

SITE PLANS

EFFECTIVE January 9, 2009



BREVARD COUNTY LAND DEVELOPMENT SITE PLAN SUBMITTAL GUIDE



Permitting & Enforcement Department
 Land Development Code, Government Center, Bldg. A
 2725 Judge Fran Jamieson Way, Viera, FL 32940

Telephone: 321-633-2065
 Fax: 321-633-2052

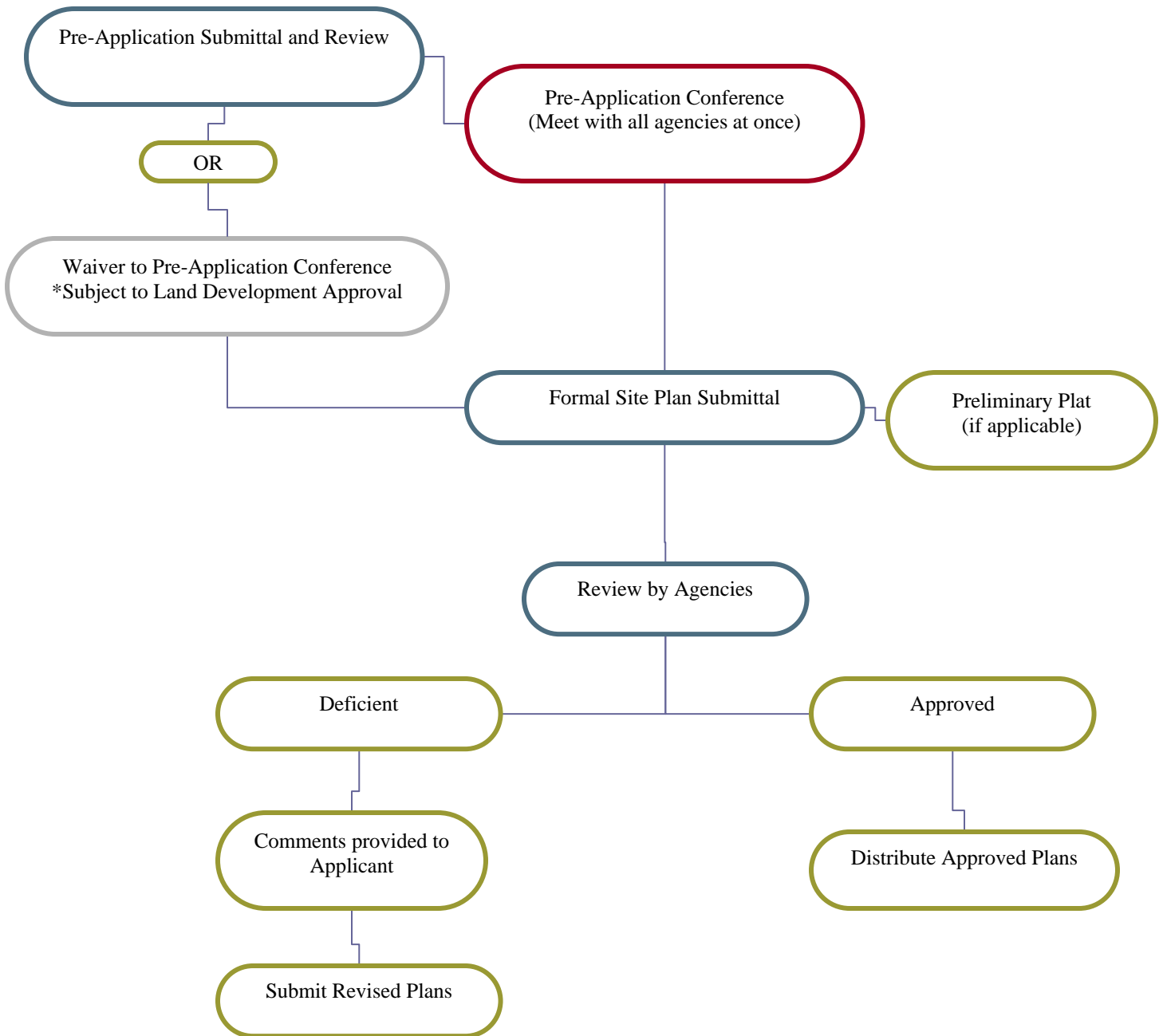
Welcome to the Brevard County's Site Plan Review Process. This package will provide you with the necessary information for your submittal and the following documents will explain the process to you.

