

DEVELOPMENT PLAN REQUIREMENTS

The following table outlines the requirements for Development Plans. Check the box on the right for every submitted item. City staff will indicate at the pre-application meeting or in the Sufficiency Letter if any items are waived.

GENERAL INFORMATION		CHECKLIST
Legend	- Name of the Development - Legal Description of subject property - Acreage of the property to be developed - Scale—Engineering - North Arrow - Existing Zoning on the property, including any overlay districts - Date of Preparation	☐
Contact Information (Name, Address, Phone Number)	- Property Owner(s) and Applicant - Developer(s) - Engineer(s) - Surveyor(s) - Agent(s) of the property owner or others involved in the project	☐
Vicinity Map (300 ft. radius around property)	Show relationship of proposed development to surrounding streets and public facilities and include: - Existing Zoning and Overlay Districts - Existing Land Uses (noting any public facilities, open space, or recreation areas) - Future Land Use Designations	☐
EXISTING CONDITIONS ON MAP		CHECKLIST
Lot Lines and Easements	Existing lot lines and easements on the property indicating the purpose of each easement	☐
Physical Improvements (On and within 50 ft. of the subject property)	- Location and use of existing buildings and structures - Vehicular use areas and other impervious surfaces - Location and dimensions of existing signs - Existing recreation or open space areas	☐
Existing Streets (On and within 300 ft. of the subject property)	- Street names - Location - Right-of-Way width	☐

	• Centerline • Pavement (where applicable) on each street • Curb and gutter • Driveway approach • Sidewalk • Medians and median cuts • Any other improvements in the right-of-way	☐
Utility/Drainage Infrastructure (Location and Size)	• Sanitary and storm sewers • Culverts • Water mains • Fire hydrants	☐
Sewer Impact Analysis and the Connection Point	• Signed and sealed capacity analysis study of the existing gravity sewer system. • The wastewater flow to be generated by the new construction as well as the existing wastewater flow will need to be calculated using the LOS methodology and the unit flow rates published in the City's GMP and Sewer Service Policy. • The applicant shall also coordinate with the wastewater service provider to ensure that adequate capacity is available from the wastewater lift station and force main that will serve the project. • If adequate wastewater force main or lift station capacity is not available, the applicant shall coordinate with the WRD to determine how to mitigate the deficiency.	☐
Topographic Map	As delineated by U.S. Geological Survey maps or other competent expert evaluation, and extending 50 feet beyond the property boundaries	☐
100 Year Flood Elevation	• Minimum habitable floor elevation • Limits of the 100 year flood plain for all sites extending into Flood Zone "A" • Note if not within 100 year flood area	☐
Surface Drainage	Direction of flow and methods of stormwater retention	☐
Water Bodies, Wetlands, Streams and Canals	• Normal high water elevation or boundary for each surface water body, wetland stream and canal • Any watercourses, bridges, lakes, marshes, sinkholes and other physical conditions present on the site and within 50 feet.	☐

	• Attendant drainage areas for each surface water body, wetland, stream and canal • Vegetative communities for each wetland, showing approximate location by species	
Soils	Generalized soil types in the development area and surrounding area	☐
Tree & Woodlands a part of the Topographic Survey	• Tree cover approximate limits and generalized tree communities • Location, Type and Size of all trees with a diameter of ten (10) inches and larger (DBH) "Diameter Breast Height," and is measured at 4.5 feet above the ground • Other generalized existing vegetation, including native plant communities	☐
Orange County Geodetic Information	• Approximate location of any Orange County Geodetic Information System monument(s) and/or Certified Sectional Corner(s), whose coordinate values have been determined by the County-wide Survey Project, within the proposed development and/or the surrounding 300-foot area	☐
Public Facilities	• Location and function of all existing public facilities that serve the site, such as schools, parks, fire stations, etc. • May show on a scaled map or through written description	☐
PROPOSED PROJECT NARRATIVE		CHECKLIST
Project Description	Description of the proposed development, including the existing condition of subject property and the character of the surrounding area. The project description should include why the PD zoning is being requested, the purpose of the proposed development and its relationship to surrounding properties. The description should also identify how the proposed development is consistent with the City's Growth Management Plan.	☐
Land Use Compatibility	Description of internal and external land use relationships and compatibility. Photographs and other graphics can be used to describe these relationships.	☐
Statistical Information	Total acreage of the site	☐

	Maximum building coverage expressed as a percentage of site area Maximum impervious surface ratio expressed as a percent of the total site area, as well as proposed standards for individual lots Calculated gross and net residential densities for the project Exact number of dwelling units and residential density in each residential use area Exact number of non-residential uses by type and size (gross floor area) to be allowed Specific acreage of each use area Areas of land devoted to publicly owned and common area spaces such as open space, parks, recreation areas, and plazas; expressed as percentages of the total site area	☐
Development Schedule/Phasing	Provide a proposed schedule for development, including phasing, for the development. The schedule shall not be binding unless specifically required in the rezoning ordinance Order of construction of the proposed land uses by use area delineated in the development plan Proposed date for the beginning of construction of said land uses by use area d) Proposed date for the completion of construction on said land uses by use area Proposed schedule for construction of required or permitted improvements of open spaces, plazas, and recreational areas within each use area, including any complementary buildings or other facilities Proposed schedule for the installation and timing of required public or utility improvements and the dedication of public rights-of-way, easements, and properties	☐

