



Department of Planning & Community  
Development  
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## CHECKLIST FOR COMMERCIAL SITE / DEVELOPMENT PLANS

This checklist must be completed, signed, and submitted with **THREE (3)** copies (no less than 11" x 17") of the site/development plan, and **ONE (1)** electronic plan to the Community Development Office. Plans must be submitted at least 14 working days prior to the desired meeting date. Except as otherwise noted, refer to the City of Crystal River Land Development Code ([www.crystalriverfl.org](http://www.crystalriverfl.org)) for specific information on the items below. Land Use, Zoning Maps, and Forms can also be found on the City's website.

### **THE APPLICATION MUST BE COMPLETE AT SUBMITTAL OR IT WILL BE RETURNED.**

Site Plans must contain the following applicable information:

#### TITLE BLOCK:

1. Name and owner of the proposed development.
2. Name and address of the preparer of the site plan.
3. A vicinity map, including scale and north arrow, oriented in the same direction as the site Plan.
4. The land use and zoning of the project site. The dates of planning commission cases, if applicable.
5. Adjacent land use, zoning, and existing or proposed uses. (Single Family must identify use > 3 months. Anything less is resort housing and must be identified)
6. Date, north arrow, and graphic scale of not less than one inch equals fifty (50) feet.
7. Percentage of the property covered by structures and impervious surfaces.
8. A site plan must contain a statement describing the general character of the intended development, including intensity and density. Intensity is to include floor area ratio and percentage of building coverage.

#### IN GENERAL:

1. Signed, sealed and certified by an engineer registered in the State of Florida. Architects and landscape architects shall be allowed to sign and seal site plans to the extent allowed by law by the State of Florida.
2. Proof of other required permits must be provided, including but not limited to FDEP, FDOT, septic tank, or Citrus County. Applicable drawings, applications, or approvals must be included with the material submitted or site plan review.
3. A site plan must contain a valid and accurate legal description of the subject property. The site plan drawing must show the information contained in the legal description for the subject property. Adjacent property must be identified and labeled as described in paragraph (d) below.

- a. A lot and block description must include parcel account number, plat book and page, subdivision name, block number(s), lot number(s), lot line bearings, and lot dimensions for subject property. Section lines, section corners, and quarter section corners must be shown, as appropriate, or
- b. A metes and bounds description must include parcel account number, official records book and page, point of commencement, point of beginning, bearings and distances for subject property. Section lines, section corners, and quarters section corners must be shown, as appropriate, or
- c. A fractional breakdown description must include parcel number and official records books and page, property line bearings, and property dimensions to be shown as appropriate.
- d. Property adjacent to subject property must be identified and labeled on the site plan drawing with subdivision name, block number(s), lot number(s), or parcel number and the phrase "not platted" for non-platted land.
- e. Property lines must be shown and the bearings and dimensions of the property must be shown on the site plan.
- f. Adjacent streets must be shown and identified.

#### PUBLIC WORKS:

1. Show width of existing rights-of-way and any proposed future rights-of-way that may affect the development.
2. Location of utilities must be provided, including:
  - a. Show underground electric lines, existing and proposed. Non-conductive pipe must have a locator wire.
  - b. Water service information must be provided.
  - c. Sanitary sewer system information must be provided.
  - d. Telephone lines Non-conductive pipes must have a locator wire.
3. Nearest existing fire hydrant location(s) and distance(s) from the hydrant(s) to building(s) must be given, in path of travel format.
4. Driveway location(s), width(s), and radii to be identified on plan.
5. Right of Way permit required from Public Works.
6. Required sidewalks along all road frontages. Show internal sidewalk system and connection with frontage sidewalk. Sidewalk ramps are required at road intersections. Sidewalk detail.
7. Show locations and dimensions of dumpster pad.
8. Submit construction detail of any enclosure (detail can be found at [www.crystalriverfl.org](http://www.crystalriverfl.org)), including required clearance.
9. All construction must conform to the specifications shown in the City of Crystal River Dumpster Pad Detail Diagram.
10. Drainage plans must be included as part of the application for site plan review and approval signed and sealed by licensed engineer.
11. Drainage requirements. Percolation tests, required certifications and notifications, drainage calculations, watersheds, retention area, volume calculations. Sufficient elevations of existing pavement and swales.
12. Provide for proper backflow prevention at property line.

