval and of any conditions of approval. After the applicant has addressed the *Conditions of Approval* and incorporates all changes, revised copies of the Site Plan should be submitted within ninety (90) days of approval to the appropriate review team in the Growth Management Department. One ninety (90) day extension for submittal of the revised plans may be granted by the Land Use Administrator, upon written request by the applicant. If the revised plans are not submitted within the time frames specified, the approval shall be deemed null and void. Please be advised that the revised plans should only reflect changes that are necessary to satisfy the approval conditions, otherwise the revised plans should be identical to the original submittal. The DRC members will review the revised plans, and if all of the above-referenced conditions have been satisfied, the DRC Chair will issue final approval.

#### IV. SITE PLAN APPEALS

The decision of the Growth Management Director or the Development Review Committee (DRC), as applicable, becomes final thirty (30) calendar days after it is rendered unless a person who qualifies as a party under *Chapter 2 of the City of Tallahassee Land Development Code* files a petition for formal proceedings before the Tallahassee-Leon County Planning Commission in accordance with *Chapter 2 of the City of Tallahassee Land Development Code* and pays the appropriate filing fee. The determination of who qualifies as a party is made by the Planning Commission after a petition for formal proceedings is filed. The petition for formal proceedings must be filed within thirty (30) calendar days after the decision sought to be appealed is rendered. Notices to the Tallahassee-Leon County Planning Department should be delivered to City Hall, 4th Floor, Tallahassee, Florida 32301. Notices to the Planning Commission Attorney should be delivered to Chris Bentley, 2548 Blair Stone Pines Drive, Tallahassee, Florida 32301.

***You are hereby notified that in accordance with Section 286.0105, Florida Statutes, should you decide to appeal any decision made by the Director or DRC or take exception to any findings of fact with respect to any matter considered at the meeting referred to above, you may need to ensure that a verbatim record of the meeting is made. Such a record shall include evidence upon which the appeal is to be based.***

Under the Florida Land Use and Environmental Dispute Resolution Act, any owner who believes a development order issued by the City is unreasonable or unfairly burdens the use of the owner's land may file a request for relief pursuant to the City Commission Policy No. 414CP for Special Master Proceedings. Before an owner may seek relief under the Act, any appellate proceedings available under *Chapter 2 of the City of Tallahassee Land Development Code* must be exhausted. A request for relief under the Act must be filed within 30 days after conclusion of the appellate proceedings or the expiration of 4 months. A copy of City Commission Policy No. 414 is available online at [www.talgov.com](http://www.talgov.com) or you may contact the Growth Management Office.



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**SITE PLAN APPLICATION**

1. Property Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Telephone #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_
2. Applicant's (Optionee) Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Telephone #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_
3. Agent's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Telephone #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_
4. Other Contact Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Telephone #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_
5. Parcel Identification Number: \_\_\_\_\_
6. Application Type    \_\_\_A=Type A    \_\_\_AC=Type A Conversion    \_\_\_B=Type B
7. Project Name: \_\_\_\_\_
8. Project Description: \_\_\_\_\_
9. Proposed Development:    \_\_\_ 1=New    \_\_\_ 2=Addition    \_\_\_ 3=New Use
10. Current Zoning District: \_\_\_\_\_

11. Acreage of property (hundredths): \_\_\_\_\_

12. Land Use Compliance Certificate #: \_\_\_\_\_

13. Residential Information:

Existing Dwelling Units:	Proposed Dwelling Units:	Proposed Density:

14. Non-Residential Information:

	Use	Building Sq. Ft.	Impervious Sq. Ft.
Existing:			
Proposed:			

15. Deviation Information: **(Attach Application Form(s))**

Type of Deviation	Requirement	Vary To:

16. Do you desire a post-application meeting? *(This question applicable for Type B Site Plans only)*  
    \_\_\_No    \_\_\_Yes

17. Signature of Owner(s): \_\_\_\_\_

**NOTE: PROPERTY OWNER, APPLICANT (OPTIONEE), AGENT, AND OTHER CONTACT PERSON WILL BE COPIED ON ALL CORRESPONDENCE FROM THE GROWTH MANAGEMENT DEPARTMENT.**



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**SITE PLAN COMPLETENESS DETERMINATION CHECKLIST**

(NOTE: For Type A Site Plan Submittals, plans will not be accepted unless they are 24" X 36" and folded to 8 1/2" x 11" size and two (2) copies of all requirements are included.)

