

What is a Site Plan?

The Site Plan shows the type of structures and improvements proposed for a particular parcel of land that are required by the City of Haines City Land Development Code.

Why is a Site Plan Review Required?

The Site Plan is the key land development review mechanism for all development permits other than single-family, duplex and triplex dwellings. Site Plan Review helps to ensure that all developments are in compliance with current building and development regulations.

When is the Site Plan Review Required?

Site Plan Review is required for all new building construction, site grade changes, conversions from residential to non-residential uses and building additions. A building permit shall not be issued for construction of any principal structure, other than a single-family, duplex or triplex dwelling unless the development has first received Site Plan approval. A Site Plan is approved only when the components of the site plan are in compliance with all zoning and land development requirements.

How is Site Plan Review Initiated?

Prior to Site Plan submission, a pre-application conference should be set up with the Community Development Department. The Application for Site Plan Review is available from this Department and includes a checklist, which outlines the minimum requirements for Site Plan Review. The City of Haines City Land Development Code provides specific zoning and design requirements for each element of the Site Plan, and is available for purchase at the Planning Department. A Site Plan will not be scheduled for review until a completed application, seven sets of plans and all required documents and fees have been submitted. The Site Plan shall be prepared by the appropriate combination of qualified professionals at a scale of at least 1"=100'.

How Does the Site Plan Review Process Work?

Site Plans will be reviewed by the following:
TRB Review: Most Site Plans are reviewed and approved by the Technical Review Board (TRB). The TRB consists of staff representatives from each department and agency involved in Site Plan Review. The TRB meets on the first and third Wednesday of each month at 2:00 p.m. based on scheduled reviews. The deadline to be placed on the agenda for a TRB meeting is 12:00 p.m. Tuesday, 15 days prior to the desired review date.

Additional Review: Site Plans associated with Planned Developments, Conditional Use, and Special Exceptions may be reviewed by: The TRB, The Planning Commission, The Board of Adjustment and The City Commission depending on the required approval process.

A Site Plan will receive final approval subject to: (a) approval of an acceptable Site Development Plan, (b) an acceptable final Concurrency review, and (c) any other appropriate conditions.

Site Plan Review Process:

- Pre-Application Conference with the Development Services Department
- Submit Site Plan application, including 13 copies of the plan, the supporting documents, and plans to the Development Services Department.
- Technical Review Board Reviews and prepares comments.
- The applicant meets with TRB to review comments.
- A written report of the TRB will be prepared and sent to the applicant.
- Plans are revised if necessary.
- Approved plans are forwarded to other boards and City Commission for approval if required.
- Applicant prepares Site and

Building Construction Plans along with any required documents and submits with approved Site Plan to the Development Services Department for a Building Permit and Development Order

- Development Order Issued.

Site Plan Review Fees:

(Calculated and paid at the time of application).

Site Plan Notes:

Plans may need to be revised and resubmitted should the Technical Review Board determine that the plans do not conform to the City regulations.

Site Plans associated with a Planned Unit Development shall be reviewed by the City Planning Commission, which will make a recommendation to the City Commission for final approval. Site Plans associated with a Special Exception request shall receive final approval from the Board of Adjustment.

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.**

This information is provided as a general overview only:

To obtain a comprehensive guide for Site Plan Review it is necessary to refer to the Land Development Regulations. Copies of the City of Haines City Land Development Code and all applicable regulations are available for review on the City's website www.hainescity.com, and are also available for purchase at the Development Services Department. Other agencies may also need to be contacted regarding specific elements of Site Plan design, including but not limited to the, the local Florida Water Management District, Florida Department of Transportation, and Florida Department of Environmental Protection.

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SITE PLAN REVIEW PROCESS



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