



PLANNING AND DEVELOPMENT DEPARTMENT FLS & FLD APPLICATION INFORMATION

APPLICATION REQUIREMENTS

These standards are mandatory. The City reserves the right to reject online submittals that deviate from the standards, and to require the documents to be resubmitted. Any exemption to these requirements must be confirmed in writing from Development Review Planning staff prior to submitting or the application may be incomplete and/or delayed.

Plans shall be set to landscape view, and oriented so that North is always at the top of the monitor; while documents shall be oriented either landscape or portrait view so that the top of the page is always at the top of the monitor. The Plan Sheets shall be named (online in ePermit submittal) in a logical and concise method (**C1.0, C1.1, LS1.1, LS 1.2, etc**). Resubmittals may be rejected due to incorrect naming as they must match sheet names or sheet versioning will be incorrect.

Submittals in ePermit shall be uploaded as either "APPLICATIONS" or "PLANS" type only.

Applications

1. Application, which includes:
 - a. General Information and request
 - b. Affidavit of Ownership
 - c. General Applicability Criteria
 - d. Flexibility Criteria (or Use Specific Standards in US 19 or Downtown Zoning Districts)
2. US 19 or Downtown Supplemental Application, if applicable
3. Narrative addressing all applicable Design Guidelines or Design Standards (as applicable for projects in Beach by Design, US 19, or Downtown)
4. Supplemental or required companion applications such as Comprehensive Landscape Program, Plat, Transfer of Development Rights, Division of Lot of Records, etc.
5. Studies such as Traffic Impact Study, Stormwater Narrative, Tree Inventory (if in word document form), etc.

Plans:

1. Survey
2. Civil Plans
 - a. Cover Sheet with Site Data Table
 - b. Demolition Plans
 - c. Site Plan
 - d. Paving, Grading and Drainage
 - e. Utilities
 - f. Landscape Plan
 - g. Tree Survey, Inventory (if in plan/table form, not document), Protection Plan
3. Architectural Plans (*an elevation showing height is always required*)
 - a. Floor Plans
 - b. Architectural Elevations (Black and White) Additional details and dimensions may be required for projects in Beach by Design, Downtown, or US 19.
 - c. Rendered Elevations (Color)
 - d. Lighting Plan



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APPLICATION REQUIREMENTS DETAILS

The acceptance of submissions will only occur for those applications that are limited to the required information. Submissions that include excess information may be rejected. HTMP, HTM, MHT and MHTML files are prohibited from being uploaded.

Application Details:

Parking Demand Study

If flexibility from the parking standards is requested that is greater than 50% (excluding those standards where the difference between the top and bottom of the range is one parking space), then a parking demand study must be provided. The proposed methodology of the parking demand study must be approved in writing by both Traffic Engineering and the Planning and Development Department prior to conducting the study and prior to submitting the study. The findings of the study shall be used in determining whether or not flexibility to the parking standards are supported and/or approved.

Traffic Impact Study

A traffic impact study shall be required for all proposed developments if the total generated net new trips meet one or more of the following conditions:

- Proposal is expected to generate 100 or more new trips in any given hour (directional trips, inbound or outbound on the abutting streets) and/or 1,000 or more new trips per day; or
- Anticipated new trip generation degrades the level of service as adopted in the City's Comprehensive Plan to unacceptable levels; or
- The study area contains a segment of roadway and/or intersection with five reportable accidents within a prior twelve-month period, or the segment and/or intersection exists on the City's annual list of most hazardous locations, provided by the City of Clearwater Police Department; or
- The Traffic Operations Manager or their designee deems it necessary to require such assessment in the plan review process. Examples include developments that are expected to negatively impact a constrained roadway or developments with unknown trip generation and/or other unknown factors.

Stormwater Narrative

The stormwater narrative shall describe the proposed stormwater control plan including location of onsite and offsite stormwater management facilities, including offsite elevations, as may be required by the Engineering Department to evaluate proposed stormwater management, as well as a narrative describing the proposed stormwater control plan. Additional data necessary to demonstrate compliance with the City of Clearwater Storm Drainage Design Criteria manual may be required at time of building construction permit.



