

# Naples City

Energy \* Recreation \* Family

## Site Plan Approval Checklist

### 02-03-005 SITE PLAN APPROVAL REQUIRED

A. All proposed residential, commercial and industrial uses or developments require a recommendation from the Planning Commission and final approval from the City Council prior to issuance of a building permit. The only exception is a single lot residential use smaller than one acre, which only requires final approval from the Building Official. If for any reason the excepted residential use is complex or controversial, the Building Official may choose to require the use to be considered by the Planning Commission for recommendation, and approved by the City Council.

B. In considering any site plan, the Planning Commission may impose reasonable requirements to assure, among other things, the safety and convenience of traffic movement both within the area covered and in relation among the buildings and uses, harmonious relation between such area and buildings and adjacent neighborhoods, and the preservation of future road locations.

C. In furthering the above objectives, the Planning Commission shall review and may require certain improvement or design changes to be implemented by the developer. The following shall be shown on a site plan, drawn to scale as follows:

#### Applicant Checks Here

#### Staff Checks Here

- |                          |   |                          |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | Dimensions and orientation of the parcel. Boundary lines of adjacent tracts of land, showing ownership and property monuments.  | <input type="checkbox"/> |
| <input type="checkbox"/> | Locations of buildings and structures, both existing and proposed. Include the height and dimensions (in relationship to property lines).   | <input type="checkbox"/> |
| <input type="checkbox"/> | Location and layout of off-street parking, and loading facilities.  | <input type="checkbox"/> |
| <input type="checkbox"/> | Existing and finished grades and slopes where they affect the relationship of the buildings, drainage, and storm water disposal facilities (drainage contour map). The proposed method for controlling storm water runoff shall also be indicated.      | <input type="checkbox"/> |
| <input type="checkbox"/> | Location and size of points of entry and exit, in accordance with This Title, and internal vehicle circulation patterns, type of barrier or curb and gutter used on property lines abutting streets. (Curb and gutter may be required in developments.) | <input type="checkbox"/> |
| <input type="checkbox"/> | The location and design of walls and fences and indication of their height and materials of their construction. (80% obscure for storage areas)   | <input type="checkbox"/> |

- The location of existing bridges, culverts, surface or subsurface drainage ways, utilities, public buildings, pumping stations or appurtenances, within the development or within 500 feet thereof.
- The proposed use of the buildings shown on the plot plan.
- The location and height or depth of any overhead or underground utility transmission lines, pipelines, and all utility easements that may affect subject property. Proposed offsite and on site water facilities, sanitary sewers, storm drainage facilities, and fire hydrants.
- The location of exterior lighting standards and devices, existing or proposed.
- The location and size of existing and proposed exterior signs and outdoor advertising, in accordance with the sign regulations of Naples City (Section 02-16).
- A description of meaningful landscaping (see individual zone chapters for specific requirements), including parking strip, and open space on the site plan to be developed, and a bond or other financial guarantee posted, guaranteeing landscaping and other improvements at the Planning Commission's option.
- The location, widths and other dimensions of proposed streets, alleys, easements, parks and other open spaces and lots, with proper labeling of spaces to be dedicated to the City.
- The location, principal dimension and names of all existing or recorded streets, alleys and easements, both within the proposed development and within 500 feet of the boundary thereof, whether recorded or claimed by usage; the location of and dimensions to the nearest existing benchmark or monument, and section line; the location and principal dimensions for all water courses, public utilities, and other important features and existing structures within the land adjacent to the tract to be subdivided, including railroads, exceptional topography, airports and air approaches to the airport.
- Soil Controls: 
  - The Planning Commission shall determine from the concept plan review or the preliminary plat the possible need for environmental impact analysis, which would take into account the soil, slope, vegetation, drainage and other geological characteristics of the site. If the site requires substantial cutting, cleaning, grading or other earthmoving operations, the Planning Commission shall require the applicant to provide soil erosion and sedimentation control plans and specifications prepared by a registered civil engineer.

- Concept Plan Approval
- Preliminary Plan Approval
- Final Plan Approval
- Names and addresses of property owners within 500 feet of the proposed site plan

D. Where an attachment or minor addition of 1000 square feet or less to an existing building or structure is proposed, the site plan shall indicate the relationship of said proposal to the existing development. In such instance, at the discretion of the Building Official, the site plan need not include other data required in items above, and shall not require Planning Commission approval.

