

Required Documents

1. Current Deed
2. Survey certified by a Florida licensed and insured PLS within one (1) year of the filing of the application as reflecting all improvements and conditions on the property.
3. Site Plan signed and sealed by an engineer or architect registered in the State of Florida. Including building elevations for properties located within the Ridgewood Avenue and Indian River Boulevard - S.R. 442 Corridor Zones.
4. Drainage calculations signed and sealed by an engineer registered in the State of Florida.
5. Transportation impact Statement.
6. Environmental impact study
7. Landscape and irrigation plans
8. Photometric Plans
9. As-Built Site Plans (prior to C.O.)
10. Estimated flow requirement for water and sewer usage; certified by a Licensed Engineer
11. Condo Association documents and by-laws (if applicable).
12. One CAD data file of all infrastructure

NOTARIZED AUTHORIZATION OF OWNER (to be completed if applicant is not the property owner)

I/we _____ as the sole or joint fee simple title holder(s) of the property described as (address or parcel number) _____ authorize _____ to act as my agent to seek Site Plan Approval on the above referenced property.

Owner's Signature

Owner's Signature

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____.

NOTARY PUBLIC
(Signature of Notary Public - State of Florida)

SEAL

Personally Known OR Produced Identification
Type of Identification Produced

**AGREEMENT FOR CONSULTANT, ENGINEERING, PLANNING,
ENVIRONMENTAL, LEGAL, ADVERTISING COSTS & ON-SITE INSPECTIONS**

The City of Edgewater contracts for certain consultant, engineering, planning, environmental and legal services related to its review of development projects. All fees charged by any such consultant, engineering, planning, environmental, on-site inspections and/or legal service providers are required to be paid by the **owner/applicant**. In addition, the **owner/applicant** is required to pay all advertising and recording costs in connection with application submitted by the undersigned.

The undersigned agrees to deposit 100% of the Projected Scope of Work Total into a non-interest-bearing account at the time the estimated cost of the Scope of Work is provided to the applicant. The undersigned further understands and agrees that when the escrow balance is reduced to 20% or less of its original amount, the City may require an additional deposit of funds into the escrow account as the City reasonable estimates will cover remaining consultant’s fees and costs as listed above. When the project is completed and no further expenses are reasonably anticipated by the City, the City shall refund the remaining balance of the escrow account to the person or entity making the most recent deposit.

The undersigned agrees that it shall be liable to the City for one hundred percent (100%) of the actual costs, both direct and indirect, of coordinating and reviewing the application submitted by the undersigned, including, but not limited to, the following:

- Engineering Review and Approval Fees*
- Planning Consultant Fees*
- On Site Inspection and Approval Fees*
- Legal Fees*
- Advertising Costs*
- Recording Costs*

The owner/applicant does hereby acknowledge that on-site inspections by City staff, consultants, elected and appointed officials are permitted on said property.

The undersigned agrees to pay the above-referenced fees within thirty (30) days of receipt of an invoice for same and further agrees to pay to the City interest on the unpaid balance at the rate of one percent (1%) per month for any fees not remitted within thirty (30) days of receipt of an invoice for same. No site inspections, Development Order or Certificates of Occupancy will be issued until all of the above-referenced fees are paid in full.

OWNER/APPLICANT:

Signature

Printed Name

Title

Date

Attached: Escrow Agreement

Site Plan Requirements

1. Detailed location map including the relation of the project site to major streets, driveways, existing utilities, and major physical features of the surrounding area.
2. Topographic information of the existing project site, which shall include, at a minimum: the project boundaries, existing above ground improvements, a north arrow, a scale indicator, one-foot contour lines which extend at least fifty (50) feet beyond the project in all directions, benchmark information (NGVD) and
 - a. Acreage certification of all land above the elevation of Mean High Water (MHW) line.
 - b. The Mean High Water line, if applicable.
 - c. The location of all submerged lands, if applicable.
3. Survey prepared, signed and sealed by a Professional Land Surveyor (PLS) licensed and insured in the State of Florida, showing the following; property lines, right-of-way, existing trees, easements, streets, railroads, utility lines, stormwater improvements, ditches, culverts, water bodies, bridge, buildings, bulkheads and bulkhead lines, fuel storage tanks, and other similar features on the site. A current survey means one that was prepared specifically for the site plan application and reflects the present conditions found on the property. The survey shall be submitted on sheet size twenty-four (24) by thirty-six (36) inches embossed by the PLS and shall identify any discrepancies between field dimensions and platted dimensions.
4. Landscape Plan (to include planting schedule) showing existing and proposed plant list, number, types and sizes in diameter of trees to be retained / removed / planted. Numbers, types and sizes of shrubs.
5. Calculations for New Volusia County Waterwise Ordinance; including Total Pervious Area; Micro Irrigation Zone; Medium Irrigation Zone; and High Irrigation Zone.
6. Identification of legal positive outfall with the name of the adjacent property owner receiving storm water discharge, if applicable. Show outfall to public conveyance.
7. The boundaries of the one hundred (100) year floodplain areas, wetlands, watercourses, ponds, wooded areas and other similar conditions affecting the site.
8. Drainage Basin or watershed boundaries identifying locations of the routes of off-site waters onto, through, or around the project.
9. A development schedule indicating the approximate date construction of the development or stages of the development can be expected to begin and be completed.
10. Preliminary Floor Plans (not construction)
11. A statement explaining any known property boundary conflicts or disputes.

Proposed Development Activity and Design

Detail sheets shall be submitted on a sheet size twenty-four (24) by thirty-six (36) inches and at a scale no smaller than one (1) inch equals fifty (50) feet, all dimensions in decimals. For large projects, a smaller scale generalized plot plan may be submitted as a cover sheet to the details sheet. Detail sheets shall include the following information:

1. The location of the property by lot number, block number, and street address.
2. The boundary lines and the dimensions of the property, existing subdivision easements, roadways, rail lines, and public right-of-way.

3. The location, dimensions, height and uses of all buildings and structures; the exact number of, and type of any dwelling units; and the architectural elevations of all buildings and structures including proposed floor plan.
4. The identification of the maximum buildable area of each lot or parcel within the proposed development.
5. The location and dimension of parking and loading areas.
6. The location and size of existing and proposed potable water lines, wastewater lines, reclaimed water lines, lift stations, meters and fire hydrants.
7. The locations of existing and proposed easements for utility systems, including sewage facilities and water supply facilities, electric, gas, cable T.V., and telephone lines.
8. The location of all stormwater management areas and drainage improvements.
9. The existing and proposed traffic circulation system and any other transportation improvements.
10. The location and size of all areas to be conveyed, dedicated, or reserved as common open space, parks, recreational areas, rights-of-way and other public uses.
11. The pedestrian circulation system, including its interrelationship with the vehicle circulation system.
12. Proposed irrigation system and landscaping, including types, location and quantity of all trees, plants or materials, and the location of fences or screen planting.
13. Photometric plans; The location, size, lumens coverage and arrangement of all existing or proposed signs or lighting.
14. Boundaries depicting construction phases, if applicable.
15. The approximate location and dimension of all proposed lots and all yard requirements, if applicable.
16. A transportation impact study and environmental impact report, if applicable.
17. The location of all driveways, public streets and private drives within 500 feet of the development, along any private or public street that will serve the project.
18. The location of solid waste collection areas, dumpster pads and enclosures.
19. Any other information deemed necessary by the Technical Review Committee (TRC) for the reasonable review of the project.
20. St. Johns River Water Management District permit will be required prior to a building permit being issued for all:
 - a. Commercial projects
 - b. Multi-family projects if ten (10) or more and/or two (2) acres of impervious area.
21. Florida Department of Environmental Protection – NPDES Permit for all projects exceeding one (1) acre (Effective May 1, 2003).