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Plans Details:

Civil/Site Plans General

The site plan shall be prepared by a professional architect, engineer or landscape architect, be drawn to a minimum scale of one inch equals 50 feet, and shall include the following:

- Index sheet of the same size shall be included with individual sheet numbers referenced thereon.
- Property lines and zoning or future land use boundaries if multiple designations.
- Site Data Table including density, intensity, parking, impervious surface ratio, etc.
- North arrow, scale, location map and date prepared.
- Identification of the boundaries of phases, if development is proposed to be constructed in phases.
- Location of the Coastal Construction Control Line (CCCL), whether the property is located within a Special Flood Hazard Area, and the Base Flood Elevation (BFE) of the property, as applicable.
- Location, footprint and size of all existing and proposed buildings and structures on the site.
- Location and dimensions of vehicular and pedestrian circulation systems, both on-site and off-site, with proposed points of access.
- Location of all existing and proposed sidewalks, curbs, water lines, sanitary sewer lines, storm drains, fire hydrants and seawalls and any proposed utility easements.
- Location of onsite and offsite stormwater management facilities.
- Location of solid waste collection facilities, required screening and provisions for accessibility for collection.
- Location of off-street loading area, if required by Section 3-1406.
- All adjacent right(s)-of-way, with indication of centerline and width, paved width, existing median cuts and intersections and bus shelters.
- Dimensions of existing and proposed lot lines, streets, drives, building lines, setbacks, structural overhangs and building separations.
- Identification and description of watercourses, wetlands, tree masses, specimen trees, and other environmentally sensitive areas.

Landscape Plan

A landscape plan shall be provided for any project where there is a new use or a change of use; or an existing use is improved or remodeled in a value of 25% or more of the valuation of the principal structure as reflected on the property appraiser's current records, or if an amendment is required to an existing approved site plan; or a parking lot requires additional landscaping pursuant to the provisions of Article 3, Division 14.



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The landscape plan shall be drawn to a scale consistent with the site plan, and shall include the following:

- Location, size, description, specifications (Florida Grades) and quantities of all existing and proposed landscape materials, including botanical and common names.
- Existing trees on-site and immediately adjacent to the site, by species, size and location, including drip line.
- Interior landscape areas hatched and/or shaded and labeled and interior landscape coverage, expressed both in square feet, exclusive of perimeter landscaped strips, and as a percentage of the paved area coverage of the parking lot and vehicular use areas.
- Location of existing and proposed structures and improvements, including but not limited to sidewalks, walls, fences, pools, patios, dumpster pads, pad mounted transformers, fire hydrants, overhead obstructions, curbs, water lines, sanitary sewer lines, storm drains, seawalls, utility easements, treatment of all ground surfaces, and any other features that may influence the proposed landscape.
- Location of parking areas and other vehicular use areas, including parking spaces, circulation aisles, interior landscape islands and curbing.
- Drainage and retention areas, including swales, side slopes and bottom elevations.
- Delineation and dimensions of all required perimeter landscape buffers and/or zones including sight triangles, if any.
- Details of bioswales or other Low Impact Development (LID) techniques as required in US 19 Zoning District.
- Table of tree inches diameter at breast height (DBH) to be removed rated 3 or better and any trees to be replanted (caliper inches) clearly listing any deficit.

Tree Survey, Inventory, and Preservation Plan

The tree survey shall depict the location of all protected trees and palms by size, canopy and species. The tree inventory shall:

- Be prepared by a certified arborist and include the name and certification number of the arborist.
- Include all shade trees four inches diameter at breast height (DBH) and greater, all accent trees two inches DBH and greater, and any other planted tree part of an approved landscape plan
- Specify the size (DBH), canopy, and condition of such trees as per Community Development Code Section 3-1202.H.
- Rate trees and palms on a scale of zero to six as per the Community Development Code.

The Tree Preservation Plan shall show or provide:

- Clearly show all trees proposed to be preserved,
- Existing and proposed structures, utilities, walks, driveways, and parking areas and other improvements.



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- Provide the dimensions of the tree barricades from the tree, based on the diameter at breast height of the tree, ensuring the critical root zone is protected. A minimum of nine inches of root area protection for every inch in diameter may be required.
- Include name and number of the ISA Certified arborist who prepared the tree preservation plan and if different, the name and number of the ISA Certified arborist who will be installing, inspecting and implementing the Tree Preservation Plan through the permitting process.

Architectural Details

Building elevation drawings shall depict the building or structure elevations include height and building materials. Typical floor plans shall be provided and shall include floor plans for each floor of any parking garage. Color Elevations are required for the Community Development Board. The architectural plans shall provide all dimensions, details and perspectives required to ensure compliance with the Design Standards of US 19 and Downtown Zoning Districts as well as Beach by Design.