

**PLANNING AND DEVELOPMENT DEPARTMENT  
SITE PLAN REVIEW SECTION / CURRENT PLANNING  
APPLICATION FOR PRELIMINARY SITE DEVELOPMENT PLAN APPROVAL**

\_\_\_\_\_  
**Project Number**

(Assigned by Planning Dept.)

\_\_\_\_\_  
**City Development Number**

(Applicant to provide)

\_\_\_\_\_  
**Application Date**

**DEVELOPMENT NAME:** \_\_\_\_\_

**I. TYPE OF REQUEST** (*check appropriate box or boxes*)

**654.101 SUBDIVISIONS [Section 656.404(f) Zoning Code]**

- Sketch/site plan approval for subdivision, PSD review.
- Entry sign approval for subdivision.
- Sketch/site plan approval for public/private roads (*circle one*), PSD review.
- Amendment to previously approved sketch/site plan, PSD review
- Deviations (654.137) from Chapter 654 Request (I): \_\_\_\_\_ Request (II): \_\_\_\_\_
- Landscape Modification to Section 656.1216 for residential uses adjacent to submersible pump stations. (provide typical detail)

**656.404(a)**

**REQUIREMENTS FOR PRELIMINARY SITE DEVELOPMENT PLAN REVIEW,  
ERECTION OF MORE THAN ONE MULTI-FAMILY STRUCTURE ON A LOT  
UNDER ONE OWNERSHIP, INCLUDING CONDOMINIUMS.**

- Apartments/Condominiums/Townhomes, APT review.

**656.404(c)**

**REQUIREMENTS FOR PRELIMINARY SITE DEVELOPMENT PLAN REVIEW,  
ERECTION OF A NEW STRUCTURE OR A COMBINATION OF MULTIPLE  
STRUCTURES EQUALING 40,000 SQUARE FEET OR MORE OF ENCLOSED  
GROSS FLOOR AREA.**

- Principal non-residential structures, NR review.

**656.404(d)**

**SITE PLANS FOR PUBLIC SCHOOL FACILITIES**

- Public school facilities, PBF review

**656.404(e)**

**A MODIFICATION FROM THE REQUIREMENTS OF PART 12 LANDSCAPE  
AND TREE PROTECTION REGULATIONS PURSUANT TO SECTION 656.1220**

- Landscape Modification

**II. PROJECT OR DEVELOPMENT LOCATION**

A. REAL ESTATE PARCEL IDENTIFICATION NUMBER (S) \_\_\_\_\_  
\_\_\_\_\_;

B. PROJECT LOCATION \_\_\_\_\_

C. INTERSECTING STREETS: BETWEEN \_\_\_\_\_ AND  
\_\_\_\_\_

D. IS PROJECT LOCATED ON STATE ROAD? \_\_\_\_ (Y/N); S.R. NUMBER \_\_\_\_\_

E. COUNCIL DISTRICT \_\_\_\_\_ PLANNING DISTRICT \_\_\_\_\_

F. TOTAL LAND AREA (Acres) \_\_\_\_\_

**III. DEVELOPER / OWNER / ADDRESS / PHONE & FAX NUMBERS/ E-MAIL**

A. OWNER / DEVELOPER:

B. AGENT: (*Person to contact for this submission*)

C. ENGINEER or ARCHITECT:

D. SURVEYOR:

**IV: PROJECT OR DEVELOPMENT SPECIFICATIONS**

**A. CURRENT ZONING \_\_\_\_\_ CURRENT LAND USE \_\_\_\_\_**

***\*\*NOTE: Projects zoned PUD will require Verification of Substantial Compliance with a verified copy of the site plan submitted during the review. Projects that have not obtained verification will not be approved.***

Approved PUD Ordinance Number(s) \_\_\_\_\_

Development of Regional Impact (DRI) Resolution Number \_\_\_\_\_

**B. NON-RESIDENTIAL (NR REVIEW)**

Type of Use \_\_\_\_\_ Lot Coverage (%) \_\_\_\_\_ Number of Stories \_\_\_\_\_

Height \_\_\_\_\_ Existing Structures \_\_\_\_\_ Proposed Structures \_\_\_\_\_

Building(s) Pad Size \_\_\_\_\_ Retention/Wetland Area (%) \_\_\_\_\_

Landscaped Area (%) \_\_\_\_\_ Vehicle Use Area (%) \_\_\_\_\_

Total Enclosed Area \_\_\_\_\_ Off-Street Parking Spaces \_\_\_\_\_

Setbacks: Front \_\_\_\_\_ Rear \_\_\_\_\_ Side \_\_\_\_\_ Side \_\_\_\_\_

**C. APARTMENTS / CONDOMINIUMS / TOWNHOMES (APT REVIEW)**

Type of Use \_\_\_\_\_ Total Number of Lots/Units \_\_\_\_\_

Lot Coverage (%) \_\_\_\_\_ Number of Stories \_\_\_\_\_ Height \_\_\_\_\_

Existing Structures \_\_\_\_\_ Proposed Structures \_\_\_\_\_ Building(s) Pad Size \_\_\_\_\_

