

CITY OF MIRAMAR

SITE PLAN DATA CHECKLIST

APPLICABILITY: Submit the information for any project containing 2 or more dwelling units (except for a duplex on a single lot); all commercial and industrial projects, renovations resulting in a change of use or building footprint, or as determined by the Community Development Department.

WHEN SUBMITTING SITE PLANS, PLEASE SORT AND FOLD 24" X 36" SHEETS IN NINE (9) OR TEN (10) COMPLETE SETS. THANK YOU.

Site plans shall be dimensioned at 1" = 20'. If the site is too large to place a 1" = 20' site plan on one sheet, provide a master site plan a maximum of 1" = 60' and match sheets at a maximum scale of 1" = 40'.

A Master Site Plan is required for all phased development.

SITE PLAN REQUIREMENTS

The following drawings must be included in the Site Plan Package:

Construction drawings are not required for site plan review, however, typical details such as fences, walls, and dumpster enclosures, as required, should be included.

ALL PLANS SHALL BE SIGNED AND SEALED BY THE APPROPRIATE DESIGN PROFESSIONAL.

1. SURVEY: The survey shall be based on an O & E Report dated no earlier than 60 days before the submittal date, and shall be reflected as such on the survey. The following information is required on the survey of the site:

- ___ Angles and bearings, including utility poles, catch basin, manholes, fire hydrants and water, sewer and storm lines.
- ___ Natural features: topography and trees over 3" DBH (separate tree survey may be required depending on the circumstances).
- ___ The location of buildings, including the location and size of berms and walls.
- ___ Location of light poles and fire hydrants.
- ___ Location of underground facilities.
- ___ Location of intersections, bridges, sidewalks, driveways, curbs and streets.
- ___ Abutting and internal streets and their widths.
- ___ Easements and/or dedications with O.R. books and pages provided for existing.

2. LOCATION MAP: The location map must be shown on the plans and on a separate 8.5" X 11" sheet. The map must show the project site in relation to major road systems within the City.

3. SITE PLAN: The following information is required on the site plan:

A. Title Block:

- ___ Development's name.
- ___ Architect's name.
- ___ Legal description of the subject property to include (Plat Book and Page, Lot, Block, Parcel, Section, or metes and bounds information, site plan date and all subsequent revision dates).
- ___ North arrow and scale.

B. Tabular Information:

1. Residential Site Plan

- ___ Land Use Designation.
- ___ Zoning Designation.
- ___ Size of the site (square footage and acreage).
- ___ Total floor area of each type of residential unit.
- ___ Number of dwelling units in each building, and percentage of total site occupied building or structures.
- ___ Total square footage of each building or structure.
- ___ Total floor area of recreation building (when provided).
- ___ Residential unit mix: the number of 1,2,3, etc. bedroom units.
- ___ Number of required parking spaces (including handicapped) and method calculated.
- ___ Number of provided parking spaces (including handicapped).
- ___ Number of dwelling units and density per acre.
- ___ Square footage designated for usable open space.
- ___ Square footage designated for tot lots and other recreational areas.
- ___ Total landscaped area on site (square footage and percentage of total site area).

2. Non-Residential Site Plan

- ___ Land Use Designation, including surrounding properties.
- ___ Zoning Designation, including surrounding properties.
- ___ Size of the site (square footage and acreage).
- ___ Total gross square footage of each building.
- ___ Number of required parking spaces (including handicapped) and method calculated.
- ___ Number of provided parking spaces (including handicapped) and method calculated.
- ___ Number of required loading spaces.
- ___ Number of provided loading spaces.
- ___ Percentage pervious area (includes pervious usable open space, tot lots and passive recreation areas, interior parking lot green space, required landscape buffer, and plot green space).
- ___ Percentage impervious area (including but not limited to buildings and accessory structures, paved areas, including parking lots, truck courts and access drives, walkways / sidewalks, and paved sports facilities).

