

**WINTER HAVEN**  
*The Chain of Lakes City*  
**Planning Division**  
451 Third Street, NW  
Winter Haven, Florida 33881  
Telephone: 863-291-5600

**Application for Site Plan Approval**

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Project Name: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

**Commercial Sites:**

Proposed Building(s) Square Footage  
Square Footage: \_\_\_\_\_ to be Demolished: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Number of Seats: \_\_\_\_\_

**Residential Sites:**

Number of Lots/Units: \_\_\_\_\_

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Location of Property: \_\_\_\_\_

Parcel Identification Number(s): \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Future Land Use of Property: \_\_\_\_\_ Zoning of Property: \_\_\_\_\_

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**Contact Information:**

Name of Applicant: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone (work): \_\_\_\_\_

Name of Engineer: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone (work): \_\_\_\_\_

Property Owner: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone (work): \_\_\_\_\_

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**Project Dox Access:**

List up to four E-mail Addresses of those that will need access to Project Dox Electronic Plan Submittal:

\_\_\_\_\_  
Name E-Mail Address

\_\_\_\_\_  
Name E-Mail Address

\_\_\_\_\_  
Name E-Mail Address

\_\_\_\_\_  
Name E-Mail Address

Items required as part of site plan:

- Legal description of property
- Boundary survey of project area
- General site plan showing all structures, parking areas, and ingress/egress location
- Water/sewer/drainage plans
- Lighting Plan
- Landscape plan
- Topographic map of project area
- Permits or permit applications from outside review authorities (SWFWMD, DEP, FDOT, etc.)
- Applicable site plan review fees

**If site plan is being submitted electronically, through ProjectDox, submit this application along with applicable fee.**

**If paper copies of the site plan will be submitted, please submit five (5) sets of the site plan along with a CD containing PDF files of the drawings.**

**Note:** Failure to include all required attachments will delay the distribution and review of the project until all attachments have been received. Site plans drawn on pages greater than 24” x 36”, or to a scale other than those indicated on page 3 of this application will not be accepted.

**Re-submittal:**

A response letter **shall** be provided with each re-submittal. For ProjectDox, upload the letter into the “Response Letters” folder.

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b><u>For Staff Use Only</u></b>		
Review Type: Less than Minor	___	Minor ___ Major ___
Site Plan Number: SP-	_____	
Date Received: _____	Fee Received: _____	

# City of Winter Haven Site Plan Requirement Checklist

Unless specifically waived by the applicable Department Director, the following information shall be shown on all site plans.

## **Scale of Plans:**

Site Plans shall be drawn, on an overall sheet size not to exceed 24 by 36 inches, to one of the following scales:

- 1" = 10'
- 1" = 20'
- 1" = 30'
- 1" = 40'
- 1" = 50'

## **Multiple Plans**

When more than one sheet is needed, a series of drawings showing different elements of the site design, such as landscaping, utilities, or topography may be submitted. Where such a series is submitted, the top sheet shall include an index of all other sheets in the series. These shall be bound in a single package, with each sheet labeled as to what it shows and its number in the series (e.g. Landscape Plan, Sheet 2 of 3).

## **Written Information**

The following information, when applicable, shall be provided on the site plan:

1. Site plan name
2. General statement indicating the character of the use(s) proposed for the site. This shall include information describing the size and/or intensity of the use, such as number of employees at largest shift, seating capacity, number of students, number of hospital beds or motel rooms, etc. All other relevant information not otherwise specified in this checklist shall be provided in the General Statement, such as variances on the property, nonconforming status, etc.
3. Total size of the development site expressed in square feet and/or acres (to nearest tenth).
4. Zoning district and future land use designation of the subject property
5. Zoning district and future land use designation of adjoining properties
6. Existing land use of adjoining properties
7. Number of residential dwelling units proposed, if any, and resulting density
8. Number of floors, floor area devoted to each category of use
9. Total floor area in square feet, floor area ratio (FAR), maximum and proposed
10. Total impervious surface area, expressed in square feet
11. Impervious surface area, exclusive of building footprint areas, expressed in square feet.
12. Number of parking spaces required and proposed (must show calculations based on Section 21-142)
13. Building height

