

Site Plan Review Checklist

Town of Indian Shores

Updated on April 3, 2017

Site Plan Review is required whenever a new structure is built; where there will be substantial improvement, as defined in section 86-36, where there is a change in footprint or a change to the exterior appearance, unless otherwise ruled as inappropriate and unnecessary for the work at hand by the Building Official. It is required that the Site Plan meet the requirements of all sections of the Town Code including Section 18-55. The Engineer or Architect submitting the Site Plan is responsible for compliance with all sections of the Town Code irrespective of the response to any submittal by a Town official. The link to the Municode that shows the Town Ordinances and has a search engine is:

https://www.municode.com/library/fl/indian_shores/codes/code_of_ordinances

All Site Plans must be signed and sealed by an Engineer or Architect licensed in the State of Florida. All property surveys must meet the requirements of the Town Code and the survey must have been completed within 6 months of the date of the submittal of the Site Plan. Note the list of survey requirements on the “Land Survey Required” list of requirements. All property surveys must be completed by a surveyor licensed in the State of Florida. **Submit two copies of the signed/sealed survey along with three copies of the Site Plan Drawings.**

If a person, other than the owner, applies for a permit, the applicant must furnish two copies of an affidavit signed by the property owner, and is properly notarized, which designates the applicant as the agent of the Owner.

Site Plan Drawing(s) (submit 3 copies) to include the following:

1. Show all existing and proposed easements.
2. Show all FDOT and Town road rights-of-way.
3. Show the Coastal Construction Control Line (CCCL) on the Gulf side.
4. Show the High Water Line for property on the East side of Gulf Blvd.
5. Show the location of existing seawalls or other structures to remain.
6. Show the boundary lines and dimensions (but not the actual survey).
7. Show the location and type of any protected vegetation and existing trees.
8. Show on the site plan the exact location of proposed buildings and other structures including all balcony projections, overhands, and other projections from the buildings. AC units cannot be located within the side setback limits. Show the proposed AC unit locations and garbage dumpster location.

9. Show all fence locations, type, and height of the fence and any existing and/or proposed walls on the perimeter of the site. (sec. 110-396 to 110-399)
10. Show the location of existing/proposed seawalls, swimming pools with decks and pool mechanical equipment location. Show all patios, walks, drives, and parking spaces with the number of parking spaces required per code as a minimum.
11. Indicate proper entrance and backing radius movements for access and parking. No backing is allowed to occur onto Gulf Blvd. No parking allowed within 10' of Gulf Blvd.
12. Show the location and elevation of the electrical service meter box with 5' access as required by Duke Energy.
13. Show all setback dimensions (ref. section 110-327 (4)). Consider the sidewall height of the building relative to the piling height in calculating the required side setbacks (ref. section 110-1). Note: Pile height = BFE + 6 feet. Sidewall height = Distance between the pile height and the eave of the roof line. Also consider the setbacks required from Town Streets, Gulf Blvd., High Water Line and the CCCL line for buildings.
14. Show the distances proposed between buildings and structures on the same site. These distances should meet code requirements as a minimum.
15. Prepare an architectural building SECTION showing as a minimum: (a) Proposed slab and elevation of the top of the slab, (b) show a pile schematic under the slab with reference that the pile design will conform to Town Code section 86-88 requirements as a minimum, (c) show the pile height elevation (BFE + 6 feet), (d) show the elevation of the eave of the building and the distance between the pile height and eave of the building, this is the "Sidewall Height", (e) show the elevation of the bottom of the first living floor support beam to be BFE + 4 feet as a minimum, (f) show the elevation of the floor of the first level living unit, (g) show the elevation of the floor of each level of living, (h) show the dimensions between each of the elevations required above, (i) proposed roof slope line and type of roofing material, (J) show a roof gutter and downspout detail. No Electrical or HVAC below BFE +4'.
16. Show all proposed curb cuts with dimensions onto City streets or Gulf Blvd. Note that any property that fronts onto Gulf Blvd. will require a driveway and drainage permit from the FDOT which should be submitted to the Building Department prior to approval by the PZB and Town Council. This permit can be obtained at the FDOT Maintenance Office on Ulmerton Road for projects of 3 or less living units.
17. If an "Off-Street Parking Plan" is to be proposed, show a separate drawing of this plan per Town Code requirements.
18. On a separate drawing sheet(s), prepare a drainage design per requirements of Code sections 86-126 through 86-128. (See the "Drainage Design and Erosion / Sedimentation Control checklist") No direct discharge to the Gulf of Mexico or Intracoastal Waterway is allowed. The design should not only include the provision for treatment of the first 1" of stormwater, but also provide for proper routing of excess water such that no damage occurs to adjacent property. Show a roof leader