C. Zoning Information:

- ___ Dimensioned distances on all sides between all proposed building(s) and property lines.
- ___ Dimensioned distances of proposed building(s) from easements.
- ___ Dimensioned distances of proposed building(s) from rights-of-way, including corner chord.
- ___ Dimensioned building elevations (to roof peak on flat roofs not parapet, and ½ the distance from the eave to the peak on gable and hip roofs).
- ___ Dimensioned floor plans of all buildings (may be submitted in a separate 11" x 17" format submittal for residential projects).
- ___ Height of structures from grade to all floors and total overall height.
- ___ Provide location and identification of building projections, minor structures, and ground-mounted equipment (air conditioner pads, mail boxes, back flow preventors, etc.)
- ___ Dimension lengths of all buildings. All roof-mounted and ground-mounted equipment must be screened. Rooftop mechanicals must be screened from sight as measured from a line 5.5' above crown of adjacent road.
- ___ Provide all sign size, location, dimension, and landscaping. A submittal of complete signage packages is strongly recommended at the site plan review stage.

D. On-Site Circulation (Vehicular and Pedestrian) and Parking:

- ___ Provide parking details for all types of proposed parking.
- ___ Show parking count on plans, and dimensions of stalls, driveways, and accessways.
- ___ Provide location of dumpsters and a dumpster enclosure detail on the site plan.
- ___ Show Fire Marshal required turning radii and clear sight triangles.
- ___ Provide location and dimensions of sidewalks and all pedestrian accessways.
- ___ Delineate required (10' X 25' with 14' vertical clearance) loading spaces on the site plan.
- ___ Provide full depth type D or F curbing for all vehicular impact points (roadway curves, parking islands, etc.). Wheel stops may be used adjacent to sidewalks or at head end of parking stalls abutting landscape areas.
- ___ Provide one parking island between every ten parking spaces, and at the end of the parking bays (minimum parking island interior dimension is 9'X16' out and out).
- ___ If applicable, provide required stacking spaces on the site plan. Stacking spaces are 9'x 22' with 14' vertical clearance.
- ___ Provide striped crosswalks and drop curbs where sidewalks meet vehicular use areas.
- ___ Provide handicap spaces and accessibility as defined by ADA standards.

E. On-Site Right-of-Way/Easements:

- ___ Provide dimensions and locations of any existing and proposed easements or rights-of-way on or adjacent to the site. Provide O.R. Book and Page for existing easements.
- ___ Note: Proposed right-of-way is required to be a minimum of 50' for local roads.
- ___ If applicable, provide the private streets agreements, developer's agreement and supporting legal material for proposed easements.
- ___ Provide 24' two-way drive aisles and 16' one-way drive aisles for all internal commercial and multi-family site plans.
- ___ If applicable, provide any proposed abandonments or dedications of easements or rights-of-way.
- ___ Provide non-vehicular access lines on the site plan as shown on the plat.

F. General Information:

- ___ Floor plans and building elevations must be included showing all vertical and horizontal dimensions.
- ___ Location and identification of building projections (air conditioner pads, mail boxes, back flow preventors, etc.).
- ___ Provide letter of acceptability from the Post Office with respect to proposed mail delivery system.
- ___ Provide striped crosswalks and drop curbs where sidewalks meet vehicular use areas.
- ___ Provide handicapped spaces and accessibility as defined by ADA standards.
- ___ Provide the following information about signage: height, overall size, location(s), quantity. Note that signs require a separate sign permit from the Building Division.
- ___ Provide approval letter from franchised trash hauler regarding dumpster or compactor capacity and location where applicable.
- ___ If the subject property is designated by the City as environmentally sensitive (urban wilderness, LAPC) provide a current (within 30 days) signed and sealed tree survey.
- ___ If site has wetlands, provide applicable DPEP staff report and applicable permits if obtained.
- ___ Placement of trees or structures in the utility easements must be approved by the City Engineering Division and requires letters of no objection from all applicable utilities.

