Dated: 11/6/26

CITY OF ORLANDO

Residential Submittal Requirements for Site Engineering:

The following items shall be included as part of your permit submittal package. **Non-compliance with these standards will result in an immediate disapproval (without review) of the permit case.** Initial next to each individual item confirming that they have been included in the submittal package:

_____ Topographic Survey

_____Site Plan

_____Grading Plan

_____ City of Orlando's Guidelines for Erosion & Sedimentation Control for Construction Sites (AKA Blue Sheet)

_____A copy of Page 1 and 2 of this document signed and initialed

_____Email correspondence of exemption (if applicable)

Plans Revision (if applicable):

_____ Narrative or revision request form

- Describe what changes were made from the original document(s)
- Provide the file name or sheet number impacted by the change(s)

_____Comment and Response Sheet

_____Revision(s) clouded in Plans/Docs

If any of the items listed above do not apply to your permit case, please upload a Cover Letter explaining why these requirements have not been met.

_____

_____

_____

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Orlando City Hall · 400 South Orange Avenue · 8th Floor
PO Box 4990 · Orlando, FL 32802-4990
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Only as previously approved by _____of the Public Works
(Name)
Department on _____, the items listed below are hereby exempt from the
(Date)
submittal package _____.
(Permit #)

- _____
- _____
- _____
- _____
- _____
- _____

I hereby certify that all the above information has been uploaded and submitted into the City's ProjectDox.

_____ _____
Applicant signature Date

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Residential Submittal Requirements for Site Engineering:

Refer to Chapter 7 of the Engineering Standards Manual (available for download on our website) for additional details on submittal requirements. Please be advised that the standards listed here are the minimum standards allowable and additional requirements may be requested during the permitting process.

- **Cover Letter**
  - Describe work proposed, existing site conditions, and any hardships in meeting City requirements. If there is a reason that a submittal requirement is not met, please address why in this section.

- **Topographic Survey**
  - Shall be signed and sealed by a Professional Surveyor, licensed in the state of Florida.
  - Survey shall use Florida State Plane Coordinates, Zone Florida East, North American Datum of 1983 for the horizontal datum and the North American Vertical Datum of 1988 for the vertical datum, with a reference to the horizontal control points and vertical benchmarks. Please be advised that NO temporary benchmark, nor assumed or Permanent Reference Network elevations are allowed in the City of Orlando. The elevations shall refer to a published vertical point benchmark.
  - Existing topography of the site at a minimum of one (1) foot contour intervals and sufficient additional spot elevation points so that the existing drainage patterns can be clearly established. Contours shall extend at least twenty-five (25) feet beyond all property lines, or to roadway centerlines, whichever is greater. Note, there may be situations where additional topography beyond the minimum requirement shall be necessary to discern the existing drainage pattern.
  - Areas within the 1% chance annual flood, as depicted on FEMA FIRMs, shall show the existing floodplain boundary on the survey.
  - Please refer to Chapter 5 of the Engineering Standards Manual for Plat requirements and additional details regarding survey submittal requirements.

- **Site Plan**
  - A depiction of existing site features to remain (to be indicated in gray) and proposed improvements with clear distinction between what is existing and what is proposed.

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- Labeling of all relevant dimensions regarding the property such as (but not limited to):
  - The dimension from the building or structure to the property line
  - The dimension of the edge of pavement to the property line
  - The dimension of the site features (such as swales, LID retention areas, etc)
- Downspouts are required for structures larger than 10'x10' within ten (10) feet of the property line and shall be directed away from neighboring properties. If applicable, downspouts shall be clearly marked and direction of discharge called out on the plans.
- The following notes on the plans:
  - Sidewalk shall be constructed in Class 1 concrete, 3,000 psi., 4 in. thick and 5 ft. width. Sidewalk shall extend across the driveway and Sidewalk portion within the driveway shall be 6 in thick.
  - The City of Orlando's Guidelines for Erosion Sediment Control (commonly known as The Blue Sheet) will serve as a guide for the implementation of erosion sediment control measures.
  - All excess fill shall be hauled off-site.

