



CITY OF CASSELBERRY

Department of Community Development

95 Triplet Lake Dr., Casselberry, FL 32707
(407) 262-7700 Fax (407) 262-7763

Developer's Help Guide



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CASSELBERRY

SECTION 1. INTRODUCTION AND SERVICES DIRECTORY

1.1 Welcome

Welcome to the City of Casselberry development review and permitting process. City staff is committed to providing service to our customers in a friendly, effective, and efficient manner. Primary City departments involved in this process include: Community Development, Public Works, and Police. Seminole County Fire and Addressing is also involved in this process.

1.2 Developer's Help Guide Overview

The Developer's Guide is provided as a continuing effort to more effectively communicate with the citizens, businesses, and developers within our community. **It is not a replacement of, but rather a supplement to, the City's *Unified Land Development Regulations (ULDR)* and other city codes**, to be used as a quick reference tool.

This guide is divided into sections that correspond to the various components of the City's development review process. Several or all of these sections may apply to your development project. Each section provides an overview of the process along with the necessary information for your submittal. For specific code language, please refer to www.municode.com. We look forward to working with you and are available to answer questions that may arise at any phase throughout your development project.

1.3 Development Review Staff

You may work with a number of City employees during your project review. Projects are submitted to the Community Development Department and distributed to other staff members as required. Depending on the scope of your project; it may go to the Development Review Committee (DRC) and also the Planning & Zoning Commission, and the City Commission.

All application submittals are to be made to the Community Development Department. Incomplete applications will not be accepted.

1.4 Meeting Schedules

Development Review Committee: Meetings are scheduled as necessary

Planning and Zoning Commission: Meetings held the second Wednesday of each month at 6:30 PM

City Commission: Meetings are held the second and fourth Monday of each month at 5:00 PM

1.5 City Information

City Hall is located at 95 Triplet Lake Drive, Casselberry, FL 32707. The office is open Monday through Thursday, 7:00 AM to 6:00 PM. For additional information, call 407-262-7700 or visit www.casselberry.org

1.6 Directory of City Development Services

Department of Community Development

- ❖ Randy Woodruff, *AICP Development Services Manager* 407-262-7700 ext. 1110
rwoodruff@casselberry.org
- ❖ Bob Cantu, *Economic Development Manager* 407-262-7700 ext. 1160
bcantu@casselberry.org
- ❖ Emily Hanna, *Planner I* 407-262-7700 ext. 1106
ehanna@casselberry.org
- ❖ Dean Fathelbab, *Planner I* 407-262-7700 ext. 1102
dfathelbab@casselberry.org
- ❖ Debra Arnold, *Building Services Coordinator* 407-262-7700 ext. 1103
 - Building permit requirements and issuance

Public Works Department

- ❖ Kelly H. Brock, Ph.D., P.E., CFM, LEED AP, ENV SP Assistant Public Works Director/*City Engineer* 407-262-7725 ext. 1235
kbrock@casselberry.org
 - Stormwater, wetland information, environmental restrictions, retention
- ❖ Brad Muckel, *Special Projects Coordinator* 407-262-7725 ext. 1237
bmuckel@casselberry.org
 - Impact fees, easement inquiries, site work permits
- ❖ Rick Crum, *Cross Connection Specialist* 407-262-7725 ext. 1712
rcrum@casselberry.org
 - Backflow prevention requirements
- ❖ Dave Lankford, *Utility Infrastructure Superintendent* 407-262-7725 ext. 1224
dlankford@casselberry.org
 - Utility information and location, wastewater

Seminole County Fire Department

- ❖ Seminole County Addressing 407-655-5190
addressing@seminolecountyfl.gov

Seminole County Addressing

- ❖ Tim Ippolito, *Assistant Fire Chief/Fire Marshal* 407-655-5053
tippolito@seminolecountyfl.gov
 - Occupancy, fire code, and other related information

Police Department

- ❖ David Del Rosso, *Captain*
ddelrosso@casselberry.org

407-262-7616 ext. 1062

Business Tax Information

Prior to opening a business, the business must be registered with the City. Please contact staff for assistance.

- ❖ Joni Dixon, *Business Tax Receipt Coordinator*
jdixon@casselberry.org
 - Business tax receipt information

407-262-7700 ext. 1109

1.7 Notifications

- ❖ **Staff will accept only a complete application package. One that is incomplete will not be accepted.**
- ❖ **City staff will provide timely review of all submittals though certain circumstances may affect the ability to secure specific meeting deadlines.**
- ❖ **Scheduling an appointment with staff prior to coming to the City Complex will guarantee the ability to meet individually with that staff member.**
- ❖ **The outcome of a public body review cannot be guaranteed by staff. The applicant for any development should understand that it is not reasonable for any expenditure to be made based on conversations with staff. It should also be understood that the outcome of the first hearing of a public board may change at the second hearing.**
- ❖ **Prior to the start of project planning, use the **Land Use table** or contact staff to ensure the project is permitted on the lot's designated usage**
- ❖ **The applicant and/or their representative should attend all scheduled meetings**

SECTION 2. REVIEW BOARDS

2.1 Development Review Committee (ULDR 1-2.5)

The Development Review Committee (DRC) is comprised of staff represented by Community Development Department, Public Works Department, Police Department, and Seminole County Fire Department and Addressing.

The DRC is responsible for the review of applications for annexation, subdivisions, site plans, planned development projects, and developments of community impact. The DRC will approve, deny, or approve with conditions, each application as well as report recommendations to the appropriate reviewing authority, such as the City Commission and the Planning and Zoning Commission.

2.2 Planning and Zoning Commission (ULDR 1-2.6)

The Planning and Zoning Commission (P&Z) is comprised of volunteer residents of the City that are appointed by the City Commission.

The P&Z is responsible for determining whether projects conform to the principles and requirements of the Comprehensive Plan, as pertaining to the growth and improvement of the area. In the examination of development plans, the P&Z will review the overall site, as well as its adjacent properties and infrastructure. Generally the P&Z can approve modifications of site requirements to the presented site plan. Conditions of approval may also include development requirements above the minimum thresholds as set by the Code. Recommendations from the P&Z are provided to the City Commission to consider when they provide the final decision.

3.3 City Commission (Sec. 2-51 of City's Code of Ordinances)

The City Commission is a panel comprised of Casselberry citizens elected into office by the public to serve as the City's governing body. The City Commission is responsible for considering and acting on large-scale development and growth management issues including rezoning requests, subdivision plat reviews, and site plans considered a "Development of Community Impact". They have the final authority. Appeals of a City Commission decision are made to the Circuit Court.

SECTION 3. SUBDIVISION/SITE PLAN REVIEW PROCESS

3.1 Pre-Application Meeting (Required prior to submitting an application)

Pre-application meeting with the Development Review Committee (DRC) assists in identifying potential issues related to the project, introducing staff to the project and applicant to the review process and identifying what the development review needs are associated with the project. A conceptual site plan shall be provided to staff prior to this meeting. Staff will advise the applicant as to all required approval processes and their associated timelines.

When you are ready to **schedule a meeting** or to submit an application, contact:

Planner I, from the Community Development Department at 407-262-7700 ext. 1106

3.2 Subdivision/Site Plan Overview

A site plan package must be submitted for City review for all new types of construction and land disturbing activities. The site plan is required to show the overall scheme of development including all proposed improvements and alterations to the existing site.

In order to process and review applications in a timely manner, it is the responsibility of the customer to ensure that appropriate and complete information is submitted to staff. Incomplete applications will not be accepted.