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- **All submittals should be delivered to the Land Development Division for processing.**
- **An appointment is recommended for each submittal being made.**
- **A cover letter addressing all agency comments must be included with all submittals.**
- **All comments will be faxed to the applicant.**
- **All necessary forms and fees can be found on the Land Development Web Site located at: www.brevardcounty.us/landdevelopment**

Section 62-3205 Time limitations and expiration for review and approval of site development plans; *An applicant shall have six (6) months from the **date of formal submittal** to make all necessary revisions as required by the land development section and various review agencies to receive final approval of the submitted site development plan. Failure to meet this condition will cause the site plan automatically to become “Null & Void” and fees shall not be refunded. An extension may be approved where the applicant provides supporting documentation consistent with the above criteria in section 62-3205, but has not received approval by the end of the six (6) month period.*

Commercial Site Plan Flow Chart



SITE PLAN SUBMITTAL

1. Pre-Application Conference Submittal

- a. 1 Land Development Application form *
- b. 5 copies of conceptual plans with topographic information
- c. Zoning Verification form *
- d. Authorization to Act as Applicant (if necessary) *
- e. Applicable Fees *

2. Submittal for Full and Minor Site Plans

- a. Cover Letter
- b. Authorization to Act as Applicant (unless owner is applicant) **only needed if Pre-App was waived***
- c. 1 Land Development Application form (**unless already on file**)*
- d. 5 Sets of Plans (include landscape, lighting plans, and preliminary plats, if applicable)
- e. Zoning Verification form **only needed if Pre-App was waived ***
- f. Current & Pending Zoning Actions: BDP, BSP, CUP, Variance, Etc.
- g. 2 Boundary/Topographic Surveys (current within 6 months)
- h. 2 Drainage Calculations/Soils Report
- i. 2 Fire Flow Calculations (or note on plans)
- j. 1 Completed Impact Fee form A*
- k. 1 Approved Concurrency form
- l. Preliminary Plat and fees (if applicable) *
- m. Title Ownership and Encumbrance Report (current within 6 months)
- n. 2 Recorded Deeds, Purchase Agreement, or Lease Agreement
- o. 2 Copies of Tree Surveys per Landscape/Clearing ordinance
- p. Traffic Impact Analysis (if applicable)
- q. Applicable Fees *

3. Amended Site Plan, and Severances

An Amended Site Plan is a Site Plan which has been previously approved but has not yet had a Certificate of Occupancy issued.

- a. Cover Letter
- b. Authorization to Act as Applicant Form (unless owner is applicant) *
- c. 1 Land Development Application form *
- d. 5 Sets of Plans (including landscape and lighting plans if applicable)
- e. Zoning Verification form (LDD 99) *
- f. Current & Pending Zoning Actions: BDP, BSP, CUP, Variance, Etc.
- g. 2 Drainage Calculations (if applicable)
- h. 2 Boundary/Topographic Surveys (if applicable, current within 6 months)
- i. 2 Fire Flow Calculations or note that they are on plans (if applicable)
- j. 2 Recorded Deeds and all Instruments of Record (if applicable)
- k. 2 Copies of Tree Surveys per Landscape/Clearing ordinance (for amended site plans only)
- l. 1 Completed Impact Fee form A *
- m. Title Ownership and Encumbrance Report (current within 6 months)
- n. Concurrency Form (if applicable)
- o. Applicable Fees **Please note: Each plan has a different fee. ***

4. Final Approval

- a. 10 sets of approved plans
- b. NPDES forms (if over project is over an acre), FDEP and SJRWMD, all State, Local, and Federal permits
- c. Engineer's Certified Cost Estimate
- d. Engineering Inspection Fees Form *
- e. Applicable Fees *

* **Note:** See [Land Development web site](#) for all applicable fees and forms.

