



CITY OF HOLLY HILL
COMMUNITY DEVELOPMENT DEPARTMENT
1065 RIDGEWOOD AVENUE
HOLLY HILL, FLORIDA 32117-2807
TELEPHONE: (386) 248-9442
PERMITDESK@HOLLYHILLFL.ORG

PROJ. #: _____

SITE PLAN/DREDGE & FILL

ALL INFORMATION MUST BE PROVIDED FOR APPLICATION TO BE CONSIDERED COMPLETE

PROJECT

PROJECT NAME:		
PARCEL ID #(S):		
DESCRIPTION OF PROJECT:		
EXISTING USE(S):		PROPOSED USE(S):
ZONING:	FUTURE LAND USE:	TOTAL ACREAGE:
WATER PROVIDER:		SEWER PROVIDER:
ARE ANY TREES BEING REMOVED? YES <input type="checkbox"/> NO <input type="checkbox"/> (IF YES, ATTACH COMPLETED ARBOR APPLICATION)		
IF DREDGE & FILL OR FILL PERMIT, CUBIC YARDS OF FILL PROPOSED:		
IF SITE PLAN (CALCULATE IN SQUARE FOOTAGE)		
EXISTING BUILDING AREA: _____		NEW BUILDING AREA: _____ TOTAL: _____
EXISTING PAVEMENT AREA: _____		NEW PAVEMENT AREA: _____ TOTAL: _____
TOTAL SQUARE FEET OF IMPERVIOUS SURFACE AREA: _____		

APPLICANT

NAME:		COMPANY:
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:		EMAIL:

CONSULTANT

NAME:		COMPANY:
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:		EMAIL:

OWNER(S)

(INCLUDE NOTARIZED OWNER'S AUTHORIZATION FORM)

NAME(S):

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

EMAIL:

APPLICATION TYPES/FEEES☐ SITE PLAN

\$1,200*

*There may be additional fees (pass-through fees) for reviews of items such as storm-water plans and traffic impact analysis, which are not done by the City. The applicant will be responsible for all fees charged for professional services not performed by the City. The site plan will not be approved until all such fees are paid in full.

CONCURRENCY REVIEW MANAGEMENT SYSTEM (SELECT ONE)

☐ I hereby declare and assert that the aforementioned proposal and property described are covered by a valid previously issued Certificate of Vesting or a prior Concurrency determination (Test Notice issued within the past two years as identified below. (Please attach a copy of the Certificate of Vesting or Test Notice.)

TYPE OF CERTIFICATE**CERTIFICATE NUMBER****DATE ISSUED**

VESTING:

TEST NOTICE:

☐ Concurrency Application is attached☐ Not applicable

I understand that the application for site plan review must include all required submittals as specified in the Land Development Regulations of Holly Hill. Submission of incomplete plans may create delays in review and plan approval.

I hereby represent that I have the lawful right and authority to file this application.

SIGNATURE OF AUTHORIZED APPLICANT

DATE

(PROOF OF PROPERTY OWNER'S AUTHORIZATION IS REQUIRED WITH SUBMITTAL IF SIGNED BY SOMEONE OTHER THAN THE PROPERTY OWNER)

CITY OF HOLLY HILL

SITE PLAN CHECKLIST

Site Plan Review.

The applicant shall submit a site plan containing the following information at a scale of 1"=50' or other scale acceptable to the city. Please submit five (5) signed and sealed copies and one electronic copy (**CD or thumb drive**) of the proposed plan and a summary of the checklist requirements identifying where each requirement is addressed on the site plan. If an item is not applicable, note this in the summary report with an explanation of why the item is not applicable.

General

- 1) Statement of ownership of the proposed development, and the names, addresses and telephone numbers of the developer and any project engineers, architects, or planners
- 2) Legal description
- 3) Title of the project, date, scale, and north arrow
- 4) Current zoning and FLU classification(s)
- 5) If site is a PD, reference the PD
- 6) Provide a School Impact Analysis if applicable
- 7) Concurrency application

Site Plan (See Chapter 90 for Development Standards)

- 1) Place lot dimensions and setbacks on the plan.
- 2) Vicinity map at a scale of 1"=2000' with sufficient information to locate the property in the field.
- 3) A survey of the subject property, prepared by a registered surveyor, showing the boundaries of the project, and any existing streets, buildings, water courses, easements, and elevations.
- 4) Show amount of open space and calculation.
- 5) Flood prone and wetland areas.
- 6) Water bodies or courses.
- 7) Site plan showing all proposed buildings and structures, proposed walls with details, access and traffic flow, recreational facilities, refuse collection areas, proposed utilities and existing and proposed topography at one foot (1') contour intervals, dumpster location and enclosure detail.
- 8) Show existing vs. proposed improvements and indicate what existing landscaping and improvements are to remain.
- 9) Total acreage, project density, and the percentages of total acreage for each permitted use, for building coverage and for impervious surface coverage.
- 10) Proposed number, size and location of off-street parking spaces, including handicapped spaces and loading areas. Show how required parking number was calculated.
- 11) Statement of proposed arrangements for maintenance of common open space areas and facilities.
- 12) Location and height of all structures and total floor area with dimensions to lot lines, and designation of use.
- 13) Building separations.
- 14) Design of all paved areas including dimensions, radii and elevations, as well as plans for traffic control signs and pavement markings.
- 15) Location of all drainage features, and retention areas, if any. Lowest floor elevation of proposed buildings.
- 16) Computation of pervious and impervious area, in square footage and percentage.
- 17) Building floor areas, elevations, sizes, types and typical floor plans.
- 18) Location and type of proposed signs.
- 19) Vehicular circulation system for bicycles, cars and other required vehicle types, with indication of connection to adjacent street.
- 20) All adjacent rights-of-way, with indication of centerline and width, paving width, existing median cuts, driveways, street light poles and power company facilities.
- 21) Pedestrian circulation system.
- 22) Existing and proposed fire hydrant locations and water main sizes.
- 23) Direction of drainage flows and nature of retention facilities.

continues

Landscaping (See Chapters 98 and 106)

- 1) A tree survey at the same scale as the site plan which identifies trees by location, common name and DBH
- 2) A landscaping plan signed and sealed by a landscape architect including proposed number and type of plants, trees proposed for removal, trees proposed for preservation
- 3) Arbor permit
- 4) Indication of existing native vegetation that will be preserved
- 5) Landscaped and buffer areas

Other

- 1) Submit applicable permits: Gopher Tortoise, St. John's, FDEP, NPDES, FDOT, Other Jurisdiction's required permits
- 2) Traffic Impact Analysis if projects is to generate over 1000 trips per day
- 3) Identify known plants and animals which inhabit the site that are listed as federal and state endangered species, threatened species, or species of special concern
- 4) Identify known historic and archaeological sites
- 5) Any additional information deemed necessary by any reviewing department or agency, or deemed appropriate by the developer