An abbreviated summary of the City's site plan review process as defined in Section 3.4. [Refer to ULDR [Section 4-18.](#)]

3.3 Subdivision/Site Plan Thresholds

The City divides site plan submittals into three categories; Minor, Major, and Developments of Community impact. The threshold requirement for each category is presented in accordance with the City Code, and has been outlined in a chart as follows. [Refer to ULDR [Section 4-18.2](#)]

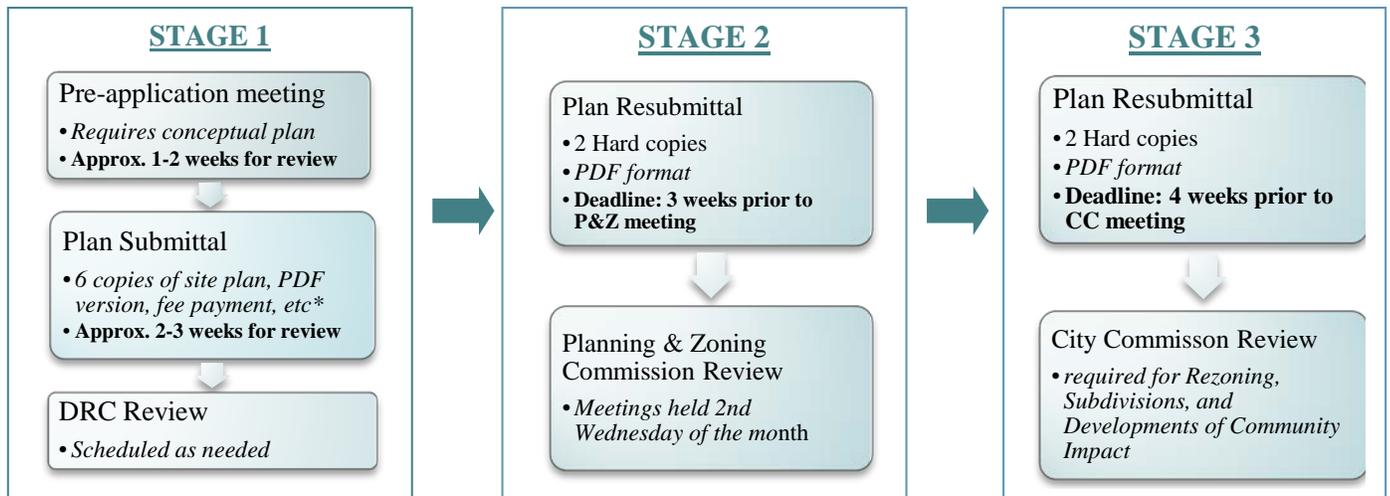
Subdivision/Site Plan Process Thresholds				
	Minor (req. DRC approval)	Major (req. DRC and P&Z approval)	Developments of Community Impact (req. DRC, P&Z, and CC approval)	
Residential Project	Single building, < 5 dwelling units	Projects that do not qualify as “Minor” or “Developments of Community Impact”, are to follow the Major Site Plan approval process	At least 75 dwelling units or at least 5 acres	
New Impervious Surfaces (ft²)	< 1000 ft ²			
Additional Floor Area (ft²)	< 1000 ft ²		>50,000 ft ² for non-residential	
Parking	Addition of parking spaces not to exceed 25% of the total number of existing parking spaces			
Building Amenities	Addition of awnings, canopies or other ornamental structures; redesign and different location of pools, parking spaces, drives and driveways (equating to < 1000 ft ² total of new impervious surfaces); or modifications in stairs or elevations of decks, porches, terraces and fencing			
Utilities	Utility system improvements			
MTMU Future Land Use				Any project designated as Major Thoroughfare Mixed Use Future Land Use are Developments of Community Impact

3.4 Approval Process Outline

Subdivision/Site Plan Approval Process		
STAGE 1	Step 1: Pre-Application/Design Vision Meeting - Schedule meeting to discuss concurrent review of development, plat, CRA, comprehensive plan, and zoning - Conceptual site plan is required for meeting	
	Step 2: Full Plan Submittal - Sufficiency review takes approximately 2-3 weeks depending on size of project prior to scheduling for DRC	
	Step 3: Development Review Committee (All Development) - Scheduled as needed	
STAGE 2	Step 4: Resubmittal - Includes corrections and recommendations of the DRC (submit as PDF) - Review takes approx. 1-2 weeks	
	Step 5: Planning and Zoning Commission <i>(Major Site Plan and Developments of Community Impact)</i> - P&Z Commission meetings held 2 nd Wednesday of each month	
STAGE 3	Step 6: City Commission (Development of Community Impact) - Includes projects with at least 75 dwelling units or 50,000 ft ² of net additional gross floor space, five (5) acres or greater, or MTMU FLU designation	
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> Step 7: Engineering Permit - Project must obtain Site Work Permit for land grading, infrastructure, etc. from Public Works Department (see Site Work Permit Process) <u>Issued after Site Plan Approval</u> </td> <td style="width: 50%; padding: 5px;"> Building Permit - If approved by P&Z, project must obtain Building Permit for physical structure construction (see Building Permit Process) </td> </tr> </table>	Step 7: Engineering Permit - Project must obtain Site Work Permit for land grading, infrastructure, etc. from Public Works Department (see Site Work Permit Process) <u>Issued after Site Plan Approval</u>
Step 7: Engineering Permit - Project must obtain Site Work Permit for land grading, infrastructure, etc. from Public Works Department (see Site Work Permit Process) <u>Issued after Site Plan Approval</u>	Building Permit - If approved by P&Z, project must obtain Building Permit for physical structure construction (see Building Permit Process)	
Step 8: Construction		
Step 9: Inspections		
Step 10: Occupancy		

3.5 Subdivision/Site Plan Review Process

While designed to be streamlined, the amount of time between submission and final approval for a site plan, will depend on the quality of project being submitted. Generally the site plan review process follows the same procedural steps, with certain development proposals having to complete additional stages before construction can ensue. For the purpose of this guidebook, the review process has been divided into three stages.



Stage 1, includes the pre-application meeting, plan submittal, and the DRC review, and is required for both Major and Minor site plans. The pre-application meeting occurs prior to the applicant’s full plan submission. The full plan submittal to the DRC should include 6 hard copies of the site plan, a PDF version of all documents, and the fee payment. Other documentation may be required, such as drainage calculations, traffic studies, or landscape plans. Allow at least 2-3 weeks for staff to review prior to the DRC meeting. Pending DRC approval of a Minor site plan, applicant may then move forward with applying for building and site work permits. For Major site plans and Development of Community Impacts, proceed to next stage.

Stage 2, requires a review and approval of the site plan that addressed the DRC comments by the Planning & Zoning Commission. The resubmittal of the site plan will include 2 hard copies plus a PDF format and will address the comments and concerns of the DRC. The deadline for resubmittal to the Planning & Zoning Commission is 3 weeks prior to the scheduled meeting date. All P&Z meetings are held on the 2nd Wednesday of each month.

Stage 3, requires site plan review and approval by the City Commission for site plans seeking rezoning, subdivision plat approval, or that qualify as “Developments of Community Impact”. The applicant should address the comments and concerns of the P&Z, if any, prior to resubmission. The submittal deadline for the City Commission review is 4 weeks prior to the scheduled meeting date. City Commission meetings are held on the 2nd and 4th Monday of each month.

Stage 4, (optional) The City may approve a Model Home Agreement prior to obtaining final plat approval. Said agreement shall be presented to the City Commission via Resolution for consideration.

SECTION 4. PLAT APPROVAL PROCESS

4.1 Plat Approval Overview

Compliance with the provisions of the City's subdivision regulations is required when any parcel of land is divided into two or more parcels for the purpose of transferring ownership or conducting development. The City's subdivision regulations also apply to any development which creates a new public street, the re-subdivision of property, or the aggregation of parcels.

