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# SITE PLAN REVIEW CHECKLIST

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## 1. GENERAL INFORMATION

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- All plan submission must be done electronically via eTRAKiT & Projectdox.
- 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.)
- Info on each: Developer/Owner, Engineer, and Surveyor. Contact name(s), street and mailing addresses, E-mail address, telephone and fax number.
- Signature and seal of Florida Licensed Professional Civil Engineer
- A current certified boundary and topographical survey signed and sealed by a Professional Surveyor & Mapper along with a legal description with acreage.
- Copies of all applicable agency permits including SWFWMD, FDEP, ACOE, FDOT, CSX, and NPDES.
- The following sources are references for the information listed below: [Land Development Regulations](#); [Engineering Standards Manual](#); [National Fire Protection Association](#); [FDEP Permit Application - Water](#); [FDEP Permit Application- Wastewater](#); [Florida Administrative Code – Water](#); [Florida Administrative Code – Wastewater](#); [Lakeland Water Utilities Water Operations Policies, Standards and Specifications for Subdivisions and Commercial Developments](#); [Lakeland Wastewater Utilities Water Operations Policies, Standards and Specifications for Subdivisions and Commercial Developments](#); [Recommended Standards for Wastewater & Water Facilities](#), current [Florida Fire Prevention Code](#), and the [Florida Building Code 5th Edition \(2014\) Accessibility & Building](#).

## 2. EXISTING SITE CONDITIONS

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- Existing property lines, easements and platted rights-of-way within and adjacent to the site.
- Existing land uses and zoning classifications of site and adjacent properties.
- Existing buildings and structures within and adjacent to the site.
- Existing roadways, driveways, aprons, sidewalks (on both sides of street.)
- Existing signs, exterior lighting facilities, walls and fences.
- Existing pipes, meters & backflow preventers for domestic water, irrigation and fire line services.
- Existing contours at maximum one foot intervals, based on the North American Vertical Datum of 1988 (NAVD88).  
Indicate location of benchmarks.
- 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.
- Existing electric overhead (poles, anchors) and underground facilities.

## 3. SITE IMPROVEMENTS

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- Property boundaries, lot lines, easements, rights-of-way.
- Buildings and structures. Indicate actual setbacks, building heights, number of stories, ground floor elevations. Indicate proposed use of each building or unit.

- Indicate phasing of construction as applicable.
- Surface area in square feet of each lot, building, floor, and paved parking area
- Freestanding signs and exterior lighting facilities
- Walls, fences, buffers
- Landscaping and irrigation plans.
- Solid waste storage facilities including size and location.  
Contact Solid Waste Management (863) 834-8778 for access design. (ESM, Index 800)

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#### 4. TRANSPORTATION FACILITIES

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- 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]
- Driveways and aprons. Existing driveways may be required to be upgraded to current standards. [ESM, Index 515]
- Parking layout including total spaces required and available. Indicate handicapped spaces and loading areas. Marking and striping plan including marking of internal vehicle and pedestrian circulation routes as applicable.
- Sidewalks and pedestrian paths. Damaged existing sidewalks may require repair or replacement.
- 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.
- Bus stops and shelters.
- 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.

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#### 5. WATER FACILITIES

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- Water utility master plan layout for multi-phased projects.
- 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 should be no smaller than 20 scale when other utilities are shown.
- Indicate ownership and maintenance responsibility for all facilities in accordance with City policy.
- Water main looping. If more than 150 connections are proposed, provide for a second connection to the utility water system.
- Existing and proposed wells, storage tanks, pumps (fire, booster, jockey, etc.)
- Water services designed and indicated per specifications.
- Fire hydrants. Indicate distance between hydrants with spacing no greater than 1000 feet. All hydrants must be connected to 6-inch main or larger.
- Indicate design considerations for corrosive and/or contaminated soils.
- Water meters and sizes including bypasses.
- Jack and bores or directional bores in accordance with City of Lakeland standards.
- Backflow prevention devices for domestic, fire, and irrigation services.
- Please contact Water Utilities for information on specific codes-  
[WaterUtilitiesNewDev@lakelandgov.net](mailto:WaterUtilitiesNewDev@lakelandgov.net) or 863-834-8316

## 6. WASTEWATER FACILITIES

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- Wastewater utility master plan layout for multi-phased projects.
- Existing and proposed wastewater facilities and potential obstacles shown in plan and profile view. 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.
- Procedures for operation of the collection/transmission system during construction.
- Indicate ownership and maintenance responsibility for all facilities in accordance with City policy.
- Wastewater mains that cross water bodies shall provide required protection and marking.
- Gravity mains designed for adequate size and grade.
- Manholes located where required and outside of drainage areas; must have approved jointing. Plans shall specify that only lined or specially coated manholes receive force main discharge.
- Pump stations. Include calculations that address current and future operating conditions and high and low head conditions, if applicable. Calculations shall use prescribed head loss rates. Contact Wastewater Division regarding minimum and maximum flow velocities (863-834-6170).
- 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.
- 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.
- 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.
- 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. 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.

## 7. STORMWATER MANAGEMENT FACILITIES AND DRAINAGE

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- Storm water management facilities including retention ponds, green space or open areas. Indicate required structural setbacks and vegetative buffers around lakeshores and wetlands.
- Surface drainage including flow arrows. Indicate grades on-site and, as necessary, off-site to indicate impact of grading and drainage on adjacent properties.
- 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 storm water structures and retention areas.
- Erosion and sediment control plan.
- Flood zones and, if available, 100-year flood elevations. For development in flood zones other than Zone X, provide the following:
  - (a) Flood compensation calculations showing the volume between SHWT and the 100-year floodplain are maintained where dredging and filling is proposed.
  - (b) Minimum proposed floor elevations are 2 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.
- Please contact Public Works Engineering for information on specific codes- 863-834-6246

## 8. ELECTRIC POWER FACILITIES

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- Provide a diagram of the meter/riser installation and location for commercial applications or multi-family dwellings.
- Provide a map of proposed three-phase service locations, if more than one.
- Provide load data (main panel size, connected load, running load, and service voltage) for each proposed service.
- Do you want City of Lakeland, Lakeland Electric to design parking lot lighting? \_\_\_\_\_
- Do you want City of Lakeland, Lakeland Electric to design street lighting? \_\_\_\_\_
- 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.

## 9. FIRE

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- Fire hydrants are shown on plans. (Sometimes this requires showing fire hydrants that are beyond the boundaries of the project).
- If building is to be protected with automatic fire sprinkler system, fire line and fire department connection (FDC) are shown on plans.
- Distances between hydrants, distance from fire hydrant to most remote exterior point of building, and distance to fire department connect are shown on plans.
- Fire department access roads, including width, vertical clearance, slope, turning radii, weight load limits, and markings/signage are shown on plans.

Please contact the FIRE Department for information on specific codes- 863-834-8200

## 10. ADA ACCESSIBILITY

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- The Current Florida Building and Accessibility Codes requirements are to be applied during the design, construction, additions to, and alteration of sites, facilities, buildings, and elements. These codes contain scoping and technical requirements for accessibility to sites, facilities, buildings, and elements by individuals with disabilities.
- Accessible route details shall consist of one or more of the following components and shall be indicated on the plans: walking surfaces with a running slope not steeper than 1:20 and a cross slope of 1:48, clear width dimensions, doorways and gate clearances, ramps, curb with side ramps, island crossings and landings. All components of an accessible route shall comply with the applicable requirements of the Accessibility Code Section 208 and Chapter 4 and 5..