



CITY OF HAINES CITY
COMMUNITY DEVELOPMENT DEPARTMENT
620 EAST MAIN STREET - POST OFFICE BOX 1507
HAINES CITY, FLORIDA 33845-1507
TELEPHONE - #863-419-3230/FAX - #863-419-3168

TECHNICAL REVIEW BOARD (TRB) SUBMITTAL REQUIREMENTS FOR COMMERCIAL SITE PLANS

1. SCHEDULE PRE-APPLICATION MEETING WITH PLANNING DEPARTMENT.
2. COMPLETED TRB REVIEW APPLICATION.
3. CHECK FOR TRB REVIEW.
(Call Community Development Dept. with the total cost of construction for application fee prior to submittal; OR submit a \$1,000 deposit, Make checks payable to the City of Haines City).
4. CURRENT BOUNDARY SURVEY OF THE SUBJECT PROPERTY.
5. THIRTEEN (13) FOLDED SETS OF SITE PLANS MUST BE PROVIDED ON 24" X 36" PAPER & DRAWN TO A SCALE OF 1:100 OR LESS THAT INCLUDES THE FOLLOWING:
 - a. Topographic Survey
 - b. 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
 - c. 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;
 - d. Depict proposed phasing;
 - e. The proposed structure (square footage) and use.
 - f. Setbacks from all property lines and other structures.
 - g. Location of all parking spaces. (10' x 20')
 - h. Dumpster location with solid enclosures.
 - i. Quantify water demands (adf), reuse demands (adf), wastewater flows (adf) and timing of needs;
 - j. Statement clarifying proposed water and sewer connection point(s) and connection plan;
 - k. Depict proposed pumping station location(s);
 - l. Landscape plans (include sizes, quantities and species) must be prepared and bear the seal of a landscape architect or qualified professional.
 - m. Irrigation plans (include location of sprinklers, piping, back flow preventer and zones).
 - n. Proposed sign location.
 - o. Existing and proposed fire hydrant locations.
 - p. Proposed retention area(s).

- q. Proposed lighting plan.
- r. Right of Way dedication.
- s. Cross access locations.
- t. Turn outs to all roadways.
- u. Connectivity plan to planned future roads.

ONCE THE TRB PLANS HAVE BEEN APPROVED, SUBMIT FIVE (5) SETS OF SEALED CONSTRUCTION/ENGINEERED PLANS FOR REVIEW.

BEFORE A SITE WORK PERMIT CAN BE OBTAINED, AN APPROVAL LETTER/PERMIT FROM THE SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT DEPARTMENT OF TRANSPORTATION (IF REQUIRED), 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.

Z:\Planning\APPLICATION FORMS\Applications\Planning Division forms\commercial TRB Submittal 10/16/13



CITY OF HAINES CITY
COMMUNITY DEVELOPMENT DEPARTMENT
620 EAST MAIN STREET - POST OFFICE BOX 1507
HAINES CITY, FLORIDA 33845-1507
TELEPHONE - #863-419-3230/FAX - #863-419-3168

APPLICATION FOR TRB REVIEW

DATE: _____

NAME OF PROJECT: _____

ADDRESS OF PROJECT: _____

PARCEL ID NUMBER(S): _____

LEGAL DESCRIPTION(S): _____

TOTAL ACRES: _____

TOTAL COST OF CONSTRUCTION: _____

PROFESSIONAL COST FOR CITY: _____

TOTAL SQUARE FEET OF BUILDING: _____

NUMBER OF PARKING SPACES: _____

ESTIMATED GALLONS OF FLOW PER DAY - WATER: _____

ESTIMATED GALLONS OF FLOW PER DAY - SEWER: _____

COMPANY 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: _____

ACKNOWLEDGEMENT: Please be advised that you may need a Water Allocation Agreement and/or a Utility Service Agreement regarding the providing of water to your project and should contact the Public Works Dept. ((863) 421-3777) for further information. Additionally, Sec. 10.2.2. of the Administrative and Procedures Manual, provides that you will be responsible for reimbursement of any consultant fees that may be expended on your behalf by the City. These fees will be due and payable at the time the Site Construction or Building Permit is issued.

(Signature of Applicant)