

**APPLICATION FOR SITE PLAN REVIEW  
PLANNING AND ZONING BOARD  
TOWN OF INDIALANTIC, FLORIDA**

This application must be completed and returned with all enclosures referred to herein to the office of the Building Official of the Town of Indialantic, Florida. This application will be referred to the Zoning and Planning Board for their study and recommendation. You will be advised of the date and time of the meeting before the Zoning and Planning Board. You may appear at the meeting in person or be represented by an authorized agent. If you cannot attend the meeting, you should make arrangements to have an authorized representative appear on your behalf as the application can be acted upon by the Board even in your absence.

1. APPLICANT: \_\_\_\_\_

2. ADDRESS OF BUILDING(S) TO BE REVIEWED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. PHONE: \_\_\_\_\_

4. APPLICANT'S MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. LEGAL DESCRIPTION OF PROPERTY COVERED BY THIS APPLICATION  
(INCLUDING SUBDIVISION, BLOCK AND LOT(S)): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. ZONING CLASSIFICATION: \_\_\_\_\_ (TO BE COMPLETED BY TOWN)

7. OWNER OF PROPERTY, IF DIFFERENT THAN APPLICANT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. PROPERTY OWNER'S MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. DESCRIPTION OF PROJECT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PROCEDURES FOR OBTAINING SITE PLAN APPROVAL SHALL BE AS FOLLOWS:

- (1) **PREAPPLICATION CONFERENCE:** The applicant shall meet with the Building Official to discuss basic site plan requirements, consider preliminary features of the site and the proposed development, and determine if the proposed use conforms to the zoning requirements of the district.
- (2) **SITE PLAN CHECKLIST:** The applicant shall properly fill out a checklist provided by the Building Official. This checklist will summarize the site plan and it will be used as a guide for site plan evaluation.
- (3) **PRELIMINARY SITE PLAN:** Following the preapplication conference, 10 copies of a preliminary site plan prepared by a registered civil engineer or architect showing the proposed general layout, and a vicinity map showing the location of abutting streets, existing and proposed utilities, and storm drainage systems in accordance with the site plan requirements shall be submitted to the Building Department.
- (4) **REVIEW AND RECOMMENDATIONS:** Applications for site plan approval shall be submitted to the Building Official, who shall forward copies of the proposed plans to the Fire Department for its written recommendations regarding health, safety and welfare.

Upon completion of the above four steps and receipt of the recommendation from the Fire Department, the Zoning and Planning Board shall review the site plan and any recommendations at their next regular meeting.

Per Indialantic Code Section 17-129:

The zoning board shall not approve such plan unless it finds that such site plan conforms to all applicable provisions of the Town Code of Ordinances, that adequate off-street parking and loading facilities are provided for owners, tenants, visitors, and employees, and that adequate protection and separation are provided for contiguous and nearby residential property.

The zoning board may attach to its approval of a site plan any reasonable conditions, limitations or requirements which are found necessary in its judgment to effectuate the purpose of this section and carry out the spirit and purpose of the zoning ordinance.

*Modification of site plan.* Any change in use of buildings, structures, land or water, or institution of new uses, or alteration of or addition to buildings or structures shall be in accordance with a new or modified site plan conforming and approved pursuant to this section.

*Approval not transferable; time limit.* Whenever site approval shall have been granted, it shall not be considered to run with the land. The site plan approval shall terminate six (6) months thereafter if construction has not been started. Extensions may be made by the zoning board at its discretion. In the event the property receiving site plan approval shall be sold, transferred, leased, or the ownership thereof changed in any way whatsoever, before the approved construction is completed the site plan approval shall become null and void.

(Code 1962, 28-98A; Ord. No. 217, 1, 10-18-77; Ord. No. 89-11 2, 4-18-89)

## SITE PLAN CHECK LIST

In reviewing such site plan the zoning board shall consider the location, size, height, spacing, appearance, character and utilization of any building, structure or use and their appurtenances, access and circulation of vehicles and pedestrians, streets, parking area, yards and open spaces, landscaping, and relationship to adjacent property.

A site plan shall include, but not necessarily be limited to the following:

- \_\_\_\_\_ (a) Site plan with grades or contours.
- \_\_\_\_\_ (b) Elevations, floor plans and uses of all buildings and structures.
- \_\_\_\_\_ (c) Location and character of all outside utilities.
- \_\_\_\_\_ (d) All curb cuts, driveways, parking areas, loading areas, and surfacing materials of same.
- \_\_\_\_\_ (e) All pedestrian walks, malls, yards, and open spaces.
- \_\_\_\_\_ (f) Location, size, character, height and orientation of all signs.
- \_\_\_\_\_ (g) Location, height and general character of walls and fences.
- \_\_\_\_\_ (h) Location and general character of landscaped areas and the common and botanical name of all trees, shrubs, and plants, with the number and size of each category or individual item, and the proposed watering and continued care in order to maintain the landscaping in accordance with approved site plan.
- \_\_\_\_\_ (i) All buildings constructed in those areas designated as special hazard areas on the current flood hazard boundary maps published by the Department of Housing and Urban Development, Federal Insurance Administration, shall have all finished floor elevations related to Coast and Geodetic Survey mean sea level datum.