Project Name: \_\_\_\_\_ Parcel ID #: \_\_\_\_\_

For an application to be eligible for review, two (2) sets of the following materials must be provided:

APPLICANT

- \_\_\_\_\_ 1. This completed checklist.
- \_\_\_\_\_ 2. Completed Application for Site Plan Review. **(original)**
- \_\_\_\_\_ 3. Completed Owner's Affidavit. **(original)**
- \_\_\_\_\_ 4. Completed Application for each Deviation Requested. **(original of each)**
- \_\_\_\_\_ 5. Legal description and boundary survey of the parcel which is **signed and sealed** by a Florida Registered Land Surveyor. **(original)**
- \_\_\_\_\_ 6. Certificate of Land Use Compliance
- \_\_\_\_\_ 7. If Concurrency approval is required, the applicant must have submitted for (and have an active application for) a Certificate of Concurrency. Note: The applicant may apply simultaneously for Concurrency and Site Plan Approval.
- \_\_\_\_\_ 8. A copy of the Natural Features Inventory (NFI) exemption or approval letter.
- \_\_\_\_\_ 9. An Environmental Impact Analysis application (if no NFI exemption). **(Please make sure that the EIA application/site plan is detached from the rest of the submittal package.)**
- \_\_\_\_\_ 10. Applicable Fees.
- \_\_\_\_\_ 11. Color documents should also be submitted in electronic form in one of the following formats: .tif; .pdf; .jpeg; or .bmp.
- \_\_\_\_\_ 12. Detailed statement of objectives indicating:
  - \_\_\_\_\_ a. General purpose of the development;
  - \_\_\_\_\_ b. Density number and type of units to be constructed;
  - \_\_\_\_\_ c. Method and time schedule of development and improvements to be made; and
  - \_\_\_\_\_ d. Type and sq. ft. of non-residential development including floor area ratios, pervious & impervious surface areas, and other standards as may be required.
- \_\_\_\_\_ 13. A site conditions map drawn to an appropriate engineer's scale sufficient to show and to depict the location of existing property lines for both private and public property, existing contours shown at a contour interval of no greater than two (2) feet, streets, buildings, transmission lines, sewers, bridges, culverts, and drain pipes, water mains, public utility easements, natural features as identified in the natural features inventory and any other physical conditions on the site.
- \_\_\_\_\_ 14. A site plan (24" X 36") shall be drawn to an appropriate engineer's scale showing:
  - \_\_\_\_\_ a. Scale used both written and graphic;
  - \_\_\_\_\_ b. Proposed grading plan;
  - \_\_\_\_\_ c. Width, location and typical sections and names of proposed streets;
  - \_\_\_\_\_ d. Width, location and names of surrounding streets including any/all rights-of-way and easements;
  - \_\_\_\_\_ e. Zoning district categories and existing land uses on properties;
  - \_\_\_\_\_ f. Use, size, location, and height of all proposed buildings and other structures;
  - \_\_\_\_\_ g. Location of phase lines indicating all applicable construction phases;
  - \_\_\_\_\_ h. Off-street parking and loading plan;
  - \_\_\_\_\_ i. Circulation diagram showing vehicular and pedestrian movements including any special engineering features and traffic regulation devices;
  - \_\_\_\_\_ j. Location and size of common open space and public or quasi-public areas; and
  - \_\_\_\_\_ k. Approved location(s) of the surveyed natural features lines/ locations.

