

Process for Residential and Commercial Sites (Individual Parcels)

1. Pre-Application Meeting

A pre-application meeting will be scheduled within seven (7) working days of the applicant's request. The meeting will include representatives from the following City departments: Planning, Utilities, Police, and Fire.

2. Submittal of Site Plan Documents for Review

Required Documents for Submittal/Review of Site Plans:

Planning & Zoning Application

Copy of Recorded Deed

Owner's/Agent Affidavits (original signatures, all owners)

Property Record Card

Title Opinion (of an attorney licensed in Florida or a certification by an abstractor or a title company dated no earlier than thirty (30) days prior to the submittal showing all persons or entities with an interest of record in the property, including but not limited to the record fee owner, easement holders, mortgage and lien holders, leasehold interest holders, judgment interest holders, and parties with any interest in the land by reason of probate or other legal proceedings. The report shall include the tax identification number(s) for the property and copies of documents such as deed, easement, etc. referenced in the title opinion

Boundary and Topo Survey

(6) 24 x 36 Certified Site Plans (Planning, Utilities, Police, Engineering, Lake County Public Works, FDOT)

Architectural Plans (by a registered architect) (Applicant may request to submit Architectural Plans at the Construction Plan stage.)

(3) Paper Traffic Studies (Planning, Lake County, FDOT), (1) electronic (pdf) copy CD with Site Plans in PDF Format (Fire)

Site Plan Application Fee

Plans will not be distributed for City staff review until all items are submitted.

3. Minimum Site Plan Requirements:

Site plans shall contain the following information:

- **Title block:** The title or name of the proposed subdivision and the name and address if the owner of the tract proposed for development and the name and address of the engineer and surveyor engaged to prepare the design the preliminary plat.
- **Legend:** Date, scale of plat, north arrow, current zoning, total number of lots, and minimum lot size.
- **Legal description:** A full and detailed legal description of the tract to be platted and its approximate acreage.
- **Vicinity map:** A vicinity map, at scale, showing the proposed subdivision in relation to the abutting land uses and streets.
- **Streets:** The location, name, and right-of-way and pavement width, sidewalks, both on and immediately contiguous to the subdivision tract will be shown.
- **Public open space and easements:** Existing parklands, lakes, and waterways within the tract to be subdivided shall be shown on the plat. The purpose for such easements shall be indicated.
- **Parks and recreation dedication:** Land to be dedicated for parks and recreation shall be shown and its approximate acreage indicated.
- **Dedications and reservations:** All parcels of land proposed to be dedicated or reserved for public use, such as roads, easements, parks, sidewalks, bike or pedestrian trails, shall be indicated on the plat. Proposed rights-of-way and street names shall be indicated.
- **Topography:** Contour intervals of one foot, except where determined to be unreasonable by the Community Development Director.
- **Proposed building setback lines:** Proposed building setback lines shall be shown on the plat.
- **Finished floor elevations:** Plans shall be shown on plans and follow uniform flow patterns with adjacent streets. Finished floor elevation shall be a minimum of 18 inches above the crown of the adjacent road or roads.
- **Benchmarks:** Plans shall show benchmarks used to determine construction elevations in subdivision. Plans shall include description and elevation of benchmarks or temporary benchmarks to be used on-site.
- **Stormwater layout:** The plat shall include the location of retention ponds and other stormwater facilities. Stormwater calculations are not required at this time.
- **100-year flood.** 100-year flood elevations shall be included.
- **Transportation analysis:** A traffic analysis shall be required pursuant to Ch. III, Sec. 4.6.1 of the City's Land Development Regulations.
- **Preliminary (Non-Binding) Concurrency Review Application:** A non-binding concurrency review is performed at this stage of the development review process to determine whether there are any level of service issues.
- **Tree removal application and tree survey:** A tree removal application and tree survey consistent with Chapter XIII, Sec. 1.3 of the land development regulations. This may also be submitted with the construction plans at the applicant's direction.
Please note: There is a separate application and fee for tree removal.
- **Location of fire hydrants.** And other fire protection details, as necessary.
- **Architectural details.** Elevations of all facades of all structures shall be a required exhibit for Site Plan approval. Such exhibits shall include colors, materials, building dimensions, architectural details, vehicular areas and paving details, the type and level of entry features to the building(s), location of service areas and mechanical equipment, screening devices, site furnishings, lighting fixtures, all signage, and any other information as determined necessary