4. PAVING, GRADING, AND DRAINAGE PLAN(S):***

- ___ Provide preliminary grading for the site including high points and low points along centerline of drive aisles and direction of flow.
- ___ All drainage pipes must be shown on the plan. Indicate material and preliminary sizes for the pipes.
- ___ Required drainage easements must be indicated on the plan.
- ___ The finished floor elevation for all buildings must be shown. Please refer to section 802.7.3(b) of City's Land Development Code for details.
- ___ Provide dimensions of all typical parking spaces, drive lanes, sidewalks, landscape islands, etc. on the plan(s).
- ___ Indicate typical curb locations and label type of curb.
- ___ Indicate handicapped accessible ramps on plan(s) per FDOT index 304 (January 1998 edition).
- ___ Provide wheel stops on all parking spaces if they are next to sidewalks, or landscaped areas without curbing.
- ___ Indicate dumpster or compactor enclosure locations and provide note indicating dumpster pad to be 6" above adjacent pavement.
- ___ Indicate handicapped accessible parking space sign detail that meets ADA, South Florida Building Code (SFBC), and Community Appearance Board (CAB) requirements.
- ___ Indicate control water elevation for lake and provide typical lake bank section.
- ___ Label DOT type concrete end wall for all outfalls to lake.
- ___ Provide typical cross-section across each entrance drive indicating cross slopes, width(s), depths and types of asphalt, rock base and subgrade. Provide compaction requirements for rock base and subgrade per Section 12.4 of the City's Utility and Public Works Standards.
- ___ Provide typical cross-section at the property line, parking, and drive lanes including sidewalks and curbing.
- ___ Sidewalks shall be provided on both sides of the public or private street rights-of-way (please see section 802.1.5 of City's Land Development Code)

5. PAVEMENT MARKING AND SIGNAGE PLAN(S):***

- ___ Fire lanes and related signage (thermoplastic).
- ___ Stop bars, lane markings and related traffic signage (thermoplastic).
- ___ Typical parking stall (painted).
- ___ Curb marking for hydrants and fire department connections (thermoplastic).
- ___ Signage related to emergency access lanes.
- ___ DOT type blue reflector locations in front of proposed fire hydrants shown.
- ___ Label handicapped accessible parking spaces (painted).
- ___ Provide typical parking stall detail, painted, to be consistent with FDOT index 17346 (January 1998) (see attached)
- ___ Loading spaces (painted).

*** NOTE: Whenever clarity is not an issue, sections 4 and 5 may be combined.

6. FIRE PROTECTION PLAN(S):

- ___ Water distribution system.
- ___ Fire flow calculations (user requirements for buildings over 5,000 ft.)
- ___ Hydrant locations with color coding indicated (also locate on landscape plan)
- ___ Stand pipe location(s).
- ___ Fire access road.
- ___ Back-flow preventor(s) location (also locate on landscape plan).
- ___ Siamese connection(s) location.
- ___ Notes indicating how fire access will be handled in gated communities.
- ___ See attachments from the Fire-Rescue Department for information on distribution of information between sheets FP-1 and FP-2 and for details.

7. LANDSCAPE PLANS:

- ___ Provide information regarding what is required and what is provided, to include details and specifications for plant material. **This information must be provided using the attached chart templates (email available).**
- ___ Provide a breakdown of the type and quantity of plant material used to meet each requirement (street trees, perimeter landscaping, landscape open space, landscaping adjacent to rights-of-way, parking interiors, and native requirement).
- ___ Provide a tree survey, a list of existing trees over 3" in diameter which includes species and diameter of trees to remain, trees to relocate, and trees to be removed. Tabular information must be provided on the survey.
- ___ Provide landscape treatments for lift stations, dumpster and compactor enclosures, perimeter walls and monument signs, backflow preventors and ground-mounted transformers, generators, and other mechanical or electrical equipment.
- ___ Provide irrigation note that an automatic underground irrigation system will be provided that will provide 100% coverage with 50% overlap which will conform to all current code requirements, including a main switch, and which will not spray on pavement including sidewalks.
- ___ Provide overhead power lines, light poles, fire hydrants, fences, walls, signs, utilities, and other accessory structures on the landscape plans.
- ___ Provide the following notes on the plans:

1. Landscape and irrigation permit will be obtained prior to work commencing.
2. All landscape material will have a one-year warranty or better.
3. A planting soil will be used for planting all landscape material except palms.
4. 3" of organic mulch is required.