Please take time to review City requirements and the timeline. An abbreviated summary of the City's subdivision approval/ plat process follows. [Refer to ULDR Section 4-19.]

Plat Approval Process
<u>Step 1: Pre-Application/Design Vision Meeting</u> <ul style="list-style-type: none">- Discuss concurrency review of plat, comprehensive plan, and zoning
<u>Step 2: Initial Plat Submittal</u> <ul style="list-style-type: none">- Must be reviewed by Community Development, City Attorney, Public Works and City Surveyor; completion time dependent on accuracy of submitted plat
<u>Step 3: Planning and Zoning Commission</u> <ul style="list-style-type: none">- P&Z Commission meetings held 2nd Wednesday of each month
<u>Step 4: City Commission Review (preliminary plat for Major/final plat for Minor)</u> <ul style="list-style-type: none">- If approved by CC, project can obtain Site Work Permit (see Site Work Permit Process)
<u>Step 5: Site Work Permit Issuance</u> <ul style="list-style-type: none">- Certificate of Completion for Site Work Permit must be obtained prior to final submission of plat to City Commission
<u>Step 5: Resubmittal</u> <ul style="list-style-type: none">- Including corrections and recommendations from the Commission's preliminary review(s)
<u>Step 6: 2nd City Commission Review (final plat for Major)</u>
<u>Step 7: Plat Approved and Recorded by Staff</u>

4.2 Types of Plats

Plats are categorized as either Minor or Major. The threshold requirements for each category are presented in accordance with the City Code, and are outlined in a chart as follows. [Refer to ULDR Section 4-19.1]

Plat Thresholds		
	Minor	Major
Site Area	4 lots or less on an accepted street with a minimum 50ft right-of-way	All subdivision plans that are not classified as Minor

4.3 Plat Review Process

The amount of time between submission and final approval varies depending on the type of project being submitted. Generally the minor and major plat review processes follow the same procedural steps, except a major plat requires construction of infrastructure improvements prior to recording of the final plat.

Following a pre-app meeting, full submittal of the development plans must be turned into the Community Development Department. The package should include:

- ❖ **Completed application form**
- ❖ **(2) 24”x 36” copies and a PDF of the plat**
- ❖ **(1) Boundary and Topographical surveys and a PDF version**
- ❖ **A Title Opinion (PDF format)**
- ❖ **Payment of Plat Review fee**

Note: Applicant is responsible for all costs associated with the City Attorney, City Surveyor, and Clerk of Court, fees shall be paid upon final City Commission approval.

Plans will be reviewed by the necessary City departments in addition to the City Attorney and City Surveyor prior to the P&Z meeting.

The plat will be submitted to the Planning and Zoning Commission to provide a recommendation to the City Commission. The requirements for City Commission submittal include: an executed mylar, (2) 20”x 24” copies and (1) PDF. Final submission should be turned into the Community Development Department by no later than 4 weeks prior to the scheduled City Commission meeting.

Minor: If approved, the City will record the plat with the Clerk of the Court.

Major: After preliminary City Commission approval, the applicant shall provide the required site improvements or a performance bond before proceeding to final plat approval. The final plat submittal must be turned into the Community Development Department by no later than 4 weeks prior to the scheduled City Commission meeting. If approved, the plat will be submitted to the Clerk of the Court for recording.

SECTION 5. ENGINEERING PERMITS

The application, processing, and issuance of engineering permits are organized by the Public Works Department. For questions regarding engineering permits, contact:

Special Projects Coordinator, Public Works Department 407-262-7725 ext. 1237

SECTION 6. BUILDING PERMITS

Building permit applications are filed through the City's Building Services. The permit application should be submitted along with (2) sets of plans for department review. For questions regarding building permits, please contact:

Building Services Coordinator, Community Development Department 407-262-7700 ext. 1103

An abbreviated summary of the City's building permit process follows.

Building Permit Process	
<u>Step 1: Building Plans Submittal</u>	<ul style="list-style-type: none">- Application should be submitted along with 2 sets of building plans- Full Departmental Review (approx. 3 weeks)- Resubmittal may be necessary (approx. 1-2 weeks)
<u>Step 2: Issuance of Building Permits</u>	
<u>Step 3: Construction</u>	
<u>Step 4: Building and Site Inspections</u>	<ul style="list-style-type: none">- Inspections by Seminole County Fire Dept., Building Services, Public Works, and Community Development
<u>Step 5: Certificate of Occupancy</u>	

SECTION 7. DEVELOPMENT FEES

Application Type	Fee	Application Type	Fee
ABANDONMENT/VACATION		SUBDIVISION REVIEW- PRELIMINARY & FINAL PLAT	
No Public Hearing	50	Conceptual Plan and Plat	300**
Public Hearing	500	Minor Subdivision Review	300**
		Major Subdivision Review	650**
ANNEXATIONS (Voluntary)	No charge	Extension	50
COMPREHENSIVE PLAN AMENDMENTS		ULDR AMENDMENTS	
Policy	500*		300*/**
Future Land Use Map Amendment:		VARIANCE:	
Small Scale	500*	Residential	75*
Large Scale	1000*	Non-Residential	250*
CONDITIONAL USE REVIEW		APPEALS:	
Extension	300	Administrative Officials Determination to P&Z	200*
	150	Planning and Zoning decision to City Commission	200*/***
DEVELOPMENT AGREEMENT		ARBOR PERMIT:	
Modification	300*/**	Residential (PRD, RMF-13/20, and PMX zoning districts)	15
	150**	Non-Residential	100
DEVELOPMENT OF REGIONAL IMPACT		SERVICES:	
Non-substantial change	5000*/**	Written Zoning Verification	25
	1500*/**	Detailed confirmation of property status	50
PLANNED UNIT DEVELOPMENT		Alcoholic Beverage License review	25
Conceptual Development Plan	350**	Flood Zone determination letter	25
Preliminary Development Plan (site plan and plat)	650**	Administrative Officials determination	25
Amendment of Planned Development	250**	Solicitor's Permit (plus occupational license)	20
REZONING			
	350*		
SITE PLAN REVIEW			
Minor Site Plan Review (DRC only)	200	* Plus cost of legal advertisement	
Site Plan Review (Planning & Zoning Commission)	1000**	** Plus cost of legal fees	
Development of Community Impact (City Commission)	1250**	*** Plus cost of transcript and legal advertising	
Extension	50		

SECTION 8. GENERAL DEVELOPMENT REGULATIONS

8.1 Lot Size and Dimension Regulations

General regulations for lot sizes and dimensions can be found in [Section 10.2](#) of this help guide. The table will outline lot size minimums, set back requirements, and impervious/open space ratios for each designated zoning district in the City. More detailed information can be found in [Section 2-5.4](#) of the ULDR.