	Maximum intensity, expressed in density, number of units, non-residential floor area and/or floor area ratio for the proposed development and estimated intensity of each phase	
For Planned Development	Detailed listing of proposed standards to be used in the Planned Development or portions thereof, including standards for: • Default Zoning District to be used for standards not specifically addressed in the ordinance • Building setbacks • Lot frontages • Residential density • Floor area ratio • Impervious surface ratio • Building heights • Rights-of-way • Pavement Widths • Signs • Landscaping • Lighting plan (footcandles at property lines) • Any other standards which may be applicable to the proposed development For any standards not addressed in this section, it will be presumed by staff that the standards code requirements are acceptable	☐
Consistency with GMP	Statement demonstrating the consistency of the proposed development with the City's adopted Growth Management Plan	☐
Board Actions	Identify other actions necessary for project approval such as Rezoning, Zoning Variance, Conditional Use, Annexation, etc.	☐
Density/Intensity Bonuses	Identify any requests for density / intensity bonuses and describe how the proposed development complies with the standards for granting a density bonus	☐
New Sewer Construction	Developer's engineer shall submit signed, sealed and dated design calculations with the plan for all sewer projects, including gravity sewer system, lift stations and force mains. The wastewater flow to be generated by the new	☐

	construction will need to be calculated using the LOS methodology and the unit flow rates published in the City's GMP and Sewer Service Policy. Design and construction of sanitary sewer associated with the proposed construction shall follow Chapter 9 of the City of Orlando Engineering Standards Manual and applicable City Standard Details.	
Additional Information	Provide additional information and material as may be required by the Planning Official	☐

DEVELOPMENT PLAN MAP		CHECKLIST
Lot Layout	Lot and building site approximate locations and dimensions General land uses including the approximate locations, acreage and intensity of each, expressed in terms of the number of dwelling units and square feet for non-residential use Any density or intensity bonuses requested Recreational facilities and open space Form of ownership	☐
Street System	Street names Location of each street, including Major Thoroughfares (see Chapter 61 of the LDC) Right-of-Way width for each street Sidewalk location Median and median cut locations Any other proposed improvements in right-of-way	☐
Proposed Improvements	Location of proposed improvements: buildings, structures, outdoor display areas, vehicular use areas, open space, etc. Intended use and nature of each	☐

	Approximate dimensions and height of each building/structure Proposed setbacks Gross floor area of all buildings and uses Maximum Impervious Surface Ratio (ISR) expressed as a percentage of the individual and total site area Sign plan—type, location, size Lighting plan-type, location, size, intensity at perimeter of property (footcandles)	
Phasing Plan	Delineate phases, if applicable	☐
Vehicular Circulation Plan	Location, dimensions, type of construction and number of on-site circulation system: • Major streets and access points • Driveway approaches and curb cuts • Aisles and travel ways • Parking spaces, including bus spaces, if any • Loading berths • Sidewalks and other pedestrian use areas • Bicycle use areas • Mass transit facilities • Through-access corridors and cross-access easements • Remote parking encumbrance, if required • Other vehicular use areas	☐
Public Use Areas	Location, size (gross land area), scaled dimensions, type and terms (ownership and maintenance) of all parcels of land proposed for common or public use, including: • Street rights-of-way • Easements for drainage, utilities, stormwater management, pedestrian ways, sidewalks, bike paths, etc. • Land dedications/reservations for open space, recreational facilities, parks, schools, public facilities, stormwater management, etc.	☐

Landscape Plan	Location, size, conceptual plant types and use of native vegetative communities for: • Buffer areas • Vehicular use areas • Other landscaping areas	☐
Tree Protection Plan	• Existing medium and large trees or groupings of trees proposed to be retained, including the location of each and dimensions of the proposed undisturbed area • Proposed grade changes on the development site which may adversely affect any existing medium or large trees to be retained • Any Specimen or Historic Tree designation being requested (See Chapter 60, LDC)	☐
Architectural Elevations	Provide conceptual building elevations or design statements as to what types of features and design the proposed development will incorporate	☐
Utility Infrastructure	Approximate location, type and size of: • Sanitary sewers • Storm drainage facilities • Culverts • Water mains • Fire hydrants • Electric and other utilities • Refuse/recycling/dumpster pad	☐
Finished Grade	Proposed finished grade of the property	☐
Drainage/Erosion	Conceptual drainage and erosion plan showing direction of flow and methods of stormwater retention	☐