by the City. All elevations must be signed and sealed by a licensed architect registered in the State of Florida.

Structures which are situated on corner lots, through lots or by the nature of the site layout are clearly visible from rights-of-way and public areas of adjoining properties shall be designed with full architectural treatment on all visible sides. Such treatment shall include roof design, wall materials, and door and window openings as applicable.

Any façade facing a public right-of-way shall have either: a) The main customer entrance with associated entry features; or b) Windows along 50 percent of the horizontal length of that façade.

Automobile repair, servicing or other establishments requiring large bay doors must position the building so that those doors do not face the adjacent right-of-way. Likewise, drive-thru windows may not be located on the side of a building facing right-of-way.

Facades should be designed to reduce the scale and uniform appearance of the building and provide visual interest. No wall/elevation should run continuously for more than 100 feet without providing a change or variation in the roof line or building façade. Retail storefront design, relief features and decorative treatments should complement adjacent storefronts and relate to the detailing of the entire building or block.

Elements of design such as color, shape, architectural banding, pattern change, material and form change, etc, shall be used to break up large areas of blank wall space that are visible from any right-of-way or parking area. Blank areas shall not exceed 20 feet in horizontal directions, nor 10 feet in vertical direction. Variations in roof lines should be used to add interest to and, in the case of large buildings, reduce scale. The design of visible roof structures shall be of hip, gambrel, mansard, shed and gable styles and of such height, bulk and mass as to appear structural even when the design is nonstructural. The minimum permitted slope shall be 4:12. Flat roofing systems shall only be permitted for those nonvisible areas described below: (a) Roof areas incorporated with the design or a shed, hip, gambrel, mansard or gable roof system which, when viewed from the street perspective are not visible or apparent and do not detract from the “structural” appearance of the visible roof design. Such roof areas shall primarily be used to support roof-mounted mechanical equipment or to provide acoustical mitigation of roof-mounted mechanical equipment. (b) Roof areas where use of a flat roof has been determined to be an integral feature of a recognized architectural style. Roof-like architectural embellishments such as false roofs, parapets, lean-to roofs, and other similar features may be permitted if determined to be required for to acoustical mitigation of mechanical equipment or to visually screen such equipment, and to be an integral feature of a recognized architectural style. Such features shall be placed on all sides of the structure as design permits. Materials utilized on visible roof structures shall consist of wood, concrete, synthetic or fiberglass shingles, barrel tile, clay tile or similar finished material having a natural appearance. Metal roofs may be permitted if determined to be an integral feature of a recognized architectural style.

Real or false windows shall be provided on all elevations visible to motorists or pedestrians. Windows shall appear to be casement or double-hung. The use of fixed glass and/or false exterior mullions shall be permitted. The ratio of wall surface to openings and the ratio of the width and height of windows and doors shall be consistent with the architectural style of the building. For windows with shutters, the shutter dimensions shall be appropriately scaled to the window so as to give the appearance of operable shutters.