## PLANNING & COMMUNITY DEVELOPMENT:

1. Street widening setbacks and building setbacks must be shown and distance given.
2. Location, dimensions (including height), and elevations all structures must be given.
3. Easements must be shown and labeled with the following information:
4. Plat book and page or official records book and page.
5. The type of easement.
6. All easements on the subject property and easements on abutting property that could be affected by the development must be shown and labeled.
  - a. Gas lines, with proposed and existing meter. Nonconductive pipe must have a locator wire,
  - b. Television cables. Non-conductive pipe must have a locator wire.
  - c. Grease trap locations, sizes, and construction materials and specifications must be given.
  - d. Grease traps must be designed so as to produce a clarified effluent meeting the Plumbing Code.
7. Information on parking areas and paved vehicles access area must be given, including:
  - a. Parking calculations, indicating number of parking spaces required and number to be provided for both regular and handicap parking spaces.
  - b. Parking area construction materials; include pavement detail.
  - c. Dimensions and angles of parking spaces.
  - d. Location, dimensions, and area of landscape islands in parking areas.
  - e. Fire lanes must be shown and dimensioned.
  - f. Striping and signage for traffic control must be shown.
  - g. Off-street loading areas must be shown and dimensioned.
  - h. Vehicle stacking for drive-through uses must be shown and dimensioned.
8. The distance between driveways within the proposed development, if there are two (2) or more driveways on a single frontage.
9. The distance between proposed driveways and existing driveways on adjoining sites.
10. Location, width, and radii of driveways on property across the street from the subject property.
11. Handicapped access and parking must be in accordance with the State of Florida Handicap Accessibility Code.
  - a) Location, size, and number of parking spaces and access areas.
  - b) Show corner grades of each handicap parking space.
  - c) Sign locations for handicap parking spaces.
  - d) Location, width, length, and slope for ramp(s) must be given. Handrails, if required, must be shown and described.
  - e) Flat area of appropriate size must be located in front of door.
12. Location and description of any recreational sites and facilities, if required.
13. A landscape plan is required.
14. Dimensions and area of parking islands. Complete parking area interior landscaping calculations.
15. A tree survey giving locations, sizes, and types of existing trees. Trees must be labeled as being saved, removed, or moved.
16. Submit an overlay showing all required trees so that relative position to all structures and utilities can be determined.

17. Dimensions and area of open space being provided for the existing trees that will be saved.
18. Calculations showing minimum required for saving shade trees.
19. Tree protection diagram.
20. Location(s), size(s), and type(s) of any trees to be planted.
21. Buffers, if required, including depth. Specify types, numbers, size, and spacing of hedge plants and trees to be planted in a buffer. If a wall or berm is required in the buffers provide details.
22. Show the location and size of any lakes, ponds, streams, canals or other water or waterways. Identify prominent natural or topographic features.
23. Location, size, and height of any signs.
24. As-Built Certification required.
25. Building plans must be submitted prior to site plan approval.
26. An as-built site plan including an underground utility survey will be required on DVD prior to CO and shall be provided in electronic format acceptable to the City where possible.
27. Provide drainage summary on the plans.
28. Driveway design is sufficient for all type of traffic expected and site conditions. (Deceleration lane, left turn lane, width and number of ingress/egress lanes.)
29. 75' storage lane at entrance (for buildings with 30,000 gross floor area or more.)
30. Site access via side street, frontage road, rear service drive, shared driveway, connecting parking lots, or relocation of existing access to improve conditions has been considered.
31. Proposed signs and landscaping will not create a sight distance problem.
32. Sufficient maneuvering room to pick up dumpsters without backing across access connections or into adjacent side street.
33. Show fire lane (if applicable.)
34. Traffic backing out of parking spaces does not conflict with circulation traffic.
35. Separate utility meters and services required for each tenant area.
36. Site lighting.
37. Signature of Designer

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Signature

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Date

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Print Name and Title

**The checklist is being submitted for your use. In addition to items included in this checklist, please find the following comments:**