

CITY OF LAKELAND COMMERCIAL SITE PLAN PREPARATION & SUBMITTAL GUIDE

THE FOLLOWING PROJECT TYPES REQUIRE SITE PLAN REVIEW

- ❖ Non-residential buildings.
- ❖ Residential buildings with three or more living units.
- ❖ Two or more duplex buildings on a single platted lot or unplatted land.
- ❖ Building additions serving above uses.
- ❖ Building alterations serving above uses if aggregate cost exceeds 25% of assessed value.
- ❖ Parking areas with five or more spaces or 1,500 sq.ft. of paved area or involving changes to fire/emergency access.
- ❖ Changes in use resulting in an increase in required parking.

See separate guide for personal wireless service facilities (cellular/paging etc).

PROCEDURE

Submit 10 sets of site plans (7 sets for parking areas) to the Development Review Coordinator, City Hall, 228 S. Massachusetts Ave., Lakeland, FL 33801. Staple plan sets together. A check for the required site plan review fee must accompany plans to be accepted. (See fee schedule). Plans that do not include the required information will be rejected and will require a new submittal. Normally, site plans are reviewed within 20 working days. You will be contacted when the review has been completed. For information on review status, contact the Development Review Coordinator at 863-834-5050.

Project Name _____

Project Address _____

Submitted by _____

Contact Name _____

Address _____

Telephone Number _____ Fax Number _____

E-Mail Address _____

Electrical Voltage needed: _____ 3-Phase or Single-Phase _____

Proposed Water Demand per Day _____ Irrigation Demand _____

Wastewater Demand _____ Lift Station(s) to be installed _____

of Apts./Bed Count (if applicable) _____ People Count (if applicable) _____

INFORMATION REQUIRED

Site plans shall include the following information. Additional information may be requested depending on the size and scope of the project. The following abbreviations are used for code references: LDRs= Land Development Regulations; ESM= Engineering Standards Manual; NFPA= National Fire Protection Association; WU= Lakeland Water Utilities Water Operations Policies, Standards, and Specifications for Subdivisions and Commercial Developments; WWU= Water Utilities Wastewater Standards, Standard Details and Wastewater Materials Specifications; DEP= DEP Permit Application requirements; FAC= Florida Administrative Code; Policy= COL/Water Utilities Administrative Policy Manual; RSWF= Recommended Standards for Wastewater Facilities (1997)

General Plan Information

1. Plan Size – 24” x 36” Max.; 8½” x 11” Min. Scale – Hor. 1”=50’ Min.; Vert. 1”=5’ Min. All information must be clearly legible. Plans must be legible when photocopied. All lots must be numbered.
2. Project name and project street address. Include addresses for all units. Project address must be on each plan sheet. (If project site has no current street address, contact Property Information 863-834-6084 for assignment of address.)
3. Info on each: Developer/Owner, Engineer, and Surveyor. Contact name(s), street and mailing addresses, E-mail address, telephone and fax number.
4. Signature and seal of Florida Licensed Professional Civil Engineer
5. Legend, date, north arrow, scale
6. Revision block
7. Location map
8. A current certified boundary and topographical survey signed and sealed by a Professional Surveyor & Mapper along with a legal description with acreage.
9. Copies of all applicable agency permits including SWFWMD, FDEP, ACOE, FDOT, CSX, and NPDES.

Existing Site Conditions

1. Existing property lines, easements and platted rights-of-way within and adjacent to the site.
2. Existing land uses and zoning classifications of site and adjacent properties.
3. Existing buildings and structures within and adjacent to the site.
4. Existing roadways, driveways, aprons, sidewalks (on both sides of street.)

5. Existing signs, exterior lighting facilities, walls and fences.
6. Existing pipes, meters & backflow preventers for domestic water, irrigation and fire line services.
7. Existing contours at maximum one foot intervals, based on 1929 NGVD Datum. Indicate location of benchmarks.
8. Natural features including trees, water courses, ditches, lakes, wetlands and other sensitive areas. Indicate protected habitat and locations of protected species sightings. Indicate FDEP, USCOE, and SWFWMD agency-verified jurisdictional boundaries and provide acreages.
9. Existing electric overhead (poles, anchors) and underground facilities.

