



CITY OF ORMOND BEACH

v3.2013

Planning Department

22 South Beach Street, Ormond Beach, FL 32174

Tel: (386) 676-3238

www.ormondbeach.org

comdev@ormondbeach.org

SITE PLAN REVIEW - GUIDANCE NOTES

SPRC

The Site Plan Review Committee (SPRC) is comprised of City Staff who review applications for conformance with the City's Land Development Code and Comprehensive Plan, and has the authority to approve permitted and conditional uses under 10,000 square feet and industrial development. For all other applications, the SPRC provides a recommendation to the Development Review Board, Planning Board and the City Commission.

APPLICATION REQUIREMENTS

For new site plan applications, re-submittals and final submittals, the following is required:

1. The application fee (payable to the City of Ormond Beach);
2. The application form, signed by the applicant and notarized by a Florida Public Notary.
3. An original deed or copy certified by the Clerk of the Circuit Court to the subject property;
4. Authorization of property owner (if applicant is not owner);
5. 9 sets of all plans;
6. 1 set of all plans in 11" x 17" size;
7. 1 CD-Rom of all plans in high-resolution PDF format; and
8. Application for Public Hearing (if applicable).

All plan sets must be folded and shall be signed, dated, and sealed by a registered civil engineer, architect, landscape architect or other person as required by the Land Development Code and by Florida general law. 1 set shall be an original with signatures, dates and seals provided. The remaining 8 full-size sets and the 11" x 17" set may be copies provided that they clearly indicate the signatures, dates and seals shown on the original set. For final submittal, all site plan sheets are required to be signed and sealed by the appropriate design professional. Other applications, such as lot splits, easement releases and street vacations may be able to submit an alternative plan set size after a pre-application meeting with Staff.

DEADLINE

Applications are due Noon on Tuesdays. Initial submittals and re-submittals shall have a 2-week review. Certain projects (subdivisions or large developments) or if there are a large number of submittals (i.e., more than 8) in 1 week, Staff reserves the right to schedule additional review time. Comments will be sent via e-mail to all contacts listed on the application. Applicants may meet with the SPRC on Wednesdays. Contact the Planning Department to schedule.