

City of Springfield Commercial Checklist

This development checklist is being provided for use as a guide for developers and may not cover all aspects of each type of development. Compliance with the City of Springfield Comprehensive Planning and Land Development Regulation Code (LDR) will be required for all development within the City of Springfield.

Project Name: _____

Owner Name: _____

Telephone number: _____

Development Level: Level 2 - Small scale (developments of 3 acres or less)
 Level 3 - Large Scale (developments greater than 3 acres)

Land use : RLD MU GC See section 3-5.5 through 3-5.8 of the LDR for allowable uses.
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 P/I

PERFORMANCE STANDARDS:

LDR Section 3-5.7	Yes	No	N/A	
_____	_____	_____	_____	Will there be excessive noise? Noise level not to exceed: 60dBA from 7:00 am - 10:00 pm and 55dBA from 10:00 pm - 7:00 am
_____	_____	_____	_____	Will there be excessive illumination or glare upon residential property.
_____	_____	_____	_____	Will electric and/or magnetic fields adversely affect public?
_____	_____	_____	_____	Will there be emission of toxic or noxious matter?
_____	_____	_____	_____	Will there be offensive odors?
_____	_____	_____	_____	Will smoke be emitted from the property? Requirements
_____	_____	_____	_____	Will there be offensive or unsightly appearance when view from adjacent property?

Development Plans

LDR Section	Yes	No	N/A		
2-4.4	_____	_____	_____	Utility easements shown and dimensioned	
2-4.4	_____	_____	_____	Typical street or pavement cross section shown and dimensioned	
2-4.4	_____	_____	_____	Proposed demolition or renovations shown	
2-4.4	_____	_____	_____	Plans certified by professional land surveyor, landscape architect, architect or engineer.	
2-4.4	_____	_____	_____	Adjacent land uses shown	
3-5.6	_____	_____	_____	Compliance with density requirements (SEE ATTACHMENT 1)	_____ Density Requirements
3-5.7(a)	_____	_____	_____	Minimum 5' buffer provided between residential and non-residential property.	
3-5.7(a)	_____	_____	_____	Visual screen or barrier (i.e. shrubs, trees, fence) is provided between parking/vehicular use areas and any residential property.	_____ Type of barrier Provided
3-10.8	_____	_____	_____	Parking (SEE ATTACHMENT 2)	_____ No. of Spaces Required _____ No. of spaces provided
3-10.8	_____	_____	_____	Parking space (9' x 20') shown and dimensioned	
3-10.8	_____	_____	_____	Handicapped space (10' x 20') shown and dimensioned	_____ No. of spaces provided
3-7.10	_____	_____	_____	Location, size and type of existing trees	

GRADING AND DRAINAGE PLANS

LDR Section	Yes	No	N/A	
3-6	_____	_____	_____	Existing and proposed topographic contours (may require contour interval less than 1')
	_____	_____	_____	Existing and proposed drainage facilities
	_____	_____	_____	Existing and proposed stormwater treatment facilities
	_____	_____	_____	Easements for drainage (ditch + 15' on one side, 20' MIN.)

_____ Location of outfall ditch and right-of-way

_____ Finished grade of road and ditches

UTILITY PLANS (City side of service meter)

LDR
Section
3-8

Yes	No	N/A	
_____	_____	_____	Water
_____	_____	_____	Water lines are designed and shown in accordance with City's standards
_____	_____	_____	An approved FDEP water permit is included with submittal.
_____	_____	_____	Water lines provide for domestic use as well as fire protection
_____	_____	_____	Water tap locations are shown
_____	_____	_____	Sewer
_____	_____	_____	Sewer lines are designed and shown in accordance with City's standards
_____	_____	_____	An approved FDEP sewer permit is included with submittal
_____	_____	_____	If a septic tank is to be installed, provide all required State Board of Health Permits, plans and calculations.
_____	_____	_____	Sewer tap locations are shown
3-4 9	_____	_____	Crossing of existing paved streets are by bore and jack method.

