Orange City Development Application Submittal Checklist

The development application submittal must include the following items:

1. ___ One Commercial or Residential Development Application, depending on development type, with owner authorization (if the applicant does not own the property).
2. ___ Two Stormwater Applications, signed by the applicant and signed and sealed by the project engineer.
3. ___ Two sets of stormwater calculations, meeting the requirements of Section 12 of the Orange City Land Development Code.
4. ___ Two sets of a certified soil survey, including a soil classification map, by a registered Geotechnical engineer.
5. ___ One Concurrency Analysis – a written analysis of project impacts as per Chapter 4 of the Orange City Land Development Code.
6. ___ One certified, original Threatened and Endangered Species Study.
7. ___ One copy of Property Deed.
8. ___ 11” x 17” reduction of each site plan sheet.
9. ___ Development Review Fee in the amount of $_______.
10. ___ Stormwater Review Fee in the amount of $_______.

Each site plan and landscape plan set must consist of hardcopy sheets that are consistent in size, stapled into a typical site plan set, with project name, revision blocks, sequential numbering, signature and seal of a registered engineer. A computer compact disk of the site plan sheets in pdf format must be included. Each site plan set must be folded and contain the following items:

11. ___ Cover Sheet containing:
   - Name of project; statement of intended use; legal description; tax parcel number; size of parcel in acres or square feet; linear dimensions of parcel; owner’s name, address, telephone and fax numbers and email address; firm’s names, professional registration numbers, addresses, phone and fax numbers, email addresses of each project team member; vicinity map; property analysis Chart A and setback Chart B.
12. ___ One certified survey of the property proposed to be developed.
13. ___ One site plan (one or multiple sheets) indicating any existing and proposed improvements and all other information and exhibits required by Sec. 7.3.2 of the Orange City Land Development Code.
14. ___ One tree survey sheet indicating the pre-developed tree inventory on the property. All trees (defined as six (6) inches or larger) must be identified by their common name, size in inches of diameter at breast height (DBH), and be superimposed over the proposed project layout.
15. ___ One landscape plan signed and sealed by a registered landscape architect, indicating the existing trees, vegetation and natural areas to be saved, proposed trees and landscaping, and containing landscape Chart C.
16. ___ One master lighting plan that depicts the locations and details of all pole, wall and monument sign lighting, as well as a Photometric survey with the proposed foot-candle intensity within the parking lot and light spillage onto adjacent properties.
17. ___ Set of elevated views of the proposed building signed by a registered architect with the front, both sides, rear and a roof or overhead view, indicating building dimensions, foundation lines with projections and recesses, overhang, exterior materials, etc. (on one or more sheets).
18. ___ Illustration materials consisting of: (a) two separate colored, mounted, elevated views, with color swatches, and (b) two separate site plan sheets, colored and mounted, for demonstration purposes.

Note: Applications are accepted only until 11 a.m. The development application is not complete and will not be accepted until all of the above items are included. Applications accepted at the counter are subject to a five-day sufficiency review period, during which the Technical Review Committee may require additional information.
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APPLICANT'S RESPONSIBILITIES

It is the applicant's responsibility to apply for any and all permits related to the development of the property. Said permits include but are not limited to the following:

- Volusia County Traffic Engineering Department for driveway access to county roads
- Florida Department of Transportation for driveway access to state roads
- Volusia County Water and Wastewater Department or Orange City Utilities for hookup to water and wastewater facilities
- Florida Department of Environmental Protection
- St. Johns River Water Management District
- Army Corp of Engineers

Other responsibilities include (but are not limited to):

- Pick up written reports if there is no e-mail address to which they can be forwarded
- Distribute written reports to appropriate parties
- Post public notices on properties for applications required to have due public notice
- Secure signatures (for example: subdivision plats and development agreements) and "taxes paid" verifications prior to Planning and Zoning Commission meetings
- Request application fees prior to or upon submittal, and provide checks or payment prior to or upon proposal submittal

PLANS TO SUBMIT

Submit 10 site plan sets for the Technical Review Committee meeting
Submit 13 site plan sets for the Planning & Zoning Commission meeting
Submit 22 site plan sets for a City Council meeting
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BOARDS AND RESPONSIBILITIES

The Technical Review Committee (TRC) consists of staff members whose responsibility is to review development proposals (site plans), to comment on any portion of the proposal not in compliance with the Orange City Code of Ordinances, and point out any concerns related to the proposal material or the proposed development. The committee performs sufficiency reviews, conceptual reviews, site plan reviews, future land use amendment reviews and rezoning reviews. The TRC has the authority to approve site plans for developments of 20 dwelling units or less, or 20,000 gross square feet or less of non-residential floor area. TRC meets twice a month on second and fourth Thursdays, with a rotating agenda that performs a first time staff review, and a second review with the applicant, if the applicant so desires.

The Planning Commission/Land Planning Agency is a seven-member citizen board, appointed by the City Council. Its responsibility is to review both future and current land use development proposals for consistency with Orange City’s Comprehensive Plan and Land Development Regulations. It determines whether to approve proposed land uses up to 5 acres in size, and makes recommendations to City Council for land use proposals for property greater than 5 acres. The Planning Commission meets at 7 p.m. on the first Wednesday of each month.

The City Council is the City’s elected governing body and is responsible for the final decision, based on the Planning Commission’s recommendation, regarding development proposals for properties exceeding 5 acres. The Council meets at 7 p.m. on the second and fourth Tuesday of each month.

DEVELOPMENT REVIEW PROCESS

Pre-Application Conference: A sketch plan shall be submitted and a "pre-application conference" scheduled with Development Service Department (DSD) staff to review site plan requirements on an informal basis prior to submittal of a detailed site plan. The applicant and staff will discuss the issues, concerns and requirements to be addressed in the application for site plan approval. This can save substantial time and money by identifying and correcting problems before irreversible commitments have been made.

Submittal: Following the pre-application conference, the applicant shall submit a site plan application that provides the information and exhibits outlined in Sec. 7.3.1 and 7.3.2 of the City’s Land Development Code, any other items agreed to in the pre-application conference and all applicable standards and specifications of the City’s Design Standards. The appropriate fee and number and signed and sealed site plans shall accompany the site plan submittal. The DSD will review and make a determination as to completeness within 5 working days of the site plan application submittal.

TRC Report: When the site plan is determined to be complete, the DSD shall furnish copies to the TRC for review and the applicant will be notified of a meeting date within 15 days. The applicant or the applicant’s representative may meet with the TRC. The DSD shall inform the applicant in writing within 5 days of the TRC’s decision.

Planning Commission Review: The applicant may request that the site plan proposal be scheduled for the first Planning Commission meeting that occurs more than 15 days after the TRC meeting, provided all public notice requirements needed for the proposal are met. Proposals usually need revisions and the applicant has 60 days to submit a revised site plan. The applicant may either revise the site plan, or request Planning Commission review at the next meeting. If the applicant chooses to revise the plan proposal and resubmit it, planning staff will use the improved proposal in their preparation of the Planning Commission written report. In any case, the Commission has 45 days following the public meeting to reach a decision to approve, deny, or approve with conditions the development proposal.
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City Council Review: Development applications which must go to Orange City Council for review and approval will be scheduled for Council's consideration within 30 days of consideration by the Planning Commission.