Exterior walls shall be constructed of finished materials such as stucco, natural block or stone, finished concrete, wood or other similar material on all sides. Exposed concrete block or metal finishes shall not be permitted except where determined to be an integral feature of a recognized architectural style. Exterior building materials, unless natural stone or brick, shall be painted with earth-tone colors or pastels. The selection of pastels shall be limited to those colors having a minimum white content of 90 percent. Other colors may be used as accent colors, not to exceed 20 percent of the surface area of any one elevation. Dayglow, fluorescent and visually overwhelming colors which are in stark contrast to surrounding buildings and which call undue attention to the property, shall not be permitted. Likewise, color schemes that are determined by the City to be excessive, gaudy, or otherwise out of character with the spirit of this code shall also be prohibited. The fact that certain colors are “corporate” or “signature” colors shall not be grounds for waiver from this provision. Where color schemes are used that commonly identify the business on site, said areas shall be considered signage and shall be included in the calculation of sign area.

Awnings should be an adequate height and depth to form a continuous canopy along the sidewalk. If the formation of a continuous row covers or impedes architectural features and embellishments, recesses or openings may be considered. In a building containing multiple storefronts, the City may consider permitting individual stores or windows to have their own awning. Awnings on corner buildings should continue around the corner for compatibility with building form and pedestrian patterns. The size of the awning should be proportional to the scale of the host building and the surrounding streetscape. High gloss vinyl (plastic) awnings and awnings with horizontal ribbing are prohibited, as are flowered or similarly patterned designs. Metal awnings are subject to the same restrictions and guidelines as other awning material. All awnings should incorporate straight valances; scalloped awnings may be permitted, subject to City approval, depending on the architecture of the building and the type and shape of awning used.

Applicants have the option of submitting plans which may differ from the above requirements if they offer both innovative design and sufficient additional amenities.

Parking areas and driveways in commercial developments shall be designed to establish a logical pattern of pedestrian access, traffic flow and parking lots with visible connections between building entrances, parking lot entrances, roads, parking spaces, sidewalks and adjacent projects. Off-street parking should be located behind or on the side of retail structures, allowing stores to front partially or wholly on the sidewalk. No more than 50% of the off-street parking area for the entire property shall be located between the front façade within the front yard of the principal building (s) and the primary abutting street unless the principal building(s) and/or parking lots are screened from view by perimeter smaller retail stores.

All roadways, driveways, entryways, parking areas, public areas and walkways shall be adequately lighted with decorative light fixtures. The use of similar lights to adjoining property will be encouraged if said lighting is in accordance with these standards. Maximum height for lighting in parking areas shall be 24 Feet. Maximum height for pedestrian areas and walkways shall be 16 Feet. Light fixtures will be designed to minimize light pollution.

Manmade and natural bodies of water which are located adjacent to a public right-of-way and are greater than 20,000 square feet in area, shall be incorporated into the overall design of the project in a least one of the following ways; (a) Provide a minimum of six foot wide walkway, along at least one side of the area, with trees an average of 50 feet on center and benches or picnic tables every 150 linear feet. (b) Provide a plaza/pier with shaded seating and appropriate pedestrian access adjacent. (c) Include an element of public art. This may be a water feature or a feature on the adjacent walkway/plaza.

All stormwater facilities will be designed with 5:1 side slopes to 2' below the NWL and permitted so as not to require fencing. Fenced stormwater facilities shall only approved where no acceptable alternative is available and will be located to the side and/or rear of the property to be as far from the adjacent right-of-way as possible.

Service, delivery and dumpster areas must be located to minimize visibility from adjacent streets and adjacent properties. These areas shall be located at the rear or side of the building away from the right-of-way and be fully screened. Fence gates enclosing dumpster access points shall be opaque, not of wood construction and shall be in good visual condition.

No outside display of products of any kind, exclusive of the following shall be permitted unless located in a fully screened enclosure: new and used vehicles (including boats, R.V.'s motorcycles, personal watercraft, etc), plant nurseries and lumber yards. Outside display of these vehicles must be on a well-maintained impervious surface. No more than 50% of the vehicles displayed may be forward of the front building line.

No outside freestanding vending machines, video games, newspapers boxes, propane stations, electric rides or similar devices shall be permitted unless fully screened from view from the adjacent roads and parking areas. No outside work areas shall be permitted unless fully screened from view.

