Site Plan & Subdivision Plan Pre-Application Conference Form

The City of Frostproof is pleased to offer a Pre-Application Conference Form. This service is offered free of charge.

By providing the information as outlined in the submission requirements, city staff will be able to provide you with quality information in a timely fashion that you can use to move your project forward.

Instructions

1. Complete the Pre-Application Conference Form and Project Information Form.

2. To schedule a pre-submittal conference date please contact the City Clerk at clerk@cityoffrostproof.com or at (863) 635-7854.

3. Submit your application and completed submittal package to the City Clerk.

Requirements

☐ 1. One (1) copy of the Pre-Application Conference Form & Project Information Form completely filled out prior to submittal.

☐ 2. One (1) set of concept plans no larger than 24x36 and no smaller than 8½x11. (See below for items to be included on drawing). These concept plans do not need the signature and seal of the engineer. The plans can be provided in PDF and emailed to the City Clerk.

The concept plan must be drawn to scale, labeled and include the following items:

1. Draw or sketch the property boundaries to scale or, to the extent possible, proportionally to its dimensions. Include the actual dimensions (length) of each side of the property. Using a dotted line, show the required building setback lines.

2. Draw to scale and label all structures that are located on the property, both existing and proposed. List the current and proposed use of the structures.

3. Show the total square footage (length x width) of each existing or proposed structure.

4. (a) Show the total square footage (length x width) of existing and proposed impervious areas (areas that cannot absorb water; e.g., concrete, asphalt buildings, other structures). (b) Show these dimensions on the site plan (distances of length and width). (c) Include distances of impervious areas to the property line.

5. Show the driveways and parking area, label as existing or proposed. Include the number of parking spaces existing and proposed.

6. Show all existing streets and existing or proposed driveway connections to the site.

7. Show distances of all structures to the property line.

8. Show existing drainage systems on the site (retention ponds, swales, culverts, pipes). Include any existing drainage systems in the right-of-way (roadside ditches, curbs, drainage inlets). If there are no drainage systems adjacent to the site, indicate to the extent possible where the storm water from the property flows.

9. Label all existing or proposed landscaping areas. Show the location of all trees on the property and indicate if these trees are proposed to be preserved or removed.

10. North arrow.

<u>Requirements - The Site Intake Coordinator shall check for the following items in the submittal package:</u>

☐ 1. One (1) copy of the Pre-Application Conference Form & Project Information Form completely filled out prior to submittal.

☐ 2. One (1) set of concept plans no larger than 24x36 and no smaller than 8½x11. (See below for items to be included on drawing). These preliminary plans do not need the signature and seal of the engineer. If applicable, 24x36 plans shall be folded or they will NOT be accepted.

The concept plan must be drawn to scale, labeled and include the following items:

1. The concept plan must be drawn to scale, labeled and include the following items:

2. Parcel ID Numbers.

3. Total acreage of the parent parcel (pre-subdivision parcel) being divided.

4. The area (acreage) of each lot being created.

5. Total number of lots.

6. Dimensions of the parent parcel.

7. Dimensions of each new lot including dimensions along roadways.

8. North arrow.

9. Name(s) of all roadways adjacent to the parent parcel.

10. Existing right(s)-of-way widths and widths of any proposed right(s)-of-way.

11. Show, with arrows, the direction that water flows across the property. If the site is flat, state this on the plan. Show all existing drainage systems on the site (retention ponds, swales, culverts, pipes). Include any existing drainage systems in the right-of-way (roadside ditches, curbs, drainage inlets). If there are no drainage systems adjacent to the site, indicate to the extent possible where the storm water from the property flows.

12. A note indicating whether streets are to be dedicated to the public or remain private.

13. A note detailing the availability of public water and sewer and the proposed method for proving services to each lot.

14. Any significant natural feature(s) of the land including but not limited to trees, waterways, slopes, ditches, wetlands, water bodies, etc.

15. Any known easements including but not limited to access easements, utility easements, conservation easements, etc.

Section A: Applicant/Land Use Information (Staff to Complete)

1. Applicant/Owner/Agent: _____ 1a. Email: _____

2. Mailing Address: _____ State: _____ Zip: _____

3. Company: _____ 3a. Phone: _____ 3a. Fax: _____

4. Project Name: _____

5. Address/Location of Site: _____ 5a. Acreage: _____

6. Parcel(s) Folio Number (required): _____

7. Section/Township/Range: _____

8. Proposed Land use: _____

9. Is the site currently developed? ☐ Yes ☐ No - If yes, describe improvements: _____

_____

10. Select Type of Submittal: ☐ Subdivision ☐ Site ☐ Straight to Construction ☐ Minor Site

Site Plan Project Submittal Data

Sq. Ft. of Bldg. Footprint: _____

Gross Floor Area of Bldg: _____

Total site impervious area: _____

Any trees (S" DBH or larger): ☐ Yes ☐ No

Parking Spaces: _____ existing _____ new

Subdivision Project Submittal Data

Total# Phases: _____ Total# Lots:_____

Phase 1 Lots:_____ # Phase 2 Lots:_____

Phase 3 Lots:_____ # Phase 4 Lots:_____

Section B: Regulatory Information

FLU(s):_____ Zoning: _____

Flood Zone(s):_____

Proposed use allowed in district: ☐ Yes ☐ No   Proposed use allowed in FLU: ☐ Yes ☐ No

Is a conditional use, variance, rezoning or FLU amendment required? ☐ Yes ☐ No

If yes, indicate type and case# (if applicable): _____