

CITY OF JACKSONVILLE FORM DSD-PSC

Information to be Shown on Preliminary Site Plan

(LDPM Volume 1, Section 2.3)

Place a check mark to indicate site plan compliance with the following items:

- a. Project or Development name (includes any former name if existing).
- b. Name of Owner, Developer, Engineer, Surveyor, and Landscape Architect.
- c. Show vicinity map, north arrow, map scale, and date of drawing.
- d. Data Summary to include:
 1. Total anticipated phases/units
 2. Total site area
 3. Active recreation area (acres)
 4. Number of lots and dwelling units
 5. Number of buildings with square footage
 6. Existing and proposed zoning
 7. Parking requirements per Section 656.604
 8. Percent of building coverage to lot area
- e. Show all contiguous right-of-ways, easements, and platted lots. Indicate all median openings and driveways within 200 feet of proposed project. Identify all streets and give ROW dimensions and pavement widths. Include sidewalks per Section 654.133.
- f. Include street layout, lots and blocks. Give site dimensions for all lots and include a 50 x 50 pad with driveway location on all single family lots of 6,000 square feet or less.
- g. Indicate all “jurisdictional wetlands”, indicate FEMA flood zone within project, and provide complete vegetative and wildlife survey for projects over fifty (50) acres.
- h. Show existing conditions and indicate existing improvements that will be undisturbed.
- i. Provide a master plan of original development and proposed phasing and units. Indicate PUD Ordinance and DRI Resolution Number in lower right corner.
- j. Indicate right-of-ways proposed as a new road by either the Florida Department of Transportation, Jacksonville Transportation Authority, or City of Jacksonville.
- k. Identify type of Fire Protection Service, give distances to location of nearest fire hydrants and show all proposed hydrants.
- l. Indicate locations of signage and give dimensions.
- m. Show locations for compactors, dumpster pads, and areas for securing bicycles.
- n. Identify surrounding zoning of all adjacent parcels.

[] o. Show all existing and proposed sidewalks

[] p. Residential subdivisions shall indicate protected trees and R.O.W. buffer standards

APPLICATION SUBMISSION

The applicant shall submit application on line.

The submittal shall include:

- Site plan**
- Completed application form**
- Legal Description**

Filing Fee

Preliminary Site Plan Application Fee:	Subdivision	\$746.00
	Non-Subdivision	\$648.00

No application will be accepted until all the requested information has been supplied and the required fee has been paid.

Fees may be paid in the online civil review system. You may contact the Development Services Division at ReviewGrp@coj.net with any questions. Please include the following reference information with any inquiries: "Preliminary Site Plan Review"; Project Name; City Development Number

PARTIAL LISTING OF REQUESTS FOR DEVIATION (*Check request*)

**** In order for staff to review a request for deviation pursuant to 654.137, relevant information pertaining to such a request must be provided at the time of submittal.**

The Planning Department shall consider either the alternative sidewalk plan (Option A, B, or C of Section 2.1.2A LDPM) or a contribution to the sidewalk fund in lieu of constructing sidewalks per the criteria of Section 2.1.2E (1) Land Development Procedures Manual. In all cases either the sidewalks must be constructed per the LDPM alternative sidewalk plan or a payment into the sidewalk fund.

- _____ **654.134** Not to be required to provide underground electrical distribution in accordance with Section 654.134, but to have overhead electric lines. (Call Bell South First)

- _____ **654.111(k)** To be allowed to have a cul-de-sac more than 1,000 feet maximum length.

- _____ **654.125(b)** To be allowed to exceed block length of 1,500 feet between intersecting streets.

AGENCY DISTRIBUTION LIST

- | | |
|--|--|
| [1] Seva Abasova
COJ Development Services Division
214 North Hogan Street, Suite 300
255-8555 | [6] Kristen Reed
COJ Community Planning Division
214 North Hogan Street, Suite 300
255-7837 |
| [2] Blaine Warnock
COJ Concurrency Management Office
214 North Hogan Street, Suite 2127
255-8319 | [7] Matt Fall
COJ Transportation Planning Division
214 North Hogan Street, Suite 300
255-7818 |
| [3] Howard Seltzer
COJ Current Planning
214 North Hogan Street, Suite 300
255-7846 | [8] Laurie Santana
COJ Transportation Planning Division
214 North Hogan Street, Suite 300
255-7839 |
| [4] Lisa Sheppard
COJ Historic Preservation Section
214 North Hogan Street, Suite 300
255-7843 | [9] William Joyce
Public Works Department
214 North Hogan Street, Suite 1079
255-8762
<i>(Proposed roads only)</i> |
| [5] Jeffrey Lucovsky
Landscape Architect
Development Services Division
214 North Hogan Street, Suite 200 | [10] John Kolczynski
Development Services Division
214 North Hogan Street, Suite 200
255-7547 255-8533 |

OWNER/AGENT AUTHORIZATION

I certify that I am the owner of the property referenced above. I hereby authorize

_____ to act as my agent to initiate this site plan review application for consideration by the Planning and Development Department and that all information provided is true to the best of my knowledge.

