



HOME OF PELICAN ISLAND

1225 MAIN STREET ■ SEBASTIAN, FLORIDA 32958  
TELEPHONE (772) 589-5518 ■ FAX (772) 388-8248

## SITE PLAN SUBMISSION CHECKLIST ARTICLE XVIII

### **Staff strongly recommends a pre-application meeting to review the site plan submittal requirements**

1. \_\_\_\_ Application with all information and questions completed.
2. \_\_\_\_ All application fees.
3. \_\_\_\_ Warranty Deed for all owners (including leased parcel) or evidence of title, unity of title for multiple parcels.
4. \_\_\_\_ 12 SETS Land Survey of all recorded easements with complete legal description prepared and certified by a registered surveyor.
5. \_\_\_\_ 12 SETS of site plans and/or preliminary plats, stapled and folded including building elevations, floor plans. Submit one full size colored rendering with paint swatches.
6. \_\_\_\_ General Site Plan information (Section 54-4-18.4(a)) including title block, project info, supplemental documentation and phasing information (if applicable).
7. \_\_\_\_ Site Information (Section 54-4-18.4(a)(2)). Please ensure that all information listed in the LDC is submitted and accurate.
8. \_\_\_\_ Surface water plan (Section 54-3-11.2)
  - a. \_\_\_\_ Erosion/sediment control plan
  - b. \_\_\_\_ Signed and sealed stormwater calculations and soil conditions report (3 SETS)
9. \_\_\_\_ Landscape plan (Article XIV)
10. \_\_\_\_ Parking plan (Article XV) (see also Article X, Appearance, Design Compatibility)
11. \_\_\_\_ Environmental analysis report (Article XI Section 54-3-11) (3 SETS)
12. \_\_\_\_ Traffic impact analysis statement (if trip generation exceeds 100 trip threshold a full traffic analysis is needed). (3 SETS)
13. \_\_\_\_ Any and all variances and/or recorded judgments, covenants or decisions on the land.
14. \_\_\_\_ List of all jurisdictional permits required to be obtained prior to building permit issuance.
15. \_\_\_\_ Residential unit project applications must include a **completed** School Impact Analysis form (attached) which will be forwarded to the school board for the School Capacity Availability Determination letter.

**INCOMPLETE APPLICATIONS  
WILL NOT BE ACCEPTED FOR PROCESSING**

Land Development Code can be accessed on the city's website, [www.cityofsebastian.org](http://www.cityofsebastian.org)

## School Impact Analysis Form

Instructions: Submit one copy of completed application, location map, and applicable fee for each new residential project or building permit requiring a determination of school capacity to the applicable local government.

Type of Application Request:  Conditional School Capacity Availability Determination  
 School Capacity Availability Determination  
 Request for Exemption

### Project Information

Project Name: \_\_\_\_\_

Municipality (if applicable): \_\_\_\_\_

Parcel ID#: (attach separate sheet for multiple parcels): \_\_\_\_\_

Location/Address of subject property: \_\_\_\_\_

(Attach vicinity location map – with Closest Major Intersection)

### Ownership/Contact Information

Owner/Contract Purchaser Name(s): \_\_\_\_\_

Agent/Contact Person: \_\_\_\_\_

(If agent or contact information is completed the District will forward all information to that person)

Mailing address: \_\_\_\_\_

Telephone#: \_\_\_\_\_ Fax: \_\_\_\_\_

### Development Information

Current Land Use Designation		Proposed Land Use Designation	
Current Zoning		Proposed Zoning	
		Proposed # Dwelling units by type*:	SF: TH: MF: (rental) Condo:

\* Show only the # of units for this application not the total for the development

I hereby certify the statements and/or information contained in this application with any attachments submitted herewith are true and correct to the best of my knowledge.

Owner or Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

(If applicant is not the owner of record, a letter of authorization from the property owner(s) must be included with this form at time of application submittal.)

Send Form to: {SEE ATTACHED LIST OF STAFF NAMES}

Indian River County (Outside of a City)

City of Fellsmere

City of Indian River Shores

City of Sebastian

City of Vero Beach

For questions: Call \_\_\_\_\_