___ Add a note to the landscape drawings that "All trees shall be placed a minimum of four feet from underground utility lines".

___ Note that lineal footage of perimeter buffers do not include accessways.

___ Note that, where the City approves shared perimeter buffer widths, each applicant must provide the full planting requirement.

8. BUILDING PLAN(S):

___ When designing buildings, the following must be taken into consideration:

- The height of the roof top equipment – provide line-of-sight diagrams to ensure that all equipment meet screening requirements.

___ Ground-mounted equipment must be screened per the City's Land Development Code (LDC), and Community Appearance Board (CAB) requirements.

9. PHOTOMETRIC PLAN(S):

___ Photometric plans must be signed and sealed by a professional registered engineer at 24" x 36" maximum

___ The photometric readings should include the entire site extending to the property lines in all directions.

___ A minimum of 0.5 foot-candle spill light is allowed, consideration given where pedestrian-oriented light fixtures are located close to rights-of-way.

___ A maximum-to-minimum ratio of 12:1 is required.

___ Photometric plans must include cut sheets of all proposed fixtures, including freestanding poles, wall-mounted, soffit, and ground-mounted lighting.

___ Building flood lighting is not permitted.

___ Maximum parking lot overall fixture height must be 25' to top of fixture

___ Maximum overall height for pedestrian area fixtures must be 12' to top of fixture.

___ Photometric plans must be drawn to the same scale as the site plans.

___ Provide an exterior lighting fixture schedule on plans with quantities and symbol designations.

**CHECK LIST FOR REVIEWING SCHEMATIC ENGINEERING PLANS
FOR SITE PLAN APPROVAL**

SUBMITTAL

The following drawings must be part of the schematic engineering plans:

- ___ Cover sheet indicating project name, project location, legal description of property, index to drawings, etc.
- ___ Key sheet. Also, each sheet must have a key map, with the current sheet highlighted.
- ___ The scale of the drawing should not exceed 1:50.
- ___ Conceptual paving, grading and drainage plan.
- ___ Conceptual water distribution system and sewage collection plan. ***
- ___ Conceptual pavement marking and signage plan.
- ___ Section details.

General

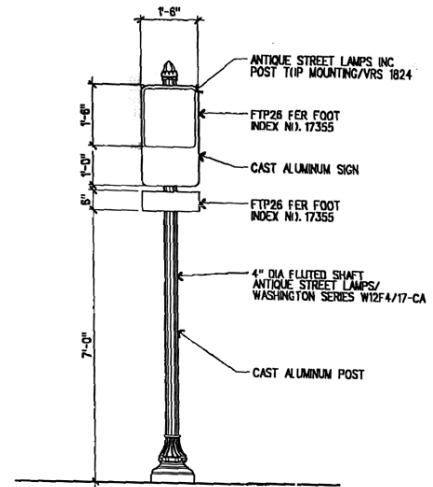
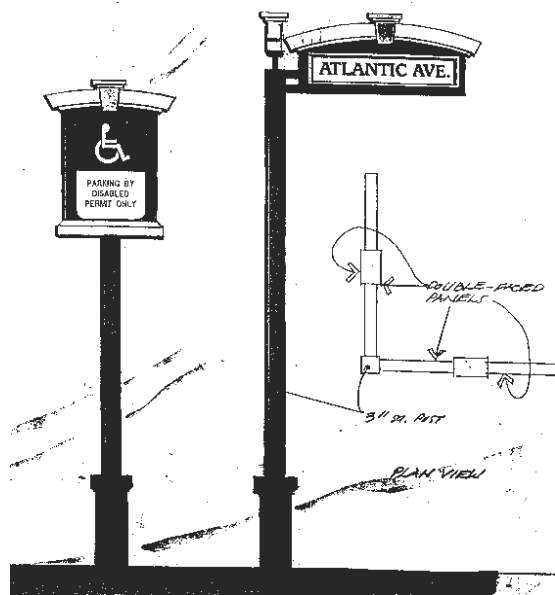
- ___ The applicant shall pay the required \$200.00 schematic engineering review fee at the time of submittal along with the required application fees.
- ___ Provide AutoCAD disk of the approved site plan in State Plane Co-Ordinates (NAD 83)