(Owner of Subject Property)

Date

(Print name)

Applicant Baseline Checklist for Preliminary Site Development Plan Approval

The [Land Development Review](#) application on the JaxGIS Duval Maps website provides some of the baseline layer information.

City Development No. (CDN) _____

Development Name _____

Project Location _____

Real Estate Parcel Identification Number(s) _____

Total Land Area (Acres) _____

Type of Request (Check all that apply)

_____ 656.404(a) More than one multi-family structure on a lot under one ownership, including condominiums, may be erected on a lot, provided the site plan has been approved by the Department.

_____ 656.404(b) A new structure or combination of multiple structures equaling 40,000 square feet or more of enclosed gross floor area may be erected on a lot, provided the site plan has been approved by the Department.

_____ 656.404(c) Site plans for public school facilities shall be reviewed according to performance criteria and standards which have been coordinated with the Duval County School Board prior to approval by the Department.

_____ 656.404(d) A modification from the requirements of Part 12 of the Zoning Code (Landscape and Tree Protection Regulations), may be permitted on a lot, provided the modification has been approved by the Department pursuant to [Section 656.1220](#).

_____ 656.404(e) The subdivision of land into three or more lots or the establishment of a new public or private street in accordance with the standards, specifications, details and criteria set forth in the Land Development Procedures Manual, provided the site plan has been approved by the Department.

Baseline Layer Checklist

The list below includes baseline layers identified in the Comprehensive Plan, Code of Subdivision Regulations (Chapter 654), Zoning Code (Chapter 656), and Land Development Procedures Manual to evaluate in relation to the subject project.

Baseline Layer Checklist	
Land Use Category or Categories	List Category or Categories:
Zoning District(s)	List District(s):
Zoning Overlay	Check applicable: <input type="checkbox"/> Yes, overlay name _____ <input type="checkbox"/> No
Development Area	Check all boxes that apply: <input type="checkbox"/> Urban Priority <input type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural
Airport Environ (Comprehensive Plan and Chapter 656, Part 10)	Check applicable: <input type="checkbox"/> Yes (check all that apply) <input type="checkbox"/> <i>Height Restriction Zone (Elevation _____)</i> <input type="checkbox"/> <i>Military Accident Potential Zone 1</i> <input type="checkbox"/> <i>Military Accident Potential Zone 2</i> <input type="checkbox"/> <i>Noise Contour (DNL Level(s) _____)</i> <input type="checkbox"/> <i>Notice Zone</i> <input type="checkbox"/> <i>OLF Whitehouse Lighting Restriction Zone</i> <input type="checkbox"/> <i>School Regulatory Zone</i> <input type="checkbox"/> No
(ITAC) Industrial Preservation Overlay Zone (Comprehensive Plan and Chapter 656, Part 10)	Check applicable: <input type="checkbox"/> Yes (check applicable) <input type="checkbox"/> Sanctuary <input type="checkbox"/> Situational Compatibility <input type="checkbox"/> No

Baseline Layer Checklist

<p>Archaeological Sensitivity (Code of Subdivision Regulations, Chapter 654.122)</p>	<p>Check applicable:</p> <p><input type="checkbox"/> Yes (check applicable)</p> <p><input type="checkbox"/> Low</p> <p><input type="checkbox"/> Medium</p> <p><input type="checkbox"/> High</p> <p><input type="checkbox"/> No</p>
<p>Historic Cemetery (Code of Subdivision Regulations, Chapter 654.122)</p>	<p>Check applicable:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Duval National Historic Register Listed</p>	<p>Check applicable:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Historic District</p>	<p>Check applicable:</p> <p><input type="checkbox"/> Yes (check applicable)</p> <p><input type="checkbox"/> Riverside</p> <p><input type="checkbox"/> Springfield</p> <p><input type="checkbox"/> St. Johns Quarter</p> <p><input type="checkbox"/> No</p>
<p>Florida Mater Site File – Historic Structures</p>	<p>Check applicable:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Landmark</p>	<p>Check applicable:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Costal High Hazard Area (CHHA)</p>	<p>Check applicable:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

Adaptation Action Area (AAA)	Check applicable: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Baseline Layer Checklist

Water Provider* (Attach JEA availability letter) <i>*lack of connection = density/lot area limitations per Comprehensive Plan and Code of Subdivision Regulations</i>	Check applicable: <input type="checkbox"/> JEA <input type="checkbox"/> Private Utility <input type="checkbox"/> Well
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Sewer Provider* (Attach JEA availability letter) <i>*lack of connection = density/lot area limitations per Comprehensive Plan and Code of Subdivision Regulations</i>	Check applicable: <input type="checkbox"/> JEA <input type="checkbox"/> Private Utility <input type="checkbox"/> Septic
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Flood Zone	Check applicable: <input type="checkbox"/> Yes - list flood zone(s) below Flood Zone(s) _____ <input type="checkbox"/> N/A
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Wetlands	<input type="checkbox"/> N/A <input type="checkbox"/> Yes (check all applicable) <input type="checkbox"/> Jurisdictional boundary survey shown on plans <input type="checkbox"/> Mitigation proposed (list permit No. _____)
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Minimum lot requirements. Corner lots for residential use shall have extra width per Sec 654.126	Provide typical lot dimensions: Area _____ Width _____ Depth _____ Corner lot width _____
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Maximum lot coverage by all buildings and structures	Lot Coverage _____
Density	Dwelling Units Per Acre _____
List the number of buildings with the total square footage	