- downspout connection detail if downspouts are to be connected to piping under ground. Show all downspout locations next to the building and flow directions. On this same drawing, include a stormwater “Erosion Control Plan”. In addition, provide on 8.5 x 11 paper an “Operations and Maintenance Plan” for proper operations and maintenance of the constructed stormwater control system. Sites of 1 acre or more will require approval by SWFWMD and shall meet SWFWMD requirements. SWFWMD Permit approval to be submitted to the Building Official prior to issuance of a Building Permit.
19. On a separate drawing sheet, prepare a landscape plan based on the Town Code section 110-337 (b) (9) and meet or exceed the points that are required. The rendering (see item 20 below) shall show the proposed landscaping.
 20. A rendering of the project (as seen from the Town street or Gulf Blvd.) shall be prepared of adequate size for display on an easel for presentation to the PZB and Town Council and audience. Mount the rendering on a foam board. Typical renderings are 24” x 36” in size. Include the landscape as proposed.
 21. On the “Site Plan” drawing, show a list of all utility providers and indicate that these utilities have been contacted and that utility service is available. These utilities typically are: Duke Energy, Pinellas County for water, sewer, and reclaimed water irrigation service, Clearwater Gas, and FDOT.
 22. On the “Site Plan” drawing, show the following calculations:
 - (a) Buildable Area in square feet and acres. Includes land east of the CCCL and within the property lines. The surveyor is to calculate this and also show this on the survey. (See the “Land Survey Required” list of requirements)
 - (b) Maximum Lot Coverage per code section 110-325. Show maximum allowed and coverage as proposed in square feet.
 - (c) Show the number of habitable floors. (Indicate “Over Parking” if appropriate)
 - (d) Show the number of dwelling units or commercial units.
 - (e) Show the number of parking spaces required and the number proposed.
 - (f) Show the percentage of Open Area (landscape area) per code section 110-332. Show the minimum required and amount proposed.
 - (g) Show the Imperious Surface Ratio (ISR) as required and as provided.
 23. Complete the Stormwater Pollution Prevention Plan (SWPPP) per Town requirements. (Note the short form for sites less than one acre). See Town Section 86.133.
 24. For a development that includes “Condo Units” or “Zero Lot Line Townhouse” units, the following documents are required to be submitted along with the other Site Plan drawings:
 - (a) Submit the document of the restrictions, covenants, etc. for the development which shall adequately provide for maintenance of common elements and for maintaining FEMA, NFIP, drainage, and Town Code requirements.
 - (b) Submit the Document of Sale for the units in the development, which shall adequately provide for automatic membership in the Owner’s Association, for maintenance of common elements and for maintaining FEMA, NFIP, drainage, and Town Code requirements.

- (c) Submit the Articles of Incorporation, of the Owner’s Association, which shall provide for automatic membership in the Owner’s Association and insure proper maintenance of common elements and for maintaining FEMA, NFIP, drainage, and Town Code requirements.
25. Upon receipt of plans for any proposed development close to the city limits of the City of Indian Rocks Beach or the Town of Redington Shores, these communities will be notified as to the size, type, general design, and proposed use of the project and invited to view the plans or comment on the compatibility of the proposed project with nearby properties within their communities.

Sec. 18-56. - Action on the application for site plan approval on projects requiring site plan approval.

e. The town council shall not act to approve or disapprove the project's site plan until after subsections a., b., c. and d. of this section have been completed. Approval of a site plan by the town council shall be valid only for six months. If the related building permit has not been issued on or before the six-month period following approval of the site plan by the town council, the approval shall automatically become null and void. An extension may be granted by the building official for another six months for just cause. (Ord. No. 2004-2, § 2, 4-12-04)

Sec. 14-56 thru 14-61 – Sea Turtle Protection Requirements

All construction shall comply with Chapter 14, Article III, Section 14-56 thru 14-61 including lighting for buildings and property. No written “Sea Turtle Protection Plan” is required for “Site Plan Approval” or a “Building Permit” if no construction is planned west of the CCCL.