Water and Sewer Plan***

- ___ Indicate size and material of existing water and sewer system.
- ___ Two tie-in points for water system, not along the same main, if possible, is required.
- ___ Label and dimension utility easement for all water, sewer and reuse systems. Easements must be minimum 20' wide, with pipe centered within the easement. Water meter, the first sewer cleanout and fire hydrant must also be within the easement.
- ___ Indicate the size, material and location of proposed water, gravity sewer, force main and reuse main. Indicate the size of the water meter. The material of water service shall be polyethylene.
- ___ Provide reduced pressure backflow preventor between the water meter and the building for all domestic service to commercial/industrial site.
- ___ Provide double detector check valve assembly for all fire lines.
- ___ All pump station locations must be indicated on the plan. The pump station shall be located in a 30' x 30' parcel dedicated to the City of Miramar.

*** Whenever clarity is not an issue, this may be combined with the site plan.

SUGGESTED CAB-APPROVED HANDICAPPED ACCESSIBLE / TRAFFIC SIGNS
Refer to ADA requirements on the following page



3 HANDICAPPED PARKING SIGN
1/2"x1/2"

NON-RESIDENTIAL LANDSCAPE DATA TABLE

Non-residential:

Note: If along Miramar Parkway, if monument sign is included, or if gas station, additional rows must be added

Code requirements	Frontage, units, or landscaped area	Amount of plantings required	Amount of plantings provided	# of shade trees required	# of shade trees provided	Amount of native species required	Amount of native species provided
Plot	86,134 SF						
Trees		87	87	44 (50%)	44	27 (30%)	74
Shrubs		431	794			173 (40%)	233
Bufferyard	2,275 LF						
Trees		171	171	56 (33%)	62	52 (30%)	86
Shrubs		1,138	1,357			455 (40%)	964
Parking Islands	76 Parking Islands						
Trees		76	76	57 (75%)	65	23 (30%)	74
Street Trees (145th Street)	525 LF						
Trees		27	5*	14 (50%)	0*	9 (30%)	0*

RESIDENTIAL LANDSCAPE DATA TABLE

Residential:

Code Requirements	Lineal feet (L.F.) Square feet (s.f.)	Amount of Plantings Required	Amount of Plantings Provided	Shade Trees Required	Shade Trees Provided	Native Species Required	Native Species Provided
Common Plot	698,804 s.f.						
Trees		349	543	175	509	104	348
Shrubs		2,094	4,372			838	1,500
Bufferyard							
Trees		*	*	*	*	*	*
Shrubs		*	*	*	*	*	*
Residential Lots							
Standard Lot	Each						
Trees		4	4	1	1	2	*
Shrubs		15	15			10	18
Corner Lot	Each						
Trees		5	5	3	4	30% (2)	2
Shrubs		30	55			(12) 40%	44
Lot Over 12,000 s.f.	Each						
Trees		1/2,000	*	50%	50%	30%	*
Shrubs		5/2,000	*			40%	*
Interior Street Trees							
Street Trees: Internal Roadways	16,980 LF						
Trees		849	*	425	615	239	*
Tot Lot	1,650 LF						
Trees		2	13	1	13	1	8
Shrubs		8	97			3	97
Recreation Center	10,243						
Trees		10	29	5	29	3	6
Shrubs		50	482			20	20