Baseline Layer Checklist

List the total number of lots for subdivision or dwelling units for multiple family development	
Provides minimum road frontage per Sec 656.407 of the Zoning Code	Check applicable: <input type="checkbox"/> Yes <input type="checkbox"/> No
Complies with Sec. 656.407. - Lot to have access	Check applicable: <input type="checkbox"/> Yes <input type="checkbox"/> No
Compliance with fencing or screening of certain uses, per Sec 656.415	Check applicable: <input type="checkbox"/> Junkyards and automobile wrecking or storage yard <input type="checkbox"/> Scrap processing yards <input type="checkbox"/> Loading or unloading zones <input type="checkbox"/> N/A
Meets Sec. 656.419. - New and redeveloped areas bordering navigable waterway	Check applicable: <input type="checkbox"/> Yes <input type="checkbox"/> No
Recreation open space requirement (acres) Per Sec 656.420 of the Zoning Code and the Comprehensive Plan	Check applicable: <input type="checkbox"/> On-site open space provided meeting requirement <input type="checkbox"/> Will be paying into recreation open space fund, if permitted
Number of parking spaces provided per requirements of Sec 656.604 of the Zoning Code	Check applicable: <input type="checkbox"/> Yes <input type="checkbox"/> No

Complies with parking lot dimensions: (parking stall size, driveway aisle, driveway width) Per Sec 656.607 of the Zoning Code	Check applicable: <input type="checkbox"/> Yes <input type="checkbox"/> No
Meets loading facilities for solid waste per Sec 656.607 (except for single family)	Check applicable: <input type="checkbox"/> Yes <input type="checkbox"/> No

Baseline Layer Checklist

Meets required number of bike rack spaces per Sec 656.608	Check applicable: <input type="checkbox"/> Yes <input type="checkbox"/> No
Meets Sec. 656.1215. - Perimeter landscaping	Check applicable: <input type="checkbox"/> Yes <input type="checkbox"/> No
Meets Sec. 656.1216. - Buffer standards relating to uncomplimentary land uses and zoning.	Check applicable: <input type="checkbox"/> Yes <input type="checkbox"/> No
Meets Sec. 656.1222. - Buffer requirements for residential subdivisions	Check applicable: <input type="checkbox"/> Yes <input type="checkbox"/> No

<p>Meets cross-access drive/shared access for commercial or office use developments abutting collector higher functionally classified roadway meeting requirements of Sec 654.115 Code of Subdivision Regulations.</p>	<p>Check applicable:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Meets the number of driveways per development and driveway width per Sec 654.115 Code of Subdivision Regulation.</p>	<p>Check applicable:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Meets driveway distance from the intersection. (other than residential development) Sec 654.115 Code of Subdivision Regulation.</p>	<p>Check applicable:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p><i>Baseline Layer Checklist</i></p>	
<p>Public or Private R/W and alley design standards meeting requirements of Land Development Procedure Manual, Section 2.0 and Sec 654.111, 113 and 654.116 Code of Subdivision Regulation.</p>	<p>Check applicable:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Block lengths is 1,500 feet, Sec 654.125 Code of Subdivision Regulation</p>	<p>Check applicable:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Exceeds 1,500 feet</p>
<p>Sidewalks requirements per Land Development Procedure Manual 2.2</p>	<p>Check applicable:</p> <p><input type="checkbox"/> Sidewalks provided meeting requirement</p> <p><input type="checkbox"/> In-lieu sidewalk fee fund</p>
<p>Part 13 Sign Regulations of the Zoning Code</p>	<p>Sign meets requirements, check applicable:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

<p>Listed species survey for development of 50 acres and more consistent with the provisions of Policy 3.5.5 of the Conservation/Coastal Management Element of the 2030 Comprehensive Plan</p>	<p>Check applicable:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Provide Ordinance and Final Order if a proposed site under Land Use change, Rezoning, Administrative Deviation, Exception process.</p>	<p>Check applicable and List Ordinance or Application Number:</p> <p><input type="checkbox"/> Land use change</p> <p><input type="checkbox"/> Rezoning</p> <p><input type="checkbox"/> Administrative Deviation</p> <p><input type="checkbox"/> Exception</p>

By signing this document, I confirm that the information provided is true and correct to the best of my knowledge.

Completed by (Print Name): _____

Completed by (Signature): _____

Date: _____