****Note:** 2nd and subsequent reviews may require additional fees**

SITE PLAN SUBMITTAL cont'd

5. Change of Use—Minor Site Plan

- a. 1 Land Development Application form *
- b. 1 Survey
- c. 5 sets of plans
- d. Approved Occupational License Application / Zoning Use Approval
- e. Proof of ownership or lease
- f. Applicable Fees *

6. Waiver Request

- a. Cover Letter (Optional)
- b. 1 Land Development Waiver Application *
- c. Set of plans or sketch (8 1/2 x 11)
- d. Applicable Fees *

7. Engineering Revision

- a. Cover Letter
- b. 5 Sets of plans
- c. Applicable Fees *

8. Appeals

- a. Cover Letter
- b. Applicable Fees *

* Note: See [Land Development web site](#) for all applicable fees and forms.

Please make all checks payable to Brevard County Board of County Commissioners

2009 SITE PLAN PRE-APP MEETING SCHEDULE

DEADLINE DATE

MEETING DATE

December 29, 2008.....	January 8, 2009
January 8, 2009.....	January 22, 2009
January 22, 2009.....	February 5, 2009
February 5, 2009.....	February 19, 2009
February 19, 2009	March 5, 2009
March 5, 2009.....	March 19, 2009
March 19, 2009.....	April 2, 2009
April 2, 2009.....	April 16, 2009
April 16, 2009.....	April 30, 2009
April 30, 2009.....	May 14, 2009
May 14, 2009.....	May 28, 2009
May 28, 2009.....	June 11, 2009
June 11, 2009.....	June 25, 2009
June 25, 2009.....	July 9, 2009
July 9, 2009.....	July 23, 2009
July 23, 2009.....	August 6, 2009
August 6, 2009.....	August 20, 2009
August 20, 2009	September 3, 2009
September 3, 2009.....	September 17, 2009
September 17, 2009.....	October 1, 2009
October 1, 2009.....	October 15, 2009
October 15, 2009.....	October 29, 2009
October 29, 2009.....	November 12, 2009
November 12, 2009.....	December 3, 2009
December 3, 2009.....	December 17, 2009

FEMA REQUIREMENTS
January 9, 2004

Applicants of proposed developments within the unincorporated areas of the County are reminded that the project must meet FEMA requirements. The project must adhere to all FEMA Regulations and County Flood Plain Management Criteria (Chapter 62).

This is particularly important for projects located in the flood hazard areas, (A, AE, AO, AH, V and VE).

Please contact Frank Skarvelis in Transportation Engineering – Flood Zones at 617-7340 for further information.



Henry Dean, Executive Director
John R. Wehlo, Assistant Executive Director

POST OFFICE BOX 1429 PALATKA, FLORIDA 32178-1429
TELEPHONE 904-329-4500 SUNCOM 904-860-4500
TDD 904-329-4450 TDD SUNCOM 860-4450
FAX (Executive) 329-4125 (Legal) 329-4485 (Permitting) 329-4315 (Administration/Finance) 329-4508
(Planning and Acquisition) 329-4848

SERVICE CENTERS			
618 E. South Street Orlando, Florida 32801 407-897-4300 TDD 407-897-5960	7775 Baymeadows Way Suite 102 Jacksonville, Florida 32256 904-730-6270 TDD 904-448-7900	PERMITTING: 305 East Drive Melbourne, Florida 32904 407-984-4940 TDD 407-722-5368	OPERATIONS: 2133 N. Wickham Road Melbourne, Florida 32935-8109 407-752-3100 TDD 407-752-3102

DO YOU HAVE THE NECESSARY PERMITS FOR YOUR PROJECT?

If not, you could experience costly delays. Avoid this by starting out right and checking with the District to determine what permits you may need. If a permit is required for your project, you must obtain it before you start clearing the land.

The St. Johns River Water Management District regulates construction of drainage systems, stormwater treatment ponds, large uses of water, and other types of projects, in order to protect the State's water resources and the rights of existing water users.

WHO NEEDS A PERMIT?

- You are building any commercial or industrial development, including additions.
- Your project is a residential/subdivision development, including additions.
- The project involves any work in, on or over wetlands or surface waters.
- You have any agricultural or industrial discharges into surface waters.
- Your project includes any bridge construction or roads.
- You are digging large excavations such as lakes, mines, or borrow pits.
- You are drilling a well 6 inches or greater in size.
- You are building a public supply well.