Mechanical equipment and appurtenances such as air conditional units, ventilation equipment, refrigeration systems, heating units, and satellite dishes must be screened so that they are not visible from any public right-of-way. The screen shall consist of a solid wall, façade, parapet or other similar screening material which is architecturally compatible and consistent with the associated building. If landscaping is utilized, the plantings must be high enough within one year of planting to provide a screen with a minimum 75% opacity.

Any wall or fence which is visible from any public right-of-way shall be designed as an integral feature of the architectural design of the principal structure. Such design shall include the use of similar materials, colors and finishes as the principal structure and, to the greatest extent possible, avoid extensive, monotonous sections by having breaks and bends and incorporating landscaping and other natural features. Alternative materials and

screens may be considered if said alternatives are entirely in keeping with the spirit of this code. Chain link fences are prohibited in commercially zoned areas. Chain link may be considered in industrial areas when screened appropriately with landscaping, subject to approval. Barbed wire fencing is prohibited in all areas.

Site furnishings including, but not limited to, benches, bicycle racks, trash receptacles and shopping carts corrals shall be compatible with the architectural design of the principal structure and, if located within a planned development, consistent with a uniform program established for all properties within said development.

All accessory structures including, but not limited to, drive-through canopies, motor vehicle service station canopies, storage buildings, auto washes and dumpster enclosures shall be compatible with the architectural design of the principle structure. Such compatibility shall be determined by roof design, colors, material, finishes, scale and any other feature deemed significant by the City Council.

- **Any other information reasonably required by the City.**

4. **Site Plan Review Process:**

- City staff will determine sufficiency of the Site Plan application package within five (5) working days of submittal. The Development Coordinator will mail notice of missing items within 5 working days.
 - Once the Site Plan application package is determined sufficient, the Development Coordinator will distribute the package to City staff within two (2) working days.
 - City staff has ten (10) working days to get comments back to the Development Coordinator.
 - The Development Coordinator will email comments to the Applicant within two (2) business days. (If all staff respond sooner, the email will be sent sooner.)
- Please note:** Outside agencies (Lake County, FDOT, etc.) may not abide by the City's schedule. The City will make every effort to follow up with outside agencies for comments; however, those may be received and provided to the applicant at a later time.
- The Development Coordinator will send the comments by mail to the Applicant within three (3) working days of the date all comments from City staff and outside agencies are turned in.
 - This process is repeated for subsequent submittals with the Development Coordinator having two (2) working days to distribute and City Staff having a maximum of ten (10) working days to get comments back to the Development Coordinator.
 - At each submittal, paper copies (24X36) and an electronic (pdf) version are due. The number of paper copies shall be sufficient for each reviewer who still has outstanding comments.
 - The applicant will be notified when all City staff and outside agency comments have been sufficiently addressed. Site Plans must be approved by the City Council. Once the plans are ready to go to the City Council, the applicant will need to submit adequate paper copies for the Council agenda packets.

Once the applicant receives comments from the City and outside agencies on the plan sets, the developer has 90 days to submit a response. If the developer needs more time, the applicant should formally request an extension from the City. Failure of the applicant to respond in a timely fashion may result in a new application fee being required.

5. Submittal of Construction Plan Documents for Review

Required Documents for Submittal/Review of Construction Plans:

Planning & Zoning Application

Concurrency Review Application

Copy of Recorded Deed

Owner/Agent Affidavit (original signatures, all owners)

Property Record Card

(7) 24x36 Certified Construction Plans (Utilities, Engineering, Planning, Police, Building, Lake County, FDOT)

(3) 11 x 17 Certified Construction Plans (Utilities, Planning, Building)

Boundary & Topo Survey

Copy of Architectural Plans (if not provided as part of the Site Plan approval process)

(2) Copies of Landscaping and Irrigation Plans 24X36 (by Landscape Architect)

(2) Stormwater Management Calculations (Utilities, Engineering)

(2) Lift Station Calculations (if applicable) (Utilities, Engineering)

Copy of St. Johns River WMD Application for Permit (Utilities)

(2) Geotechnical Reports (Utilities, Engineering)

CD of Construction Plan, Architectural Plan, and Landscaping/Irrigation Plan in PDF format (Fire)

Construction Plan Fee and Concurrency Review Fee

Plans will not be distributed for City staff review until all items are submitted.