## **Graphic Information**

1. Vicinity map showing the site in relation to adjoining properties, streets and other landmarks such that its location within the City of Winter Haven can easily be determined
2. North arrow, scale and date prepared
3. Identification of watercourses and wetlands
4. Location of all driveways, parking spaces (including handicapped spaces) and curb cuts and their relationship to publicly dedicated streets and alleys
5. Location of all streets and alleys adjacent to the site
6. The location, size and height of all existing and proposed buildings and structures on the site including setback lines
7. Phase lines, if the development is constructed in phases
8. Existing (including official records book and page numbers) and proposed utility easements.
9. All horizontal dimensions shown on the site plan shall be in feet and decimal fractions of a foot to the nearest one-tenth and all bearings in degrees, to the nearest minute
10. The delineation of all wetlands and flood-prone areas as delineated by the National Wetlands Inventory and the Flood Insurance Rate Maps published by the Federal Emergency Management Agency (FEMA)
11. Clearly show and delineate all environmentally sensitive areas as determined by any appropriate agency
12. Location of solid waste receptacles
13. Location and details of all walls or fences to be constructed on the project site

## **Engineering Information**

Where applicable to the development of this site, the following information should be submitted to the Planning Department for approval by the City Engineer:

1. Provisions for storm water drainage and retention facilities related to the proposed development in accordance with Section 21-161
2. Existing topography with a maximum contour interval of one foot
3. Proposed finished grading by contours supplemented where necessary by spot elevations and in particular at those locations along lot lines
4. All existing and proposed utilities, including but not limited to:
  - a. Water and sanitary sewer pipe sizes, rim and invert elevations, direction of flow and fire hydrant locations
  - b. Telephone, electric, gas and other utilities
5. Standard detail for solid waste receptacle
6. Location and size of water meter(s), backflow preventer and grease trap (if applicable)
7. Location, size and invert elevations of the existing and proposed sanitary sewer laterals
8. Location and details of concrete sidewalk within adjacent right-of-way
9. Internal traffic circulations, parking spaces and driveway connection(s) shall meet standards adopted by the City Engineer
10. Copy of other jurisdictional agencies' approval, as applicable, shall be provided to the City Engineer prior to final engineering approval

**Site Plan Checklist**

Yes	No	N/A	
			Correct sheet size of 24x36 inches
			Drawn to scale 1"=10' through 1"=50'
			Site plan name
			General Statement
			Property owners' name, address, and telephone number; and the designated project applicant or representative of other than the property owner
			Name, address, and telephone number of engineer, surveyor, architect, landscape architect and/or any other professional involved in the design of this project
			Total size of the development site expressed in square feet and acres (to the nearest tenth)
			Zoning district and future land use designation of the subject property
			Zoning district and future land use designation of the adjoining properties
			Existing land use of adjoining properties
			Number of residential dwelling units proposed, if any, and resulting density
			Number of floors, floor area devoted to each category use
			Total floor area in square feet, floor area ratio (FAR), maximum and proposed
			Total impervious surface area, expressed in square feet
			Impervious surface area, exclusive of building footprint areas, expressed in square feet
			Number of parking spaces required and proposed (must show calculations based on Section 3.03.02 of the ULDC)
			Vicinity Map
			North arrow, scale and date prepared
			Certified boundary survey
			Identification of watercourses and wetlands
			Location of all driveways, parking spaces (including handicapped spaces) and curb cuts and their relationship to publicly dedicated streets and alleys
			Location of all streets and alleys adjacent to the site
			Phase lines, if the development is constructed in phases
			Existing (including official records book and page numbers) and proposed utility easements
			All horizontal dimensions shown of the site plan shall be in feet and decimal fractions of a foot to the nearest one-tenth and all bearings in degrees, to the nearest minute
			The delineation of all wetlands and flood-prone areas as delineated by the National Wetlands Inventory and the Flood Management Rate Maps published by the Federal Emergency Management Agency (FEMA)

Yes	No	N/A	
			Clearly show and delineate all environmentally sensitive areas as determined by any appropriate agency
			Location of solid waste receptacles
			Provisions for storm water drainage and retention facilities related to the proposed development in accordance with Section 3.05.00
			Existing topography with a maximum contour interval of one (1) foot
			Proposed finished grading by contours supplemented where necessary by spot elevations and in particular at those locations along lot lines
			All existing and proposed utilities, including but not limited to: <ul style="list-style-type: none"> <li>a. Water and sanitary sewer pipe sizes, rim and invert elevations, direction of flow and fire hydrant locations</li> <li>b. Telephone, electric, gas, and other utilities</li> </ul>
			Standard detail for solid waste receptacle
			Location and size if water meter(s), backflow preventer and grease trap (if applicable)
			Location, size and invert elevations of the existing and proposed sanitary sewer laterals
			Location and details of concrete sidewalk within adjacent right-of-way
			Internal traffic circulation, parking spaces and driveway connection(s) shall meet standards adopted by the City Engineer
			Copy of other jurisdictional agencies' approval, including but not limited to DEP, SWFWMD, HRS and the Florida Fish and Wildlife Commission, shall be provided to the City Engineer prior to final engineering approval