Table 2-5.4 Size and Dimension Regulations

1/11/2016		Minimum Required Yards (in linear feet) (A)											Impervious Surface and Open space Ratio (B)		Additional Comments (E)
District		Minimum Lot Area (square feet)	Minimum Lot Width (Linear feet)	Minimum Corner Lot Width Linear (Feet)	Minimum Front Lot Line	Side Corner Lot Line	Side Interior Lot Line	Rear Lot Line	Maximum Height (in feet) (C)	Floor Area Ratio (FAR)	Minimum Living Area (square feet)	Density (Maximum units per acre) (D)	Open Space (B)	Impervious Surface (B)	
R-8	Single-Family Dwelling	8,000	70	80	25	25	7.5	20	35	N/A	950	5	50	50	
R-9	Single-Family Dwelling	9,000	75	85	25	25	7.5	20	35	N/A	1,300	5	50	50	
R-12.5	Single-Family Dwelling	12,500	85	95	25	25	10	20	35	N/A	1,750	5	50	50	
R-2F	One/Two-Family Dwelling	SF 8,000 2F 9,000	85	95	25	25	7.5	20	35	N/A	SF 950 2F/ 1BR 800 2BR 1,000 3BR 1,200 +3 BR 1,500	13	50	50	
RMF-13	Multifamily: SF 2F 3F Greater than 3 residential units Townhome	8,000 9,000 10,000 Add 3,350 sf for each unit 8,000 (G)	85 85	95 95	25 10	10 15	10 15	20 30	35 35	N/A N/A	STD 500 1 BR 800 2 BR 1,000 3 BR 1,200	13 13	50 50	50 50	(F) (F)(H)
RMF-20	Multi-family : 3F Greater than 3 residential units	6,534 Add 2,178 sf for each unit	85	95	25	10	10	25	35	N/A	STD 500 1 BR 650/ DU + 200 sq ft. for each Additional Bdrm.	20	30	70	(F)
RMH-8	Mobile Home	8,000	70	80	15	25	7.5	10	20	N/A	900	5	50	50	
RMHP	Mobile Home Park (Minimum 2 acres)	5,000	50	60	15	7.5	7.5	10	20	N/A	900	13	50	50	
PRD	Planned Residential Development (Minimum 3 acres)	5,000	(I)	(I)	(I)	(I)	(I)	(I)	(I)	N/A	STD 500 1 BR 800 2 BR 1,000 3 BR 1,200	(J)	50	50	

8.1 Lot Size and Dimension Regulations Continued

District		Minimum Lot Area (square feet)	Minimum Lot Width (Linear feet)	Minimum Corner Lot Width (Feet)	Minimum Front Lot Line	Side Corner Lot Line	Side Interior Lot Line	Rear Lot Line	Maximum Height (in feet) (C)	Floor Area Ratio (FAR)	Minimum Living Area (square feet)	Density (Maximum units per acre) (D)	Open Space (B)	Impervious Surface (B)	Additional Comments (E)
OR	Residential Office: Single story Multistory	20,000 20,000	50 85	60 95	25 25	25 25	10 10	20 20	35(K)	0.2 0.2	STD 500 1 BR 800 2 BR 1,000 3 BR 1,200	13 N/A	35 35	65 65	
CL	Limited Commercial	20,000	85	95	25	25 (L)	10 (L)	20	35	0.20	N/A	13	25	75	
CG	General Commercial	20,000	85	95	25	25 (L)	7.5 (L)	20	35	0.25(M)	N/A	13	25	75	
CS	Service Commercial	20,000	85	95	25	25 (L)	7.5 (L)	20	35	0.25(M)	N/A	N/A	25	75	
I	Industrial	20,000	85	95	25	25	7.5 (L)	20	35	0.35	N/A	N/A	25	75	(N)
I-M	Industrial Medium	20,000	85	95	30	30	30	20	35	0.35	N/A	N/A	25	75	(N)(S)
PMX-L	Planned Mixed Development Low Density	3 acres	(I)	(I)	(I)	(I)	(I)	(I)	(C)	0.25	STD 500 1 BR 800 2 BR 1,000 3 BR 1,200	13	35	65	
PMX-H	Planned Mixed Development High Density	3 acres	(I)	(I)	(I)	(I)	(I)	(I)	(C)	0.50	STD 500 1 BR 800 2 BR 1,000 3 BR 1,200	13	25	75	
PMX-MID	Planned Mixed Use Mid Rise	N/A	(I)	(I)	(I)	(I)	(I)	(I)	6 stories	1.0	STD 800 1 BR 1,000 2 BR 1,200 3 BR 1,400	25 Dwelling Units/80 Hotel Units	20	80	
PMX-HIGH	Planned Mixed Use High Rise	N/A	(I)	(I)	(I)	(I)	(I)	(I)	10 stories	1.5	STD 800 1 BR 1000 2 BR 1,200 3 BR 1,400	30 Dwelling Units/80 Hotel Units	10	90	
PS	Public/Semipublic	15,000	100	110	30	25 (L)	10	25	35	0.20	N/A	N/A	20	80	
ROS	Recreation and Open Space	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.10	N/A	N/A	80	30	(P) (Q)
C	Conservation	N/A	N/A	N/A	N/A	N/A	N/A	N/A	(R)	N/A	N/A	0.20	(R)	(R)	

Footnotes:

- A. As measured from the property line to the main structure.
- B. This is a ratio of impervious surface area and open space to the lot size. Impervious surfaces include rooftops, driveways and sidewalks, as well as asphalt and concrete parking surfaces.
- C. In all areas Zoned CG, CS, I, PMX-L, or PMX-H, building height in excess of 35 feet may be permitted as a conditional use. Additionally, refer to Sections 2-7.11 and 3-10.12 for exceptions to the maximum height limit.
- D. The maximum density is not guaranteed by right. Instead, the maximum density shall be determined based on site-specific assessment, including consideration of the natural characteristics of the site, as well as the performance standards stipulated in Chapter III of the ULDR's.
- E. No buildings shall be located within 50 feet of the ordinary high-water line or wetland line of any Class III waters per Section 3-11.1(C)(2). Additionally, buffers shall be 25 feet on lots less than five acres created prior to February 17, 1992. Swimming pools shall not be located within 35-feet of the ordinary high-water line of a lake per ULDR Section 1-5.7(d).
- F. There shall be a side yard on each side of a residential structure of not less than ten feet for one and two-story buildings, 12 feet for three story buildings, 14 feet for four story buildings and two additional feet for each story over four. Any side yard abutting a street shall be the same as the front yard requirement on the intersecting street, unless platted and designated otherwise.
- G. The average lot area in any townhouse group shall not be less than 2,000 square feet per dwelling unit, and no lot in any group shall contain an area less than 1,800 square feet.
- H. Required minimum yards provided herein are for those yards between townhouse buildings within the development. ULDR Table 3-10.7(2), Minimum Standards for Required Bufferyards and Landscape Screening, and Article XIII, Landscaping, provides requirements for perimeter yards of the development parcel (including front, side and rear).
- I. Minimum required lot width and setbacks shall be determined based on specific development review procedures cited in Article XX of the ULDR, including site plan review and application of performance criteria.
- J. The maximum allowable density shall be based upon the Future Land Use Map designation. The maximum allowable density shall not exceed 5 units per acre in areas designated Residential Low Density; 13 units per acre in areas designated Residential Medium Density; and 20 units per acre in areas designated Residential High Density.
- K. No structure shall be constructed in excess of twenty-four feet in height within 100 feet of the side or rear lot line of any existing single-family residential structure or residentially zoned, undeveloped lot.
- L. In lieu of these side yard requirements, a four-hour rated firewall may be substituted. However, a lot abutting residentially zoned property shall have a side yard of at least 30 feet. Refer to Table 3-10.7(2) Minimum Standards for Required Bufferyards.
- M. For parcels located on an arterial road, the maximum FAR may be increased to 0.35.
- N. The parking of passenger vehicles shall not be permitted in the front 50 percent of required front yards and bufferyards as otherwise established.
- P. Any buildings or structures erected within this district shall be for parks and recreation purposes or protective services and shall support said purposes; buildings or structures erected within this district shall be approved by the City Commission after receiving recommendations from the Building and Zoning Officials and the Parks and Recreation Director of the City.