This is only a general overview of projects which may require District permits. Our Applicant's Handbooks further define these thresholds and are available by calling the District.

REMEMBER - You need to find out about what permits you are going to need before you start CLEARING THE LAND.

You may call any of the following District Service Centers to find out if your project needs a permit from the District:

Janice Unger
Compliance Manager
Melbourne Service Center
305 East Drive
Melbourne, FL 32904
(407) 984-4940

William Carlie
Compliance Manager
Orlando Service Center
618 E. South Street
Orlando, FL 32801
(407) 897-4300

David Miracle
Compliance Manager
Jacksonville Service Center
7775 Baymeadows Way
Jacksonville, FL 32256
(904) 730-6270

Serving:
Brevard, Osceola,
Indian River, and
Okeechobee Counties

Orange, Lake, Volusia,
Seminole, Marion, and
Polk Counties

Alachua, Baker, Flagler, Nassau,
Putnam, Duval, St. Johns, Clay,
and Bradford Counties

Dan Roach, CHAIRMAN FERNANDINA BEACH	Kathy Chinoy, VICE CHAIRMAN PONTE VEDRA	James T. Swann, TREASURER COCOA	Otis Mason, SECRETARY ST. AUGUSTINE
William M. Segal MAITLAND	Griffin A. Greene VERO BEACH	James H. Williams OCALA	Patricia T. Harden SANFORD
			Reid Hughes DAYTONA BEACH

BREVARD COUNTY SEWER / WATER

November 7, 2002

Re: Warranty Deeds and Easements

Dear Stakeholder:

The purpose of this letter is to advise you of a Board of County Commissioners approved policy change that is now in effect. When your project was submitted to this department for review and approval, you received a Certified Letter explaining the submittals necessary for system activation. One of the items listed for your project was a Warranty Deed and/or Easement.

The current Board Policy (#BCC-24) requires specific Board approval of all property acquisitions, including dedicated easements and/or warranty deeds. This procedure could take two to six weeks to receive final approval so please allow for this delay when completing your project.

If you have any questions regarding this policy change, you may contact Holly Pardi, Land Acquisition Supervisor at (321) 690-6847. Please feel free to contact me if you have any other questions regarding your project at (321) 633-2094.

Sincerely,

Tammy L. Hurley
Utility Technician

cc: Engineer of Record

**BREVARD COUNTY
LAND DEVELOPMENT (321) 633-2065**

DEVELOPMENT AGENCY REVIEW LIST

Address Assignment – AA (Regina/Diane).....	(321) 633-2061
Concurrency (Randy/Cindy)	(321) 633-2070
Engineering Design – ED (Rich/Deborah/Jim).....	(321) 633-2065
Environmental Health – CH (Vern/Christie).....	(321) 633-2100
Fire Prevention - FP (Frank/Scott/Doug/Jason/Linda)	(321) 633-2056
Impact Fees - IF (Kim/Naomi/Pauline)	(321) 633-2065
Land Development - LD or LP (Martha/Rebecca)	(321) 633-2065
Landscape/Landclearing - LS (Amanda).....	(321) 633-2016
Natural Resources - NR (Darcie/Amanda).....	(321) 633-2016
Regional Stormwater - ST (Greg.)	(321) 633-2014
Right-of-Way / Land Acquisition - RW (Marilyn/Steve).....	(321) 690-6847
Road and Bridge - RB (Mary/Keith/Eric/Scott).....	(321) 690-6877
Surveying - CS (Susan/Tony).....	(321) 633-2080
Traffic Engineering - TR (Gil/LaVanda).....	(321) 633-2077
Transportation Engineering - TE (Devin)	(321) 617-7202
Water Resources - WR (Mark)	(321) 633-2089
Zoning - ZO (Cindy/George/Lydia/Paul).....	(321) 633-2070
Mosquito Control [TOWER/ANTENNA SITES]	(321) 264-5032
M.I.R.A. [MERRITT ISLAND REDEVELOPMENT AGENCY] (Tina).....	(321) 454-7090