Retention/Wetland Area (%) \_\_\_\_\_ Landscaped Area (%) \_\_\_\_\_

Recreation Area \_\_\_\_\_ Off-Street Parking Spaces \_\_\_\_\_

Setbacks: Front \_\_\_\_\_ Rear \_\_\_\_\_ Side \_\_\_\_\_ Side \_\_\_\_\_

Typical Lot Dimensions \_\_\_\_\_ X \_\_\_\_\_ ; \_\_\_\_\_ X \_\_\_\_\_ ; \_\_\_\_\_ X \_\_\_\_\_

**D. SUBDIVISION (PSD REVIEW)**

Total Number of Lots \_\_\_\_\_ Total Phases/Units \_\_\_\_\_ This Phase/Unit \_\_\_\_\_

Lot Coverage (%) \_\_\_\_\_ Recreation Area \_\_\_\_\_ Pond/Wetland Area (%) \_\_\_\_\_

Typical Lot Dimensions \_\_\_\_\_ X \_\_\_\_\_; \_\_\_\_\_ X \_\_\_\_\_; \_\_\_\_\_ X \_\_\_\_\_

Setbacks: Front \_\_\_\_\_ Rear \_\_\_\_\_ Side \_\_\_\_\_ Side \_\_\_\_\_

**E. UTILITY SERVICES PROVIDER**

\_\_\_\_\_ Attach Availability Letter

Water Source \_\_\_\_\_ Sewer Treatment \_\_\_\_\_ Electricity \_\_\_\_\_

**F. LEGAL DESCRIPTION \_\_\_\_\_ (Attach Legal Description)**

**ATTACHMENT “A”**  
**INFORMATION TO BE SHOWN ON SITE PLAN**

**Place a check mark to indicate site plan compliance with the following items:**

- [ ] a. Project or Development name (includes any former name if existing).
- [ ] b. Name of Owner, Developer, Engineer, Surveyor, and Landscape Architect.
- [ ] c. Show vicinity map, north arrow, map scale, and date of drawing.
- [ ] d. Data Summary to include:
  - 1. Total anticipated phases/units
  - 2. Total site area
  - 3. Active recreation area (acres)
  - 4. Number of lots and dwelling units
  - 5. Number of buildings with square footage
  - 6. Existing and proposed zoning
  - 7. Parking requirements per Section 656.604
  - 8. Percent of building coverage to lot area
- [ ] e. Show all contiguous right-of-ways, easements, and platted lots. Indicate all median openings and driveways within 200 feet of proposed project . Identify all streets and give ROW dimensions and pavement widths. Include sidewalks per Section 654.133.
- [ ] f. Include street layout, lots and blocks. Give site dimensions for all lots and include a 50 x 50 pad with driveway location on all single family lots of 6,000 square feet or less.
- [ ] g. Indicate all “jurisdictional wetlands”, indicate FEMA flood zone within project, and provide complete vegetative and wildlife survey for projects over fifty (50) acres.
- [ ] h. Show existing conditions and indicate existing improvements that will be undisturbed.
- [ ] i. Provide a master plan of original development and proposed phasing and units. Indicate PUD Ordinance and DRI Resolution Number in lower right corner.
- [ ] j. Indicate right-of-ways proposed as a new road by either the Florida Department of Transportation, Jacksonville Transportation Authority, or City of Jacksonville.
- [ ] k. Identify type of Fire Protection Service, give distances to location of nearest fire hydrants and show all proposed hydrants.
- [ ] l. Indicate locations of signage and give dimensions.
- [ ] m. Show locations for compactors, dumpster pads, and areas for securing bicycles.
- [ ] n. Identify surrounding zoning of all adjacent parcels.
- [ ] o. Show all existing and proposed sidewalks
- [ ] p. Residential subdivisions shall indicate protected trees and R.O.W. buffer standards

**APPLICATION SUBMISSION**

After the submittal all applications will be circulated to review agencies for ten (10) working days. The applicant shall prepare the application packages that include:

- Site/sketch plan complying with Attachment “A” (24” x 36” Standard)**
- Site plan depicted on an “8 ½ x 11 ”**
- Completed application form.**
- Legal Description**

**Filing Fee**

<b>Site Plan Application’s Fee:</b>	<b>\$150.00</b>
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**No application will be accepted until all the requested information has been supplied and the required fee has been paid.**

**A copy of the receipt from the City Tax Collector with the following information: Project name/City Development Number/ “Preliminary Site Plan Review” shall be submitted to the Planning and Development Department.**

Each application package should be placed in an unsealed clasp style envelope and be addressed to the appropriate agencies listed on the Agency Distribution List and mailed or delivered to:

**Planning and Development Department  
Development Services Division  
Edward Ball Building  
214 N. Hogan Street, Room 2100  
Jacksonville, Florida 32202**

**Attention: Seva Abasova**

Based upon comments received, three (3) copies of a revised site plan may be required prior to staff issuing preliminary site plan approval. However, preliminary site plans may also be approved or approved with conditions prior to issuing final engineering approval

**PARTIAL LISTING OF REQUESTS FOR DEVIATION (*Check request*)**

**\*\* In order for staff to review a request for deviation pursuant to 654.137, relevant information pertaining to such a request must be provided at the time of submittal.**

**The Planning Department shall consider either the alternative sidewalk plan (Option A, B, or C of Section 2.1.2A LDPM) or a contribution to the sidewalk fund in lieu of constructing sidewalks per the criteria of Section 2.1.2E(1) Land Development Procedures Manual. In all cases either the sidewalks must be constructed per the LDPM alternative sidewalk plan or a payment into the sidewalk fund.**

- \_\_\_\_\_ **654.134**      Not to be required to provide underground electrical distribution in accordance with Section 654.134, but to have overhead electric lines. (Call Bell South First)
  
- \_\_\_\_\_ **654.111(k)**      To be allowed to have a cul-de-sac more than 1,000 feet maximum length.
  
- \_\_\_\_\_ **654.125(b)**      To be allowed to exceed block length of 1,500 feet between intersecting streets.

## **AGENCY DISTRIBUTION LIST**

- |  |  |
|--|--|
| [1] Seva Abasova<br>Development Services Division<br>214 N. Hogan St. Room 2100<br>255-8555  | [2] Gary Kresel<br>Community Planning Division<br>Florida Theater Building<br>630-1945                       |
| [3] Stephen Smith<br>Concurrency Management<br>214 N. Hogan St.<br>255-8319  | [4] Robert Dyr<br>Better Jacksonville Plan<br>214 N. Hogan Street, Room 1014                                 |
| [5] Jinsan Lee<br>Transportation Planning<br>630-1909  | [6] Joel McEachin<br>Historic Preservation<br>630-1891   |
| [7] Lea Gabbay<br>Florida Dept. of Transportation<br>District 2, Urban Office<br>2250 Irene Street<br>Jacksonville, FL 32204<br><b><i>(State roads only)</i></b>           | [8] Kim Stewart<br>Development Services, Landscape Section<br>214 N. Hogan Street, Room 2000<br>255-8570     |
| [9] <i>Lisa King</i><br>Development Services Division<br>214 N. Hogan St., Room 2100<br>255-8586   | [10] Mike Sands<br>Development Services Division<br>214 N. Hogan St., Room 2100<br>255-8310                  |
| [11] Jim Klement<br>Downtown Development Authority<br>Police and Fire Pension Bldg<br>1 West Adams Street, Suite 200<br>630-7114<br><b><i>(Downtown projects only)</i></b> | [12] James Greathouse<br>G.I.S. Division<br>630-2997   |
| [13] Karen Kuhlman / School Board<br>1701 Prudential Drive, 2 <sup>nd</sup> Floor<br>Jacksonville, FL. 32207<br>390-2259<br><b><i>(Residential development only)</i></b>   | [14] Scott Clem<br>Jax Transportation Authority<br>100 N. Myrtle Avenue<br>Jacksonville, FL 32204<br>630-319 |
| [15] Peggy West<br>JEA Water/Sewer/Electric<br>41 West Church Street<br>(Residential Development Only)<br>665-6046   |  |

**OWNER/AGENT AUTHORIZATION**

I certify that I am the owner of the property referenced above. I hereby authorize

\_\_\_\_\_ to act as my agent to initiate this site plan review application for consideration by the Planning and Development Department and that all information provided is true to the best of my knowledge.

\_\_\_\_\_  
*(Owner of Subject Property)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*(Print name)*