8.2 Land Use by District

TABLE 2-5.3: Land Use By District (1)

	1/11/2016	R-8(2)	R-9(2)	R-12.5(2)	PRD(2)	R-2F	RMF-13	RMF-20	RMH-8	RMHP(3)	OR(4)	CL	CG	CS	I(5)	I-M(12)	PMX-L	PMX-H	PMX-MID	PMX-HIGH	PS	ROS
<i>Residential uses</i>																						
Single-family dwellings and accessory residential units	P	P	P	P	P	P	P		P		P	C					P					
Two-family dwellings					P	P	P				P	C					P					
Multiple-family dwellings					P		P	P			P	C	P				P	P	P	P		
Manufactured housing	P	P	P	P	P	P	P		P	P	P	C					P	P				
Mobile homes									P	P												
Foster home/group home less than or equal to 6 residents	P	P	P	P	P	P	P	P			P	C					P	P	P	P		
Group homes 7 to 14 residents					C		P	P			C	C					C	P				
Approved home occupations	P	P	P	P	P	P	P	P	P	P	P	C					P	P	P	P		
<i>Community facilities</i>																						
Administrative services (public and not-for-profit)											P	C	P	P	P		P	P	P	P	C	
Cemeteries																						C
Clubs and lodges (public and not-for-profit)											C	C	C	C			C	C	C	C	C	
Communication tower							C	C				C	C	P	P	P	C	C	C	C	C	C
Community centers (public and not-for-profit)	C	C	C	C	C	C	C	C	C	C	C	C	C				C	C	C	C	C	
Cultural or civic activities	C	C	C	C	C	C	C	C	C	C	C	C	C	C			C	C	C	C	C	
Day care facilities	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C		P	P				C
Educational institutions (Elem/secondary)	C	C	C	C	C	C	C	C	C	C	C	C	C				C	C				C
Educational facilities (Adult and technical)											C	C	P	P	P		C	C	C	C	C	
Golf course facilities including golf clubs	C	C	C	C	C	C	C	C									C	C			C	P
Heliports, related services																	C	C			C	P
Hospitals/extensive care													C	C			C	C			C	
Nursing homes (rest homes and convalescent homes)					C		C	C			C	C	C	C			C	C			C	
Parks and recreation, active	C	C	C	C	C	C	C	C	C	C	C	C	C				C	C			C	P
Parks and recreation, passive	C	C	C	C	C	C	C	C	C	C	C	C	C				P	P			P	P
Piers, boat slips and docks (noncommercial)	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C		C	C			C	C
Places of worship	C	C	C	C	C	C	C	C	C	C	C	C	P	P	C		P	P	C	C	P	C
Protective services	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Public and private utilities	C	C	C	C	C	C	C	C	C	C	C	C	C	C	P	P	C	C	C	C	C	C

	1/11/2016	R-8(2)	R-9(2)	R-12.5(2)	PRD(2)	R-2F	RMF-13	RMF-20	RMH-8	RMHP(3)	OR(4)	CL	CG	CS	I(5)	I-M(12)	PMX-L	PMX-H	PMX-MID	PMX-HIGH	PS	ROS
<i>Commercial activities</i>																						
Amusement (enclosed)													P	P			P	P	P	P		
Amusement (unenclosed)													C	C			C	C	C	C		
Boat sales													C	C								
Business and professional offices including banks and financial institutions							C(6)	C(6)			P	P	P	P	P	P	P	P	P	P		
Funeral homes												C	C				C	C				
General retail and services													P	P			P	P	P	P		
Hotels/motels/transient													P				P	P	P	P		
Limited commercial													P				P	P	P	P		
Medical services											P	P	P	P			P	P	P	P		
Parking lots and facilities											P	P	P	P	P	P	P	P	P	P		C
Personal services											P	P	P	P			P	P	P	P		
Restaurants (excluding drive-ins)													P	P			P	P	P	P		
Restaurants including drive-ins and fast food													C	C			C	C	C	C		
Alcoholic beverage sales for on-site consumption													C	C		P	C	C	C	C		
Self-storage, limited access (7)													C	P	P	P						
Service stations/fuel dispensing													C	C	C	C	C	C				
Vehicular sales/service/leasing													C	C								
Vehicular services, maintenance and light mechanical repair (excluding sales and service, body shops, and storage) (11)													C	P	P	C	C					
Veterinary medical services, without outside kennels													C	C	P	P	C					
Veterinary medical services, with outside kennels															C	C						
<i>Industrial activities</i>																						
Adult entertainment establishments/sexually oriented business (12)																P						
Television and radio broadcasting													C	C	P	P	C	C				
Bakeries												C	C	P	P	P		C				
Building material yards														P	P	P						
Laboratories														P	P	P						
Light manufacturing including service warehousing, warehousing, wholesaling, storage, assembly, distribution of goods, and light processing														P	P	P						
Self-storage multi-access (8)														P	P	P						
Trades and skilled services without outside storage													C	P	P	P	C					
Trades and skilled services with outside storage areas														P	P	P						
Conservation District (9)																						
Seminola Boulevard Overlay District SB-2 (10)																						

Footnotes:

- (1) P: Permitted uses. C: Conditional uses.
- (2) Within areas designated Residential Low Density on the Comprehensive Plan Future Land Use Map, attached dwelling and two-family development shall not be permitted.
- (3) The permissible uses enumerated shall not be construed to include, either as principal or accessory uses, any of the following:
 - A. Display or sale of new or used mobile homes; however, an occupied mobile home or an unoccupied mobile home previously occupied on the same site may be sold on that site by its owner or licensed dealer.
 - B. Any service station, or service or repair garage.
 - C. Sale, display, or storage on the premises of secondhand or used merchandise.
 - D. Raising or keeping of animals, reptiles, insects, poultry, or fowl in any mobile home park.
 - E. Occupancy of a site by a mobile home for living quarters, except on a rental basis.
 - F. A separate utility building on any mobile home site, except for a demountable, code-approved storage closet.
 - G. Storage or parking of mobile homes, except when a mobile home is located on a site preparatory to occupancy or between periods of occupancy.
- (4) Within an area designated for "commercial" development on the Comprehensive Plan's Future Land Use Map (FLUM), residential uses permitted within the OR district shall be restricted to single-family and two-family dwellings which are incidental to an approved commercial use.
- (5) The following uses shall be prohibited in any industrial district:
 - A. Any use or activity that is not in full compliance with all the requirements and standards set for industrial districts.
 - B. Drive-in restaurants.
 - C. Drive-in theaters, bowling alleys, skating rinks, golf driving ranges, miniature golf courses, and similar carnival or commercial type amusements, except recreational centers or facilities provided by an employer of the district for the exclusive use of employees, their families, and guests.
 - D. Dwellings, except living quarters for custodians, guards, and caretakers, when these facilities are accessory to the primary occupancy of the premises.
 - E. Elementary, junior high, or high schools.
- (6) Business and professional offices may be approved as a conditional use along collector or arterial roads in the RMF-13 district only on sites where sufficient land area cannot be assembled to accommodate medium-to-high density residential development.
- (7) Please refer to Section 2-7.24.A and B for performance criteria for limited access self-storage facilities.
- (8) Please refer to Section 2-7.24.A^e for performance criteria for multi-access self-storage facilities.
- (9) The conservation district is an overlay district that incorporates all "conservation" areas designated on the City's Comprehensive Plan Future Land Use Map. Environmental performance criteria and mitigation measures within Article XI provide regulatory procedures necessary to protect natural resources within the conservation overlay district. The Comprehensive Plan and land development regulations state procedures for alternative uses which may be

permitted within a conservation overlay designation. The environmental performance criteria shall be applied to reduce and control the density and intensity of land development options in order to protect the physical and biological functions of "conservation" areas.