- **Grading/Drainage Plan**
  - For infill projects (i.e. projects located in established neighborhoods and not a newly developed subdivision), the site cannot increase or concentrate the flow of water onto the downstream neighbor, nor impound water on the upstream neighbor. Any diversion of drainage patterns to effect the proposed development must remain on the subject property and cannot be diverted onto neighboring properties.
  - Design Professional endorsement (signed and sealed). If any regrading is to be completed on site, the plans shall be signed and sealed by a Professional Engineer or Architect registered in the state of Florida.
  - Sufficient information to demonstrate any site regrading (including regrading done to place a raised monolithic foundation). No fill may be brought on-site without an approved grading plan. If fill and re-grading is not proposed, please note on the Grading/Drainage Plan.
  - If applicable, label the top and bottom elevations of proposed swale/pond.
  - Any relevant cross-sectional details, such as those for retaining walls and swales/ ponds.

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- Cross-sections shall include elevations of existing grade, proposed grade, property lines, and foundation limits.
- Provide the existing (if applicable) and proposed Finished Floor Elevation (FFE) of the structure.
- Per Section 66.200 of the City of Orlando's MuniCode, substantial improvement/ enlargement shall provide Low Impact Development (LID).
- Per Section 63.226 of the City of Orlando's MuniCode, lowest floors shall be at or above eighteen (18) inches above the crown of the nearest street(s) or the elevation required by the *Florida Building Code*, whichever is higher.
- Demonstrate that LID standards have been adhered to. Stormwater runoff as a result of the additional impervious area shall be captured through the LID prior to its discharge onto the Public ROW or shall follow its pre-existing drainage pattern. LID should capture and retain a volume of approximately 1.25" of runoff over the additional impervious surface area on the site.
  - Rain gardens shall not be allowed.
  - Examples of acceptable LIDs are disconnection of impervious areas, bioretention swales, conveyance swales, ponds, rainwater harvesting, and use of permeable pavements - only if it's not being employed to exceed the allowable ISR.
  - Proposed landscape/trees shall be allowed within the bioretention swales as long as it does not impede in its designed intent. Consult with a landscape architect as to what type of species are allowed within the swale.
  - Landscape/trees shall not be permitted within a conveyance swale or impact the required retention volume (noted above) of a pond.
- If the property is within the 1% annual chance flood, as depicted on FEMA FIRMs, proposed grading plan shall show the floodplain boundary.
- If the work is within a pre-developed subdivision, a copy of the most recently approved master grading plan shall be included in the submittal.

- **Floodplain submittal requirements**

  - If the subject property is within the 1% annual flood as depicted on FEMA FIRMs, there are additional submittal requirements that include (but are not limited to):
    - The proposed FFE of the structure shall be at least 1' above the Base Flood Elevation (BFE) depicted on the FIRM.

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- Any fill brought into a floodplain shall provide an area to compensate for the area that is no longer open to flood waters due to the fill on a cup by cup basis.
- If a Stem Wall is proposed with engineered flood openings, the flood openings shall be provided on the basis of one (1) square inch of opening per one (1) square foot of enclosed space under the finished floor.
- If the work falls under the category of an addition, improvement, or damage repair and not new construction, the existing FFE shall be provided. Please be advised that if the work falls under the category of a substantial improvement, the structure will need to be brought up to current floodplain standards which may include the requirement to raise the existing Finished Floor Elevation of the structure.
- If the addition involves structurally modifying the common wall, the entire FFE of the structure shall be required to be elevated at least 1' above the BFE.
- Upon approval of the permit set, a doc hold will be placed for the slab and final inspection for an elevation certificate. Instructions will be included within the doc hold language upon permit approval.

- Compensating storage shall be open to the atmosphere. Compensating storage via underground vault shall not be permitted.
- Please see Section 7.04.02 of the Engineering Standards Manual for additional details on floodplain submittal requirements or contact our site engineering group.

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