Landscaping

LDR
2-4 4(2)(b)(ix)

Yes	No	N/A	
_____	_____	_____	Landscaping shown plans with plant type and spacing identified

EROSION AND SEDIMENT CONTROL PLAN

LDR
3-7.8

Yes	No	N/A	
_____	_____	_____	Calculations of maximum runoff based on the 25 year critical duration event
_____	_____	_____	A description of and specifications for sediment retention devices



- _____ A description of and specifications for surface runoff and erosion control devices
- _____ A description of vegetative measures
- _____ A map or drawing showing the locations of the items listed above.

STORMWATER DESIGN

LDR Yes No N/A
3-6

_____ Design shall be based on the 25 Year Critical Duration Event
NOTE: POST DEVELOPMENT RUNOFF SHALL NOT EXCEED PREDEVELOPMENT RUNOFF (25 YEAR CRITICAL DURATION EVENT)

Site (property) area	_____	
	Area (sf)	
Drainage area(s)	_____	_____
	Area (s.f.)	Area (s.f.)
Predevelopment runoff coefficient(s)	_____	_____
	Pre "C"	Pre "C"
Postdevelopment runoff coefficient(s)	_____	_____
	Post "C"	Post "C"
Predevelopment runoff rate	_____	_____
	Flow (CFS)	Flow (CFS)
Post development runoff rate	_____	_____
	Flow (CFS)	Flow (CFS)

_____ Approved FDEP. Stormwater permit included with submittal

_____ Approved FDOT. drainage permit is included with submittal

3-9 _____ Stormwater treatment is provided for the first one (1) inch of rainfall or for one-half (1/2) inch of runoff

TRAFFIC CIRCULATION AND PARKING

LDR Yes No N/A
3-10

_____ Provide FDOT or county driveway, access point entrances or exits or other vehicular connection permit

_____ Are parking area and access connection compliant with technical construction standards?

_____ Compliance with location and spacing of access point requirements

_____ Compliance with bicycle and pedestrian ways requirements

3-10.8 _____ Parking area surfaced with hard, dustless material.



ENVIRONMENTAL PROTECTION

LDR
3-7

Yes No N/A

_____	_____	_____	Does proposed development involve impacts to land or shoreline along Martin Lake?
_____	_____	_____	Does proposed development area contain any endangered or threatened species as specified in the "Official Lists of Endangered and Potentially Endangered Fauna and Flora in Florida" published by the Florida Game and Fresh Water Commission? (City may require an analysis)
_____	_____	_____	Does proposed development contain or involve impacts to FDEP/ U.S. Army Corp. of Engineers jurisdictional wetlands?
_____	_____	_____	Compliance with all environmental protection regulations (including NPDES for sites with 5 acres or more)
_____	_____	_____	An Approved FDEP. and U.S. Army Corps of Engineers wetland permit
_____	_____	_____	If mitigation is required, provide an approved FDEP. and U.S. Army Corps of Engineers wetland mitigation plan

FLOOD DAMAGE PROTECTION:

LDR
3-7.8

Yes No N/A

FEMA FIRM Map

_____	_____
Designated Flood Zone	Flood Elevation

Floor Elevation	

PROTECTED TREES:

LDR
3-7.10

Yes No N/A

_____	_____	_____	Compliance with protected trees and tree removal requirements
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The following trees shall not be removed unless provisions of the City of Springfield LDR regarding the removal of protected trees have been met.

3" AND GREATER TREES TO BE REMOVED

_____	_____	_____	Flowering Dogwood
_____	_____	_____	Weeping Willow

15" AND GREATER TREES TO BE REMOVED

_____	_____	_____	American Holly
_____	_____	_____	Black Cherry



_____	_____	_____	Cypress
_____	_____	_____	Dahoon Holly
_____	_____	_____	Hickory
_____	_____	_____	Magnolia
_____	_____	_____	Maple
_____	_____	_____	Oak
_____	_____	_____	Pecan
_____	_____	_____	Sweetgum
_____	_____	_____	Sycamore
_____	_____	_____	Tupelo

PROPOSED SIGNS :

LDR 4	Yes	No	N/A
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_____	_____	_____	Compliance with sign requirements
_____	_____	_____	Provide completed application for permit
_____	_____	_____	Provide construction plans

Other Required Permits

LDR 2-5.3	Yes	No	N/A
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_____	_____	_____	Has developer obtained all other applicable permits required by law?
_____	_____	_____	FDOT driveway permit
_____	_____	_____	Bay Co. driveway permit