- (10) The permitted, conditional, and prohibited land uses in the SB-2 overlay district are provided in the SB-2 district guidelines in ULDR Section 2-7.26.C.3.
- (11) Refer to Section 2-7.27 for performance criteria for PMX-L and PMX-H zoning districts.
- (12) Refer to ULDR Section 2-7.28 for design and performance standards for the Industrial Medium zoning district.
- (13) Please refer to Section 2-7.29 for performance criteria for check cashing/payday loan businesses. Ord. No. 96-867, § III, 7-15-96; Ord. No. 96-872, § II, 10-14-96; Ord. No. 98-901, § II, 2-2-98; Ord. No. 9-964, V, 10-4-99; Ord. No. 01-1040, § I, 10-22-01; Ord. No. 02-1045, § 5, 5-13-02; Ord. No. 02-1071, § IV, 2-1071; Ord. No. 03-1078, § I, 2-10-03; Ord. No. 06-1200, § IV, 7-24-06; Ord. No. 08-1247, §§ 1, 2, 8-11-08; Ord. No. 08-1251, § 2, 11-20-08; Ord. No. 09-1262, § 6, 1-12-09; Ord. No. 1294, § 4, 5-11-09)

Table C.3 Community Redevelopment District Uses

Allowed Uses

- Administrative services (public and not-for-profit)
- Amusement – (enclosed)
- Business and professional offices including banks and financial institutions
- Educational facilities (Adult and technical)
- General retail and services
- Parking lots and facilities
- Personal services
- Places of worship
- Restaurants (except drive-ins)

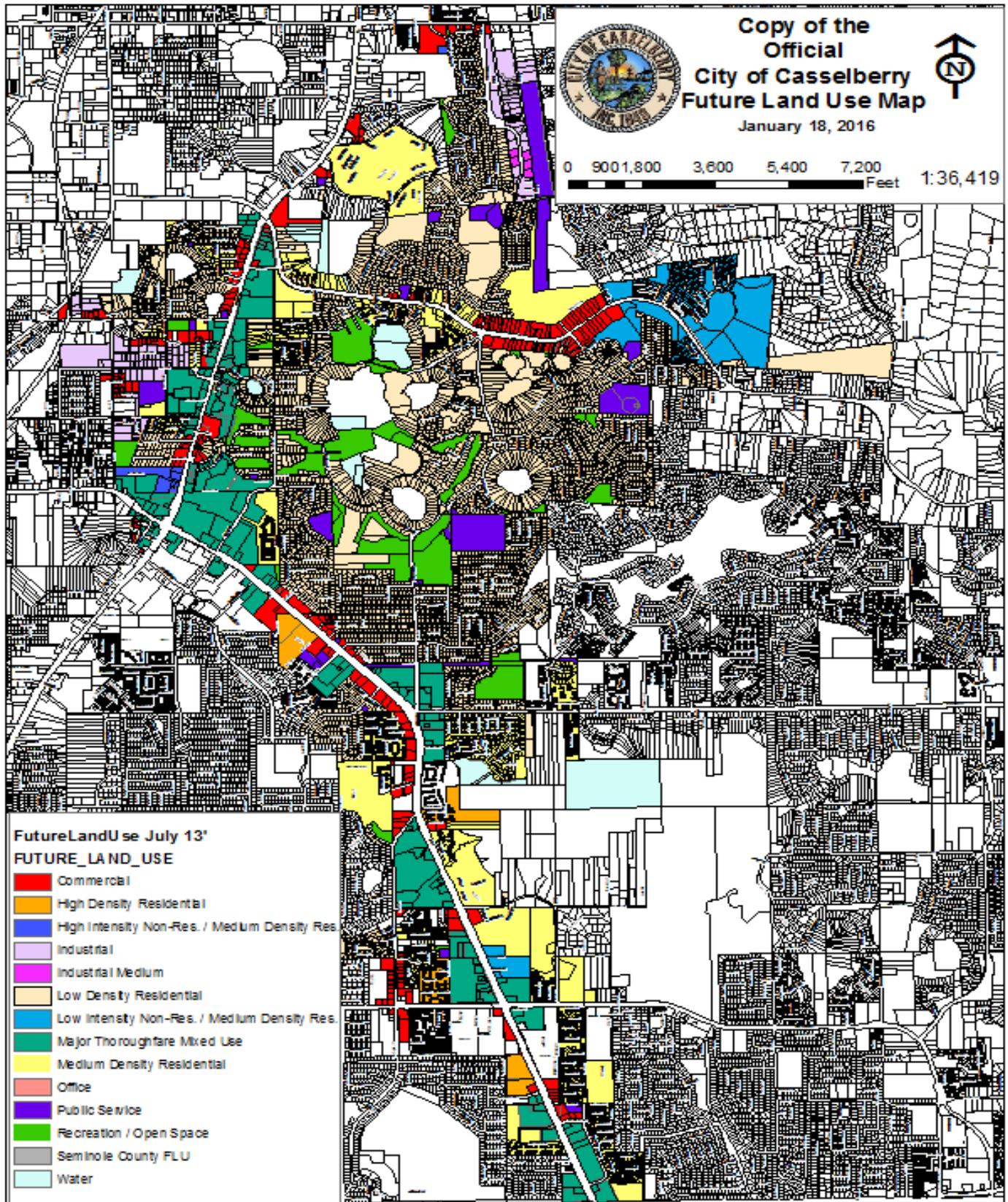
Conditional Uses Requiring Special Review

- Amusement – (unenclosed)
- Bakeries - wholesale
- Clubs and lodges (public and not-for-profit)
- Communication tower
- Community centers (public and not-for-profit)
- Cultural or civic activities
- Day care facilities
- Educational Institutions (Elementary/secondary)
- Funeral homes
- Hospitals/extensive care
- Hotels/motels (interior access)
- Nursing homes (rest homes and convalescent homes)
- Parks and recreation, active
- Parks and recreation, passive
- Piers, boat slips and docks (non-commercial)
- Protective services
- Public and private utilities
- Restaurants including drive-ins and fast food
- Television and radio broadcasting (studios only)
- Trades and skilled services without outside storage
- Veterinary medical services, without outside kennels