6. Minimum Construction Plan Requirements:

The Construction Plans shall contain the following information:

- All Construction Plans and support documents both on-site and off-site shall bear the date, seal and signature of the project engineer.
- The standard size sheet for Construction Plans submitted for review shall be 24 inches by 36 inches.
- The Construction Plans shall be in conformance with the approved Site Plan.
- The plans shall include a location map that shows the location of the project in the broad context of the City.
- Construction Plans shall be drawn to scale using such a scale that all required features are readily discernible. In all cases, the permit-issuing authority shall make the final determination whether the plans are drawn to the appropriate scale.
- Construction Plans should include the name of the applicant, name of the development, North arrow, and legend.
- Legal description and acreage or square footage

- Date of plan
- Property boundaries
- Zoning of the property and surrounding properties
- Property lines with dimensions
- Street right-of-way lines
- Utility or other easement lines
- Topographic information. Existing contours at one (1) foot intervals based on field surveys or photogrammatic survey extending a minimum one hundred (100) feet beyond the tract boundary. The topographic survey shall be certified by a land surveyor, registered in the State of Florida.
- Soils information. Identification of on-site soils shall be drawn on the face of the plan using the Soil Survey of Lake County Area, Florida. An applicant may challenge this determination by demonstrating (through the testing of a geotechnical engineer) that the identified soils are not classified correctly. If the above determination is concurred with by the City Engineer, then these alternative soil determinations will be used in preparing the plans.
- Wetlands Survey. Stake and survey of environmentally sensitive areas shall be shown on the Construction Plans. An environmental impact assessment will be required for significant or ecologically fragile areas.
- 100 Year Flood Elevation Information. Where the 100 year flood elevation is shown on the Lake County Flood Insurance Rate (F.I.R.M.) Maps, as amended, the applicant shall show the location of the one hundred (100) year flood elevation. Data shall be shown for all areas within the 100 year flood zone, as indicated on the F.I.R.M. Maps. In the above circumstance, the developer will be responsible for the necessary drainage basin studies to establish the 100 year flood elevation. This work will be prepared to the satisfaction of the City Engineer. If the proposed development will create a change to the existing 100 year flood elevation, this change will be reflected in an amendment to the F.I.R.M. Maps. The applicant shall submit a letter of map amendment to FEMA, and will need to provide evidence to the City that FEMA has agreed to the amendment prior to receiving Construction Plan approval.
- Tree Survey. The tree survey submitted at the Site Plan stage shall be overlaid on the Construction Plans to show trees in relation to proposed improvements. All trees proposed for removal shall be indicated on the plan.
- Existing Improvements:
 - Existing vehicle accommodation areas designating surface material and showing the layout of existing parking spaces and direction of travel lanes, aisles, or driveways.
 - Existing streets, private roads, sidewalks, and other walkways on the site and in the surrounding area.
 - Existing curbs and gutters, curb inlets and curb cuts, and drainage grates.
 - Existing other stormwater or drainage facilities, including manholes, pipes, and drainage ditches.
 - Existing underground utility lines including water, sewer, electric power, telephone, gas, cable television, indicating size where applicable.
 - Existing above ground utility lines, street lights and other facilities.
 - Existing fire hydrants.
 - Existing buildings, structures, and signs, with dimensions.
 - Existing exterior light fixture locations.
 - Existing dumpster locations.
 - Existing land use of the property and surrounding area.
- Proposed New Improvements:
 - Location and dimensions of all buildings and signs on the property, as well as the setbacks.
 - Principal building elevations showing building heights and proposed sign areas.