Site Improvements

1. Property boundaries, lot lines, easements, rights-of-way. [*LDRs, Articles 10 – 24, 37*]
2. Buildings and structures. Indicate actual setbacks, building heights, number of stories, ground floor elevations. Indicate proposed use of each building or unit. [*LDRs, Articles 10 – 24, 34*]
3. Indicate phasing of construction as applicable.
4. Surface area in square feet of each lot, building, floor, and paved parking area
5. Freestanding signs and exterior lighting facilities (*LDRs, Article 36*)
6. Walls, fences, buffers (*LDRs, Article 33*)
7. Landscaping and irrigation plans. (*LDRs, Article 33*)
8. Solid waste storage facilities including size and location. Contact Solid Waste Management (863) 834-8778 for access design. (*ESM, Index 800*)
9. Fire hydrants, fire lane markings, fire signage. [*NFPA 1, 2004 Edition*]

Transportation Facilities

1. Roadways and alleys. Provide horizontal alignments and dimensions including widths and turning radii. Provide typical sections including swales, ditches, pavements, curbs, medians, utilities, landscape areas etc. Indicate connections and/or stub-outs to adjacent roadway network or property. [*ESM; LDRs, Article 30; Article 26*]
2. Driveways and aprons. Existing driveways may be required to be upgraded to current standards. [*ESM, Index 515*]

3. Parking layout including total spaces required and available. Indicate handicapped spaces and loading areas. (*LDRs, Article 32*) Marking and striping plan including marking of internal vehicle and pedestrian circulation routes as applicable. (*LDRs, Article 26*)
4. Sidewalks and pedestrian paths. Damaged existing sidewalks may require repair or replacement. (*LDRs, Article 30*)
5. Maintenance of Traffic Plan in accordance with FDOT “Roadway and Traffic Standards.” Provide FDOT indexes for all proposed street closures, detours and work within rights-of-way.
6. Bus stops and shelters.
7. Provide a typical cross-section for each right-of-way width with public utility easement showing to scale where all utilities are OR will be installed.

Water Facilities

1. Water utility master plan layout for multi-phased projects. [*WU 2.1.3*]
2. Detailed water line design dimensioned and labeled. Include size, placement, material, and type of proposed and existing water lines, restraints, cross-sections of water mains at crossings with gravity and/or sanitary sewers, and location and type of road cross-sections for water lines crossings. Drawing no smaller than 20 scale when other utilities are shown. [*WU 2.7*; *5.1*; *5.2*]
3. Indicate ownership and maintenance responsibility for all facilities in accordance with City policy. [*Policy, COL Ch 3, 8*]
4. Water main looping. If more that 150 connections are proposed, provide for a second connection to the utility water system. [*WU 2.2.5*]
5. Existing and proposed wells, storage tanks, pumps (fire, booster, jockey, etc.)
6. Water services designed and indicated per specifications [*WU 2.7.6*] [*WU W.S. 101 sh 1, sh 2*]
7. Fire hydrants. Indicate distance between hydrants with spacing no greater than 1000 feet. All hydrants connected to 6-inch main or larger. [*Lakeland City Code 603.1.3.2*] [*WU 2.7.4*; *2.7.5*; *5.1.9*; *5.2.9*; *WU WS 401*]
8. Indicate design considerations for corrosive and/or contaminated soils. [*WU 2.7.9*]
9. Water meters and sizes including bypasses. [*WU 2.7.11*; *7.1.2*; *2.7.12*; *2.7.13*]

10. Jack and bores or directional bores in accordance with City of Lakeland standards. [*WU 5.2.5*]
11. Backflow prevention devices for domestic, fire, and irrigation services. [*WU 6.0; 6.1*]

