



## RESIDENTIAL SITE PLAN APPLICATION CHECK LIST / REQUIREMENTS

PREPARE SITE PLAN SHEET WITH ALL PERTINENT INFORMATION AND SUBMIT TWO (2) COPIES.

(Recommended maximum Site Plan sheet size is 11 inches x 17 inches.)

**No Land Clearing, placement of fill, structures, septic tanks, change in drainage patterns, or Protected Tree Removal shall be allowed before receiving an approved Clearance Sheet.**

Please check off each box of required information to confirm placement on site plan (for fastest possible processing). If you are proposing an addition or accessory structure such as but not limited to a shed, pool etc. complete Section A. If you are proposing a new or replacement home complete both Sections A and B. If either proposal includes a bulkhead or retaining wall also complete Section C. If your proposal is for just a bulkhead or retaining wall complete Section A items 1- 16 and Section C.

### **Section A**

**Yes N/A**

1. Provide Applicant name and site address.
2. Provide Applicant daytime phone number.
3. Show scale (ex: 1" = 50' ; 1" = 40' ; 1" = 30' ; 1" = 10').
4. Provide Lot, Block & Subdivision name.
5. Show lot dimensions, streets, roads, Finished Floor Elevation, driveways, easements, and waterways.
6. If wetlands exist on the lot, show State Jurisdictional Wetland Line as shown on the recorded plat, NSP or as determined by a qualified wetland scientist.
7. If present, show location, type and size of any specimen or historic trees on the lot (see tree information sheet).
8. Show and label the Coastal Construction Control Line (CCCL) on any lot where all or a portion of the lot is located seaward of the CCCL.
9. Show all proposed and existing structures including main use and accessory. Provide use of each, as well as distances from property lines and zoning setbacks.
10. Provide impervious surface ratio and floor area ratio.
11. Show existing and proposed well and septic systems.
12. Registered Architectural Review Association approval if required in accordance with the Land Development Code Section 5.03.02.H.
13. Show and label a twenty-five foot (25') or fifty foot (50') upland buffer, as applicable, measured landward/upslope of the state jurisdictional wetland line.
14. Show silt fence installation landward (upslope) of the naturally vegetated upland buffer.
15. Show a twenty-five (25') building setback from the twenty-five foot (25') upland buffer where applicable.
16. Show any conservation easements, habitat preservation areas (including any bald eagle protection zones), gopher tortoise burrows, or any other unique preservation area applicable to the lot.
17. Depending on environmental characteristics of the lot, documentation may be required that a qualified scientist has accessed the site for the presence of listed species. The location of any listed species habitat (i.e. nest, burrows, etc.) shall be shown on the site plan.
18. If the lot is in a coastal area, lighting may be subject to LDC 4.01.09. Please call turtle lighting officer for additional information 904-209-0323.
19. Show air conditioner pads, patios, stoops, internal sidewalks, pavers, etc. and indicate on site plan that you will maintain five feet (5') from property line. Improvements are not allowed to be located within a easement.

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## Section B

Yes N/A

- 1. In a designed subdivision, please show lot elevations, arrows and written drainage type, all of which must match.
- 2. Show limits and elevation of fill to be added, (in inches), above existing grade. If you have more than one (1) acre, depict elevation and drainage pattern if fill is being placed within 10' of the property line. Provide the comment that "**1% minimum slope will be provided from building to discharge point per Section 6.04.06.H of the Land Development Code**".
- 3. Indicate with arrows, the direction of drainage flow on the site: Type A (drainage flowing to the front); Type B (flowing both directions, usually breaking near the middle of the lot); or Type C (all flowing to the rear). Proposed drainage must conform with the Neighborhood Site Plan (NSP), if applicable. (NSP information is available through the Clearance Counter).
- 4. Where applicable, show and label sidewalks and curb ramps in designed subdivisions in conformance with the approved paving & drainage plans.
- 5. Driveway width allowed per Land Development Code is twelve foot (12') minimum and eighteen feet (18') maximum at right-of-way (ROW). Show driveway location and indicate driveway width at ROW line on site plan.
- 6. Show a three (3') minimum separation between the driveway and property line and five (5') minimum separation at right-of-way.
- 7. For a three (3) car garage facing the street that is thirty-five feet (35') or less from the ROW line, a maximum twenty-six foot (26') driveway width is allowed at the ROW. Indicate on the site plan that driveway meets this criteria.
- 8. Circular driveways on streets with ditches/swales require one hundred-fifty feet (150') minimum of frontage. Indicate frontage on site plan.
- 9. Circular driveway on streets that are curb and gutter require one hundred feet (100') minimum frontage. Indicate frontage on site plan.
- 10. Show erosion control measures (eg. silt fence) to ensure no silt migration onto adjacent properties.
- 11. Indicate Flood Zones and show Base Flood Elevation (BFE) required by FEMA. This information is available through IMap at: <http://www.sjcfi.us/GIS/IMap.aspx>. Include one foot (1') freeboard required by the Land Development Code to obtain minimum Finish Floor Elevation (FFE).
- 12. Indicate that you will maintain ten feet (10') between driveway radius and street corner radius.
- 13. Provide five feet (5') between toe of slope of drainfield and property line for drainage purposes, or indicate alternate drainage path to avoid impacting adjacent properties.
- 14. Show only the minimum tree inches required as shown on the tree information sheet.
- 15. In addition to the required tree inches, show street trees where applicable as shown on the NSP.
- 16. Any protected trees in an area where six inches (6") of grade change or more is proposed shall be considered removed and no tree inches shall be given.
- 17. Any preserved trees within ten feet (10') of the proposed construction area shall have tree protection barricades placed around the tree's protected area. Show location, type and size of such trees on the site plan.
- 18. If you are planting trees to meet the minimum tree requirement, include the note "At least 70% of the trees must be canopy type with no more than 50% of one species and 50% must be native" on the site plan.
- 19. No more than 50% of the lot area shall be irrigated with high volume irrigation (>30 gph) if required by the NSP. The remaining half of the lot may use low volume irrigation, which is less than 30 gallons per hour per emitter (i.e. drip, soaker, micro, trickle, bubbler systems).

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## Section C

Yes N/A

- 1. Show and label location of bulkhead or retaining wall on site plan.
- 2. Provide wing walls to prevent erosion, or note if abutting to adjacent bulkhead or retaining wall.
- 3. Show cross section view (side elevation) on site plan and show wetland line, buffer and amount of backfill to be added.
- 4. Provide arrows to show the flow of drainage as it relates to the bulkhead or retaining wall.

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### CONTACTS:



We will contact you when your application is completed and/or if there are comments or requests for additional information. If you have questions, you may contact us. Please provide your Clearance Sheet Number when referencing your application.

You may also track the application review on line at:

**<http://node28.co.st-johns.fl.us/bcc/GrowthManagementServices/Building/WATS/clrsht/siteplanlookup.asp>**

Lot Grading.....209-0660

Environmental.....209-0419 or 209-0688

Typical Site Plan Review Process : St. Johns County Health Dept.     Clearance Sheet Desk     Building Services