

**CITY OF PLANT CITY – STAFF-REVIEW CHECKLIST FOR:  
GENERAL SITE PLAN, PARKING, & LANDSCAPING**

**GENERAL SITE PLAN [Sec. 102-1371 → 1382 buffering & landscaping]  
ALL PAPERS OVER 8.5 X 11" MUST BE FOLDED TO APPRX. 8.5 X 11".**

#	√	CRITERIA		
1		<b>Name &amp; address:</b> Applicant & property owner(s). <span style="float:right">102-1380(1)</span>		
2		<b>General:</b> Adjacent streets, easements, north arrow, scale, topography, date prepared, & legal description. <span style="float:right">102-1380(2,3)</span>		
3		<b>Structures</b> (existing & proposed): Size, height, configuration, & total floor area. <span style="float:right">102-1380(4)</span>		
4		<b>Area:</b> List total land area of the site, total building area, and the Floor Area Ratio (FAR). List the area used for open space, retention and/or detention, and impervious & pervious surfaces. <span style="float:right">102-1380 (6,7)</span>		
5		<b>Signage:</b> Location, setbacks, top of sign height, and general size of all prime identification signs, directory signs, & directional sign (If applicable). <span style="float:right">102-1475 → 1841</span>		
6		<b>Review Fees</b> _____ <b>Concurrency Review</b> _____ <b>Zoning/ FLU</b> _____		
7		<b>Setbacks:</b> Front _____; Side _____; Rear _____   <b>Aviation Review Required?</b> _____ Y/N		
8		<b>Historic District?</b> See ch.38 <span style="float:right">Midtown District? See 102-850→873 &amp; 102-1412(b)</span> <b>Laura Street?</b> See 102-846→849 <span style="float:right">I-4 Corridor? See 102-889→102-898</span>		
<b>VEGETATION -- TREES [Sec. 102-1383→1386]</b>				
9a		Is the project wooded or non-wooded?		
9b		<table border="1" style="width:100%"> <tr> <td style="width:50%"> <b>Wooded? Must retain the following tree inch %</b> <ul style="list-style-type: none"> <li>• 35% for single family/ duplex</li> <li>• 25% multifamily</li> <li>• 20% commercial/ industrial</li> <li>• 102-1384 (2)</li> </ul> </td> <td style="width:50%"> <b>Non-Wooded? Must retain the following tree inch %</b> <ul style="list-style-type: none"> <li>• 65% of inches of all protected trees</li> <li>• 102-1384 (1)</li> </ul> </td> </tr> </table>	<b>Wooded? Must retain the following tree inch %</b> <ul style="list-style-type: none"> <li>• 35% for single family/ duplex</li> <li>• 25% multifamily</li> <li>• 20% commercial/ industrial</li> <li>• 102-1384 (2)</li> </ul>	<b>Non-Wooded? Must retain the following tree inch %</b> <ul style="list-style-type: none"> <li>• 65% of inches of all protected trees</li> <li>• 102-1384 (1)</li> </ul>
<b>Wooded? Must retain the following tree inch %</b> <ul style="list-style-type: none"> <li>• 35% for single family/ duplex</li> <li>• 25% multifamily</li> <li>• 20% commercial/ industrial</li> <li>• 102-1384 (2)</li> </ul>	<b>Non-Wooded? Must retain the following tree inch %</b> <ul style="list-style-type: none"> <li>• 65% of inches of all protected trees</li> <li>• 102-1384 (1)</li> </ul>			
9c		What is the total number of inches of trees on site?		
9d		What is the total number of inches of trees being removed?		
9e		Is replacement required? Y/N <ul style="list-style-type: none"> <li>• Tree removal calculation: Total DBH inch of trees on-site + amount to be removed on the land.</li> <li>• Replacement of protected trees shall apply towards trees at least 30 DBH. 102-1384(3)</li> <li>• Tree replacement shall be on an inch-per-inch ratio, or may be substituted or combined towards Tree Fund <span style="float:right">(102-1386)</span></li> </ul>		
9f		<b>Tree planting near utilities:</b> Trees shall be planted at least 10' from fire hydrant or utility poll w/ a minimum 20' distance from traffic sign. * Trees w/ roots known to cause damage must be minimum 25' from public facilities. * Trees within utility easement limited to a 25' maximum height. <span style="float:right">102-1378 (6, 7)</span>		
<b>PARKING [Sec. 102-1411 → 1422]</b>				
10		<b>Parking:</b> (proposed & existing): layout & dimensions of p.spaces, service areas, aisles & access drives. <span style="float:right">102-1380(5)</span>		
11		<b>Parking on Abutting Parcel:</b> Must be same ownership & zoning, and must be ≥ 20' from any dwelling, school, hospital, etc, unless continuous visual buffer is provided. <span style="float:right">102-1414(3)</span>		
12		<b>Internal Circulation:</b> Driveway(s), aisles, & turnarounds to facilitate safety + 12'v.clear. <span style="float:right">102-1413 (3)</span>		
13		<b>Backing:</b> Must enter & exit in forward motion, <u>except</u> -parking w/ 1 or 2 spaces in only local street access and/or parking w/ up to 4 spaces can back out into alley; 4+ spaces must have improved alley/ ROW w/ 20' btwn each parking space & opposite side of alley. <span style="float:right">102-1413 (D-4)</span>		
14		<b>Parking Spaces-General:</b> aisles = 12' one way/24' two-way, ALL spaces = 200' (10'x20') (hotel/motel 9'x18' minimum). <span style="float:right">102-1413(3,4)</span>		
15		<b>Disabled Parking</b> = 12' wide + 5'-wide walkway. 1 disabled.space per each 25 spaces, or portion thereof. Space(s) must be located so that user does not have to go behind spaces to enter bldg. * Spaces must bear the internationally accepted wheelchair symbol and the caption "parking by disabled permit only." <span style="float:right">102-1413(5)</span>		
16		<b>Sight Clearance:</b> Driveway minimum vision clearance = 20' triangle / 30" height limit. <span style="float:right">102-1413(D-3)</span>		
17		<b>Pedestrian Walkway:</b> Must have presence of island to define public ROW entrances * requirement for parking lots with 100+ spaces *1 walkway every 100' for parking lots <u>perpendicular</u> to bldg.'s front façade/ 1 walkway every 50' to parking lots <u>parallel</u> to building façade. * 5' minimum width for walkway w/ clear identification which shall not include vehicular overhangs. <span style="float:right">102-1413(C)</span>		

