



Submittal Checklist – PD Master Plan

Required Information:

The following items are required for all submittals:

- Completed Application through our Citizen Serve Portal (www.citizenserve.com/sanford)
 - Please make sure that you create an account, if you don't have one, before completing the application
- Applicant's Affidavit of Ownership and Designation of Agent Form (Property owner authorization required for all applicants and for all land use actions)
- Upload and attach the necessary plans into Citizen Serve
- Pay the Application fee (which you can pay through your account on Citizen Serve)

All Planned Development Master Plans shall contain at least the following data and information:

A. Master Plan Sheet Format.

Master Plans shall be drawn at a scale of 200 feet to the inch or larger. The maximum sheet size for master plans shall not exceed 24 inches by 36 inches. Multiple sheets may be used provided each sheet is numbered and the total number of sheets is indicated on each sheet. Cross referencing between sheets shall be required. Necessary notes and symbol legends shall be included. Abbreviations should be avoided but if used they shall be defined in the notes.

B. General Information.

The Master Plan shall include the following general information:

1. The identification "Master Plan" on each sheet
2. Legend, including:
 - a. Name of Development
 - b. Proposed Street Address
 - c. Acreage
 - d. Scale
 - e. North Arrow
 - f. Preparation/Revision Date
 - g. Tax Parcel No. (Seminole County Property Appraiser)
3. Name, Address and Phone Number of:
 - a. Owner
 - b. Owner's Authorized Agent
 - c. Engineer
 - d. Surveyor
 - e. Others involved in application
4. Vicinity Map. Show relationship of site to surrounding streets and public facilities.



ties at a scale of 1":2000' or larger.

5. Legal Description of the parcel in question.

C. Existing Conditions and Proposed Development.

The Master Plan shall show the existing and proposed location and general dimensions of the following:

1. Streets. Both on and adjacent to the site including:
 - a. Name
 - b. Location
 - c. Right-of-Way Width
 - d. Driveway Approaches
 - e. Medians and Median Cuts

An analysis of the traffic circulation and related impacts based on requirements in Schedule Q, Concurrency Management.

2. Easements. Indicate location, dimensions, purpose and maintenance responsibility.
3. Utilities. Provider and capacity.
4. Zoning.
5. On-Site Improvements and Uses.
 - a. Residential areas including acreages, housing types, maximum height, densities and maximum number of dwelling units by type, phase and total parcel.
 - b. Nonresidential areas including acreages, maximum square footage, maximum height and type of use.
 - c. General areas of permanent open space, recreation and/or buffers including acreages.
 - d. General areas, including acreages, to be reserved or dedicated for public parks, playgrounds, schools or other public uses.
 - e. Boundaries of areas proposed for subdivision including their designated purpose and/or use, provided, however, the subdivision of such areas shall be subject to all provisions and requirements of the City's subdivision regulations.
 - f. Boundaries and numerical sequence of proposed development phasing.
6. Adjacent Improvements, Uses and Zoning.
7. Topography. As delineated by U.S. Geological Survey Maps or other competent expert evaluation, and extending 50 feet beyond the property boundaries. All elevations shall be based on mean sea level datum and referenced to the United States Geodetic Survey or its equivalent.
8. Soil Type(s). As identified in the Soil Survey, Seminole County, Florida, U.S.D.A. Soil Conservation Service or other competent expert evaluation. When soil suitability limitations are indicated for the proposed development, the City Engineer may require a preliminary soil analysis by a qualified soils engineer.
9. 100-year Floodplain. As identified on Map I-1, Water Resources of the Comprehensive Plan.



10. Drainage. Depict existing drainage characteristics and proposed stormwater management concept.
11. Surface Water. Approximate normal high water elevation or boundaries of existing surface water bodies, streams and canals, both on and within 50 feet of site.
12. Wetlands. As identified by the Future Land Use Map of the Comprehensive Plan, designated as Resource Protection (RP), St. Johns River Water Management District Wetlands Mapping or other competent evaluation.
13. Natural Vegetation and Landscape. Indicate general location, size and type of existing upland wildlife habitats as identified on Map I-9, Vegetative Communities of the Comprehensive Plan and identify general location, size and type of proposed vegetation including trees.
14. Wellfield Protection Zones. Indicate whether or not the parcel is located within a wellfield protection zone as identified by the Wellfield Protection Zone Maps on file in the Department of Engineering and Planning.
15. Aquifer Recharge Area. As identified on Map I-1, Water Resources of the Comprehensive Plan.
16. Potable Water and Wastewater. Indicate required capacity, available capacity and provider.
17. Fire Protection. State method of fire protection.
18. Reclaimed Water. Include a statement regarding the use of the City of Sanford's reclaimed water system including the amount of reclaimed water to be utilized and method of disposal on the site.
19. Solid Waste Disposal. Include a statement regarding the proposed provider, projected amount and method of solid waste disposal. Explain hazardous waste disposal if applicable.

Incomplete Submittals May Not Be Accepted

Applicants with Incomplete Submittals will be notified through Citizen Serve or by email.