Wastewater Facilities

1. Wastewater utility master plan layout for multi-phased projects. [*WWU Ch 8, RSWF Ch 10*]
2. Existing and proposed wastewater facilities and potential obstacles shown in plan and profile view. [*WWU Ch. 8, RSWF Ch 20*] Facilities shall provide adequate spatial separation, comply with current engineering design standards and include sufficient detail, including applicable standard details. In case of conflicting standards, the more stringent shall apply. [*WWU Ch 7, 8 & Standard Details, DEP, FAC, RSWF Ch 10-40*]
3. Procedures for operation of the collection/transmission system during construction. [*RSWF Ch 20*]
4. Indicate ownership and maintenance responsibility for all facilities in accordance with City policy. [*Policy, WWU Ch 3, 8*]
5. Wastewater mains that cross water bodies shall provide required protection and marking. [*WWU Ch 8, DEP, FAC, RSWF Ch 30-40*]
6. Gravity mains designed for adequate size and grade. [*WWU Ch 8, DEP, RSWF Ch 30*]
7. Manholes located where required and outside of drainage areas. Must have approved jointing. [*WWU Ch 7, 8 & Details, RSWF Ch 30*] Plans shall specify that only lined or specially coated manholes receive force main discharge. [*WWU Ch 7*]
8. Pump stations. Include calculations that address current and future operating conditions and high and low head conditions, if applicable. Calculations shall use prescribed headloss rates. Contact Wastewater Division regarding minimum and maximum flow velocities (863-834-6170). [*WWU Ch 7, RSWF Ch 10, 20*]
9. Public pump stations shall meet City and regulatory requirements including site layout detail and site drainage. Design shall be based upon City pump station detail drawing sheets including electrical and controls. Pumps shall be fed from a single upstream manhole with no force mains. [*WWU Ch 7 & Details, DEP, RSWF Ch 40*]

10. Private pump stations shall meet regulatory requirements, include site drainage to preclude inundation, design provisions to assure watertight fit, and operational aids such as hour meters and pressure tap on force main. [WWU, DEP, RSWF Ch 40]
11. Permanent emergency power generators if pump stations repump from an upstream station, exceed a prescribed response time to storage time ratio, or if prescribed by regulatory rule. [WWU, DEP, FAC]
12. Force mains shall comply with minimum size and velocity requirements including isolation/plug valves, manifold valving where applicable, automatic vapor venting at high points, and other City and regulatory requirements. [WWU, DEP, RSWF Ch 40] Adequate pipe restraint shall be shown in the plan view at specific locations for valves, fittings and other required sites reaction points such as PVC-HDPE joints.

Stormwater Management Facilities and Drainage

1. Stormwater management facilities including retention ponds, green space or open areas. Indicate required structural setbacks and vegetative buffers around lakeshores and wetlands. (LDRs, Article 34)
2. Surface drainage including flow arrows. Indicate grades on-site and, as necessary, off-site to indicate impact of grading and drainage on adjacent properties.
3. Drainage calculations utilizing SCS methodology and soil classifications to demonstrate that the predevelopment runoff rate and volume do not increase as a result of construction. Include details of all stormwater structures and retention areas.
4. Erosion and sediment control plan.
5. Flood zones and, if available, 100 year flood elevations. For development in flood zones other than Zone X, provide the following: [LDRs, Article 34; ESM what sections?]
 - (a) Flood compensation calculations showing the volume between SHWT and the 100 year floodplain is maintained where dredging and filling is proposed.
 - (b) Minimum proposed floor elevations are 1 foot above the 100 year floodplain. Roadway base minimum .5 feet above the 100 year floodplain.
 - (c) Any fill placed within the 100 year floodplain shall be compacted according to FEMA requirements. Engineer shall certify that all FEMA requirements have been met.

Electric Power Facilities

1. Provide a diagram of the meter/riser installation and location for commercial applications or multi-family dwellings.
2. Provide a map of proposed three-phase service locations, if more than one.
3. Provide load data (main panel size, connected load, running load, service voltage) for each proposed three-phase service 800amps or greater.
4. Do you want City of Lakeland, Lakeland Electric to design parking lot lighting?
Yes ___ No ___ (check one)
5. Do you want City of Lakeland, Lakeland Electric to design street lighting? Yes ___ No ___ (check one)
6. For *new* development projects needing electric service, contact the Lakeland Electric Engineering Supervisor (863-834-8865) to determine what other information is needed to design the project's electric distribution and/or lighting system.

[6/07 version]