18	<b>Curbs:</b> Concrete curbs or wheel stops on backup to 2.5' from front of space to protect landscaping & public rights-of-way. 102-1417(A-7)
19	<b>Buffering Abutting Street R/W:</b> Vegetative buffer a minimum of 10' wide buffer & min 10' distance btwn buffered trees * Vegetation to be 24" to 30" in height, with 1 small tree every 40 LF (avg.), but not to encroach into vision clearance areas. * Grass, ground cover, or other vegetative landscaping features for buffer. 102-1374
20	<b>Driveway Landscaping:</b> Driveways +40' which also serve +1 bldg must border with 10'-wide buffer with 1 tree every 40 LF 102-1417(2)
21	<b>Landscaping Area:</b> Minimum of 10 % of interior landscaping for each interior parking space. 10 % of landscaping for every 500 % of vehicular-use area over 1500 %. 102-1417(5)
22	<b>Islands:</b> No more than 10 spaces w/o island, and each row must end w/ island w/ maximum island distance 15' * Area: 120sf Width: 6'. Landscaping: 1 small tree in each island, plus ground cover. 102-1417(4)
23	<b>Amount/Area:</b> Parking spaces req'd, see sec. 102-1421
24	<b>Downtown Core:</b> Off-street parking requirements not applicable w/in downtown core area unless providing, then must meet the regulations except for # of parking spaces. 102-1412(a)
25	<b>Midtown:</b> 15% reduction of off-street parking spaces required by sec 102-1421. May not exceed 25% reduction through approved alternate midtown design (see sec 102-859). 1412(b)
<b>LANDSCAPING &amp; BUFFERING [Sec. 102-1371→1386]</b>	
26	<b>Site Plan:</b> Must show the general location of proposed plant material and irrigation system. Must include a complete listing of plant material w/scientific and common name (on plan). 102-1380(8,9,10)
27	<b>Landscape Plan Certified:</b> Must be sealed by certified Landscape Architect or PE. FS
28	<b>Buffering MF &amp; non-res. next to RES:</b> Continuous visual buffer (wall, fence, or vegetative). Suitable landscaping includes evergreen hedges and trees * All buffers shall be between 6' and 8' tall. Wall & Fence to have 80% solidity. Vegetation to have opacity of 50% at planting & 80% w/in 1 year, and shall be a minimum of 10' wide.) 102-1373
29	<b>Buffering MF &amp; non-res. next to R/W:</b> Continuous veg. groundcover w/avg 1 tree every 40 LF. Buffer width: 10' for road frontage. * Non-residential abutting buffers 10' wide minimum (Wall or fence allowed on side or rear if veg not poss). 102-1374
30	<b>Open Space Req:</b> MF = 35% of gross lot area, w/20% of that landscaped. 50% of open space shall be usable for active or passive recreation. MF common recreational areas shall be landscaped with grass per Section 102-1378. <ul style="list-style-type: none"> <li>• <b>Non-residential</b> = 10% of gross lot area. This open space must be interior to the site (cannot count conservation and preservation areas).</li> <li>• <b>Storm water Retention/Detention Areas:</b> Retention areas cannot count as open space.</li> <li>• Detention areas can count as open space (if dry and a usable recreation area). 102-1375</li> </ul>
31	<b>Storage Areas:</b> Buffers required around trash compactors & dumpsters, all open storage areas, and open storage of delivery & service vehicles, with wall or fence with 80% opacity, and/or hedges & shrubs with a min. 6'-8' height when planted, and 80% opacity within 1 year. 102-1376
32	<b>Fencing &amp; Walls:</b> Side and rear yard fences and walls limited to 8' tall. * Front yard fences and walls limited to 48" (4') tall on all lots adjacent to or in residential districts. * On corner lots height is limited to 30" (2.5') within 20' x 20' vision triangle. * Commercial front yard fences cannot exceed 6' 102-1377
33	<b>Plant Material Standards:</b> Hedges & shrubs min. 2' height when planted, solid visual screen w/in 1 year. New trees min. caliper = 2" (measured 6" above ground). * Trees w/in utility easement limited to 20' max. height. (Xeriscape and mulching is encouraged.) * vines= 30" minimum immediately after planting & only used w/ fences, screens, or walls to meet buffer requirements. 102-1378
34	<b>Special Exceptions:</b> Some landscaping requirements not applicable where enlargement of existing structure is less than 50%. 102-1372
35	<b>Downtown Core:</b> Landscaping requirements not applicable w/in downtown core area. 102-1372
36	<b>Midtown District:</b> see 102-850→873 <b>I-4 Corridor:</b> see 102-896(B)