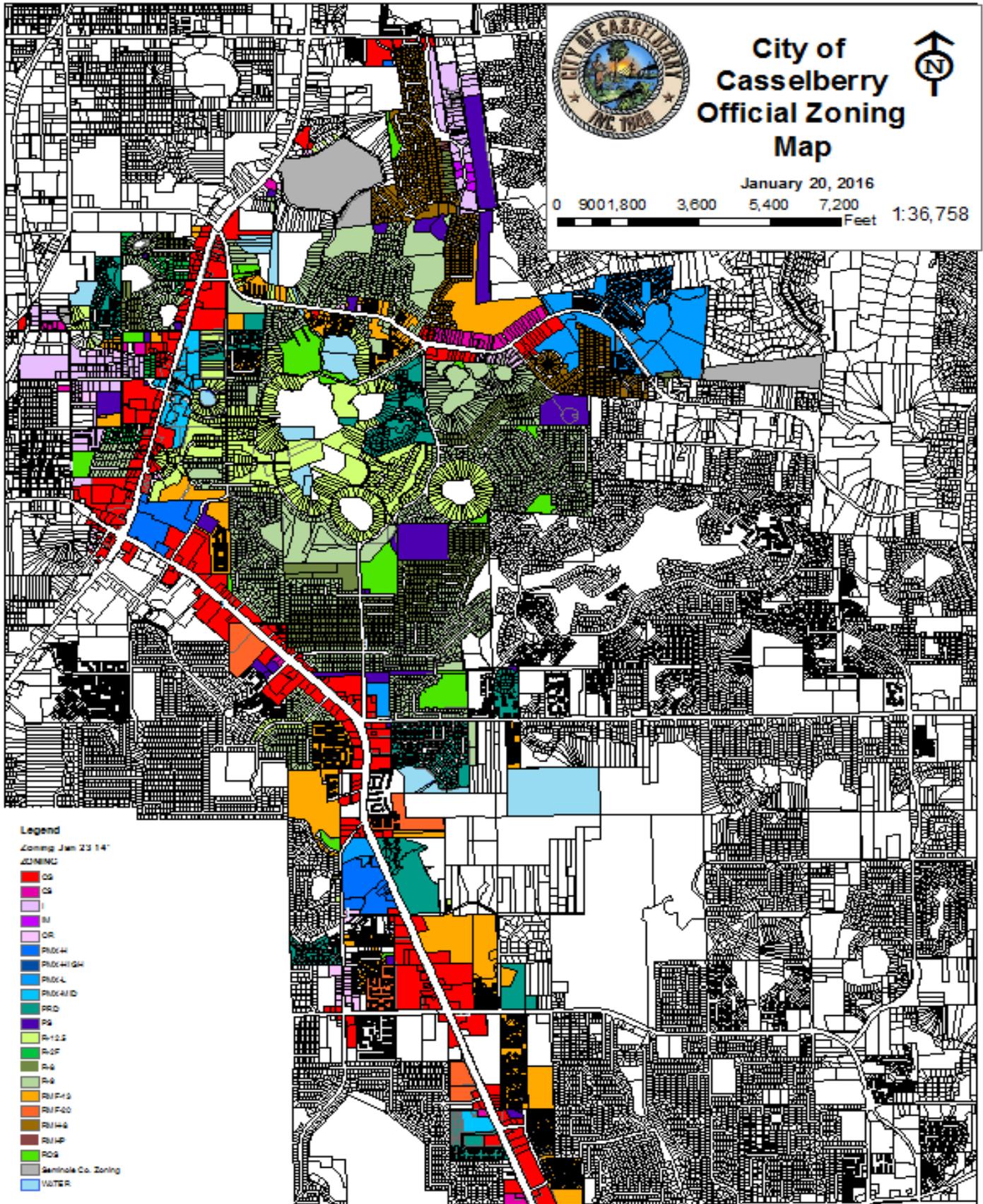
Prohibited Uses

- Bars and lounges
- Boat sales
- Check cashing/payday loans/money transmitters, stand-alone
- Hotels/motels (exterior access)
- Junk yards
- Massage parlors
- Package liquor, stand-alone
- Pawn shops
- Self-storage, limited access
- Service stations/fuel dispensing
- Tattoo parlors
- Vehicular maintenance and light mechanical repair (except in conjunction with existing service stations)
- Vehicular sales/service/leasing

