



CITY OF HAINES CITY
COMMUNITY DEVELOPMENT DEPARTMENT
502 EAST HINSON AVENUE - POST OFFICE BOX 1507
HAINES CITY, FLORIDA 33845-1507
TELEPHONE - #863-419-3230/FAX - #863-419-3168

NEW TECHNICAL REVIEW BOARD (TRB) SUBMITTAL FOR SUBDIVISION PRELIMINARY PLATS

1. SCHEDULE PRE-APPLICATION MEETING WITH PLANNING DEPARTMENT.
2. COMPLETED TRB REVIEW APPLICATION.
3. CHECK FOR TRB REVIEW.
(\$1000.00 + \$125.00 per lot, along with the consultant time as required by the City).
4. CURRENT BOUNDARY SURVEY OF THE SUBJECT PROPERTY.
5. THIRTEEN (13) FOLDED SETS OF SITE PLANS DRAWN TO A SCALE OF 1:100 OR LESS THAT INCLUDES THE FOLLOWING:
 - a. Topographic Survey
 - b. Surrounding zoning with platted lands.
 - c. Setbacks from all property lines including lot setbacks.
 - d. Landscape plans (include sizes, quantities and species) for buffers, retention and park areas.
 - e. Landscape plans must be prepared and bear the seal of a landscape architect or qualified professional.
 - f. Park (passive and active) areas, including amenities.
 - g. Irrigation plans (include location of sprinklers, piping, back flow preventer and zones).
 - h. Sign location(s).
 - i. Turn outs to all roadways.
 - j. Right of way for all roadways, including additional right of way to be dedicated.
 - k. Fire hydrants.
 - l. Retention area(s) – indicate whether wet or dry.
 - m. Lighting plan. (submittal is a general plan, only showing general location and specifications.
 - n. Sidewalk locations.
 - o. Street Names.
 - p. Typical roadway and intersection cross-sections to include all easements.
 - q. Grading plans and finished floor elevation.
 - r. Show the 100 year flood plain on the plans.

- s. Statement clarifying proposed water and sewer connection point(s) and connection plan;
- t. Depict proposed pumping station location(s);
- u. Quantify water demands (adf), reuse demands (adf), wastewater flows (adf) and timing of needs;
- v. Depict proposed phasing;
- w. Cross-sections and proposed views from all four sides of site, to review how topography and proposed buffers, berms, walls will look in relation to proposed improvements;
- x. Depict all onsite and off-site (within 100' of property) utilities, pavement, and site restrictions on survey and site plan (easements, flood plains, wetlands, etc.); and
- y. Connectivity plan to planned future roads.

ONCE THE PRELIMINARY PLAT HAS BEEN APPROVED, SUBMIT FIVE (5) SETS OF SEALED CONSTRUCTION/ENGINEERED PLANS AND ONE SITE WORK APPLICATION FOR REVIEW.

ONCE THE PLANS HAVE BEEN SIGNED OFF ON, A PERMIT CAN BE ISSUED; HOWEVER, BEFORE A SITE WORK PERMIT CAN BE OBTAINED, A PERMIT FROM THE SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT, DEPT. OF TRANSPORTATION (IF REQUIRED) AND POLK COUNTY (IF REQUIRED) MUST BE SUBMITTED TO THE COMMUNITY DEVELOPMENT DEPARTMENT.

ACCORDING TO SEC. 3.1.3. OF THE HAINES CITY LAND DEVELOPMENT REGULATIONS, GRANTING OF APPROVAL OF A SITE PLAN OR IMPACT STATEMENT BY THE ADMINISTRATIVE OFFICIAL/CITY STAFF SHALL BE VALID FOR A PERIOD OF 12 MONTHS FROM THE DATE OF APPROVAL.



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APPLICATION FOR TRB REVIEW

DATE: _____

NAME OF PROJECT: _____

ADDRESS OF PROJECT: _____

PARCEL ID NUMBER(S): _____

LEGAL DESCRIPTION(S): _____

TOTAL ACRES: _____

TYPE OF DEVELOPMENT:

- | | | | |
|--------------------------|-----------------------|--------------------------|-------------------|
| <input type="checkbox"/> | PRELIMINARY PLAT | <input type="checkbox"/> | FINAL PLAT |
| <input type="checkbox"/> | PRELIMINARY REPLAT | <input type="checkbox"/> | FINAL REPLAT |
| <input type="checkbox"/> | SUBDIVISION | <input type="checkbox"/> | R.P.U.D. |
| <input type="checkbox"/> | R.P.U.D. MODIFICATION | <input type="checkbox"/> | INDUSTRIAL P.U.D. |
| <input type="checkbox"/> | COMMERCIAL P.U.D. | | |

TOTAL SQUARE FEET OF BUILDING: _____

NUMBER OF DWELLING UNITS: _____

PROFESSIONAL COST FOR CITY: _____

OWNER SECTION:

NAME, ADDRESS AND CONTACT INFORMATION SUBMITTING SITE PLANS:

Company Name: _____

Address: _____

Contact Person and Phone & Fax No.: _____

Contact Person E-Mail Address: _____

COST OF APPLICATION: _____