- Location and dimensions of all recreational areas, with each area designated as to type of use. Detailed description of recreation facility may be required.
 - Areas intended to remain as usable open space. The plans shall clearly indicate whether such open space areas are intended to be offered for dedication to public use or to remain privately owned.
 - Streets labeled by classification and street name, showing where curb and gutters are to be provided and indicating street paving widths.
 - Curbs and gutters curb inlets and curb cuts, drainage grates.
 - Other stormwater or drainage facilities, including manholes, pipes, drainage, ditches, retention ponds, etc.
 - Drainage calculations.
 - Sidewalks and walkways, showing widths and surface material.
 - Bridges.
 - Water system; demand size, material, and location of mains, valves, and hydrants, with submittal of profile where required.
 - Sewer system; demand size, material, and location of lines, with submittal of profile where required.
 - Underground and above-ground utility lines, street lights and facilities.
 - Dumpsters.
 - New contour lines resulting from earth movement (shown as solid lines) with no larger than one (1) foot intervals, or detailed profiles and cross sections.
 - Location, dimensions, and materials of all signs, fences, etc.
 - Vehicle accommodation areas (including parking areas, loading areas and circulation areas; all designated by surface material and showing dimensions and layout of proposed parking spaces and the dimensions and direction of travel lanes, aisles, and driveways. Also include total square feet of off-street parking area, parking landscape area requirement, the number of spaces, including required handicapped spaces, and calculations for determining parking demand.
 - Street signs (according to the City's Manual of Standards)
 - Traffic signs and markings, i.e., stop signs, stop bars, speed limit signs (according to the City's Manual of Standards)
- Landscape and Irrigation Plan. Proposed landscape planting to comply with Chapter VII: Landscaping of the Land Development Regulations.
 - Phasing Plan. If the development is to be phased, the Construction Plans need to indicate phasing lines and provide documentation to ensure the first phase can stand on its own as well as subsequent phases and their reliance only on the proceeding phases.
 - Groveland's Manual of Standards sheets, as applicable.
 - Architectural Plans. If the applicant does not submit Architectural Plans during the Site Plan stage, they must be submitted with the Construction Plans. See the Minimum Site Plan Requirements section for details.

7. Construction Plan Review Process:

- City staff will determine sufficiency of the Construction Plan application package within five (5) working days of submittal. The Development Coordinator will mail notice of missing items within 5 working days.
- Once the Construction Plan application package is determined sufficient, the Development Coordinator will distribute the package to City staff within two (2) working days.
- City staff has ten (10) working days to get comments back to the Development Coordinator.
- The Development Coordinator will email comments to the Applicant within two (2) business days. (If all staff respond sooner, the email will be sent sooner.)

Please note: Outside agencies (Lake County, FDOT, etc.) may not abide by the City's schedule. The City will make every effort to follow up with outside agencies for comments; however, those may be received and provided to the applicant at a later time.

- The Development Coordinator will send the comments by mail to the Applicant within three (3) working days of the date all comments from City staff and outside agencies are turned in.
- This process is repeated for subsequent submittals with the Development Coordinator having two (2) working days to distribute and City Staff having a maximum of ten (10) working days to get comments back to the Development Coordinator.
- At each submittal, paper copies (24X36) and an electronic (pdf) version are due.
- The applicant will be notified when all City staff and outside agency comments have been sufficiently addressed. Construction Plans do not require City Council approval. Once the plans are approved by staff, they will be stamped as Approved for Construction.

Once the applicant receives comments from the City and outside agencies on the plan sets, the developer has 90 days to submit a response. If the developer needs more time, the applicant should formally request an extension from the City. Failure of the applicant to respond in a timely fashion may result in a new application fee being required.