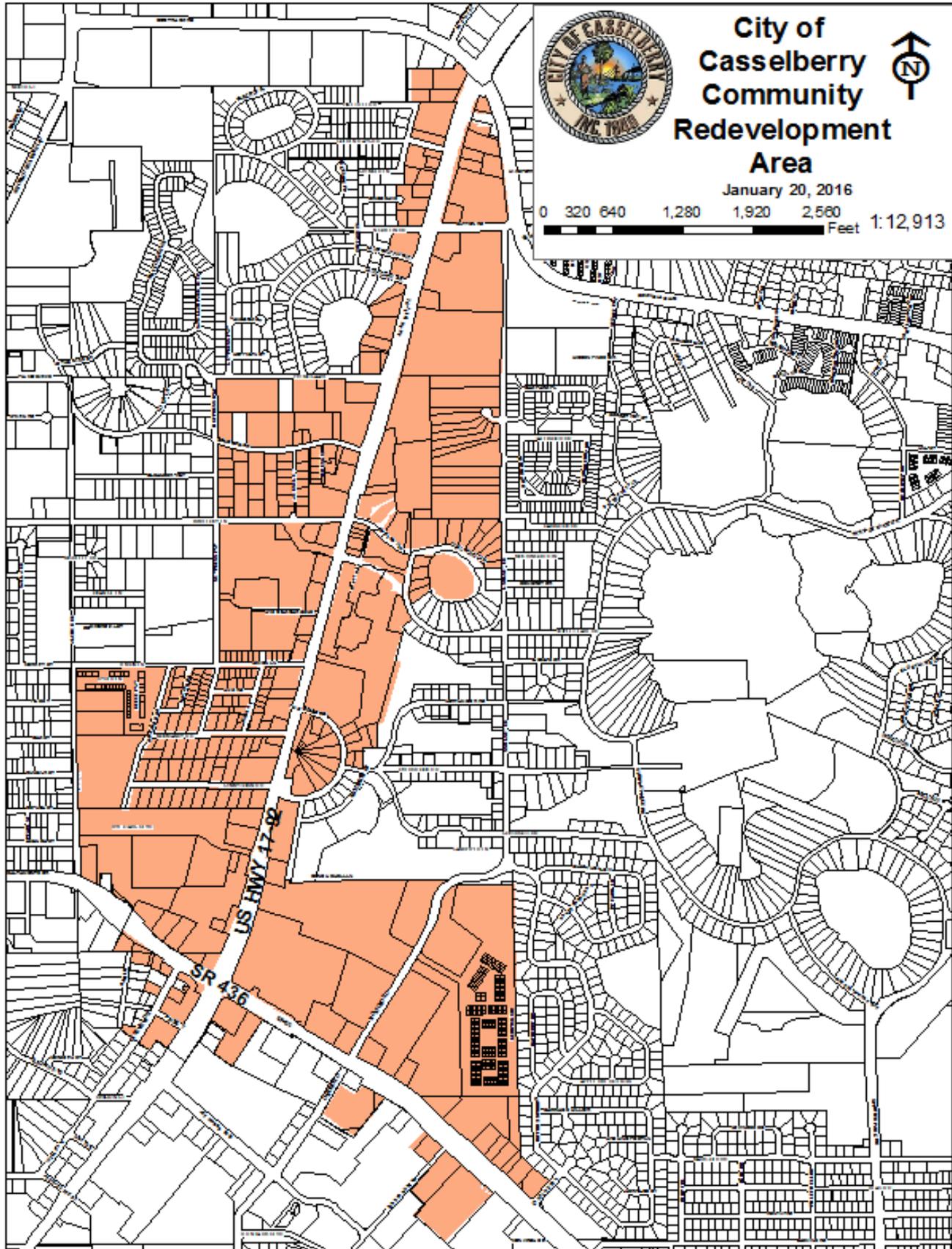
8.3 FUTURE LAND USE MAP



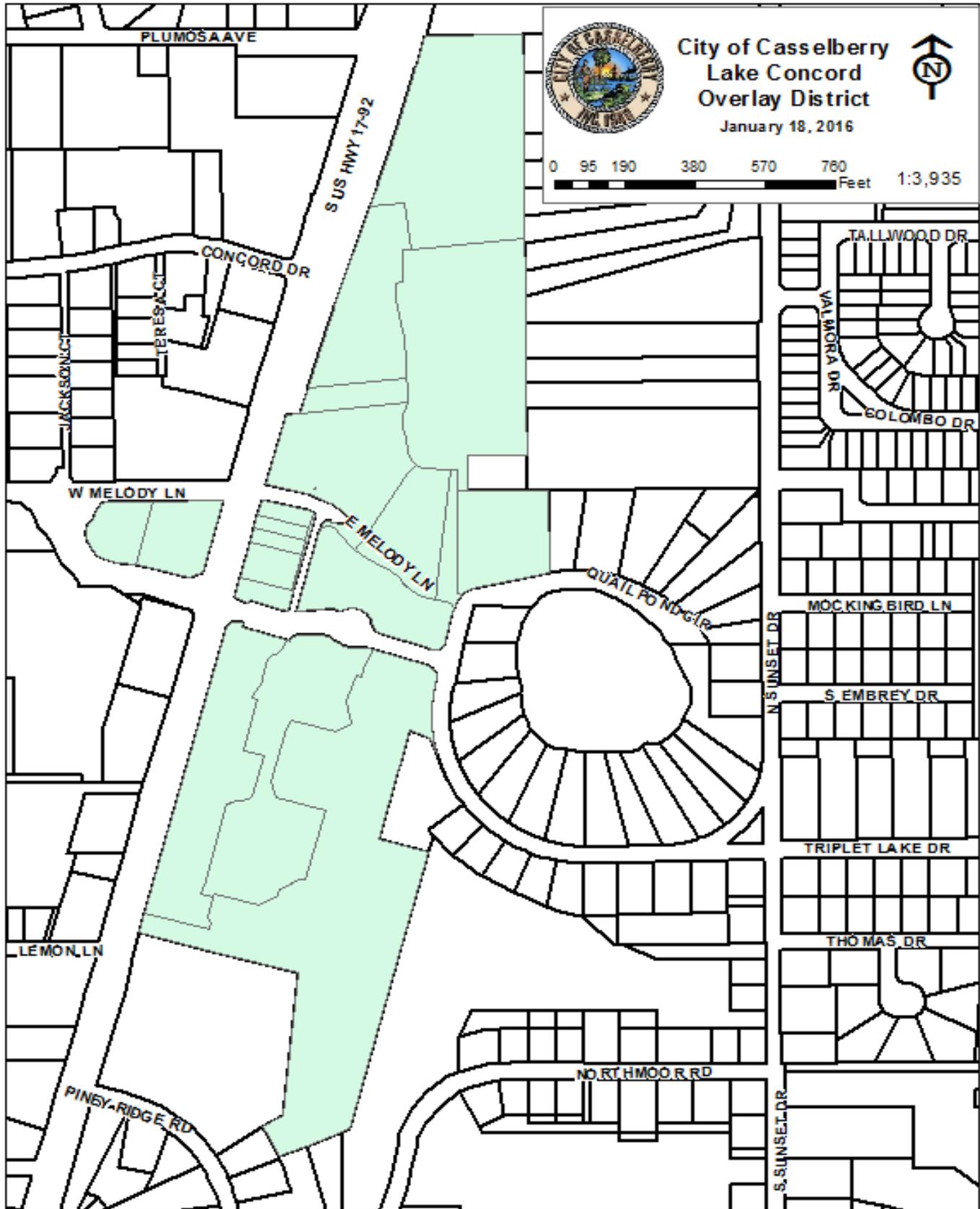
8.4 ZONING MAP



8.4 COMMUNITY REDEVELOPMENT AREA MAP



8.6 LAKE CONCORD OVERLAY DISTRICT



8.5 Parking and Circulation

For detailed information on parking and circulation, refer to ULDR [Article XV](#). The following are general Code requirements regarding offstreet parking.

- ❖ Minimum size of parking spaces is 10'x20'.
- ❖ 40% of parking might be permitted as substandard spaces (9'x 18') upon P&Z approval.
- ❖ Entry and exit ways and drives are required to be 20 feet wide for two-way traffic and 12 feet wide for one-way traffic.
- ❖ Pedestrian access to adjacent sidewalks and throughout the site is a requirement.
- ❖ If business is open during nighttime hours, lighting is required throughout the parking lot area. (see Section 3-10.2(6) Exterior Lighting for more information)

The tables outlining the design guidelines for parking spaces and driveways, and the minimum number of required Accessible Parking Spaces follows.

Design specifications for parking and loading areas				
	Parking Space Angle			
Dimension (feet)	45 Degrees	60 Degrees	90 Degrees	Parallel
Width of stall	10	10	10	10
Length of stall	20	20	20	20
Width of aisle	14	18	18	14
Width of one-way driveway	14	14	14	14
Width of two-way driveway	20	20	20	20

Minimum Number of Accessible Parking Spaces – ADA Standards for Accessible Design	
Total Number of Parking spaces Provided (per lot)	Total Minimum Number of Accessible Parking Spaces (60" & 96" aisles)
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2% of total parking provided in each lot

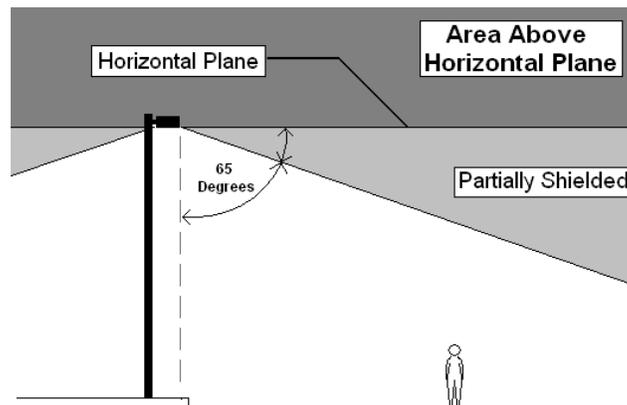
Parking Spaces Required by Use

1.	Single-family	2 spaces for each single-family dwelling.
2.	Two-family dwellings	2 spaces for each family unit, plus 1 visitor space for each 2 units.
3.	Multiple-family	2.0 spaces for each dwelling unit.
4.	Auto-repair	4 spaces per repair stall. No such stall, bay, rack or similar facility shall be counted as a parking space for meeting the parking requirements of this Article.
5.	Places of worship	1 space for every 3 seats figuring maximum seating capacity or 1 space for each 120 square feet of floor area of the main assembly hall, whichever is greater. Overflow parking is not required to be paved.
6.	Country, golf or gun clubs	1 space per 4 members; or 100 spaces per 9 holes; or 1 space per 150 square feet of gross building area, whichever is greater.
7.	Drive-through facilities	In addition to other parking requirements for a principal use, stacking spaces shall be provided for drive-through facilities in compliance with the following minimum specifications:
		a. Number of spaces required including receiving or service window space: 6 stacking spaces per drive-through lanes. Where this requirement is demonstrated by the applicant to be inconsistent with the traffic generating characteristics of a specific use, the applicant may request that the standard be modified by the Planning and Zoning Commission. The Planning and Zoning Commission may approve a reduction in the required waiting spaces for such use provided the applicant demonstrates that the intended use generates a low volume of drive-up traffic and does not require the standard 6 stacking spaces. The Planning and Zoning Commission shall consider the nature of the use, its intensity, size, other parking facilities provided, and other traffic generating characteristics.
		b. Length of spaces: Each space shall be a minimum of 20 feet in length.
		c. Width of space: On curves with a radius of 25 feet or less, a minimum pavement width of 12 feet shall be provided. On curves with a radius of more than 25 feet, a minimum pavement width of 10 feet shall be provided.
		d. Surface requirements: These shall be the same as those specified for parking areas.
8.	General business, retail, or commercial establishments	3 spaces for each 1,000 square feet of retail floorspace; or 1 space per employee on the largest shift, whichever is greater.
9.	Hotels and motels	1 space for each sleeping room, plus 1 for each 400 square feet of public meeting area and restaurant space.
10.	Hotel apartments	1 space for each dwelling.
11.	Hospitals and sanitariums	1 space for each 2 beds plus 1 space for each employee, including doctors, or 1 space per 300 feet of building area, whichever is greater.
12.	Kennels/animal hospitals	1 space per 400 square feet, but no fewer than 4 spaces.
13.	Libraries or museums	1 space for each 300 square feet of building area.
14.	Medical/dental offices	1 space for each 150 square feet of building area.
15.	Nursing homes	1 space per 3 beds.
16.	Office buildings	1 space for every 200 square feet of building area.
17.	Private clubs or lodges	1 space for each 150 square feet of building area.
18.	Restaurants or other eating places	1 space for each 100 square feet of building area.
19.	Rooming/boarding houses or dormitories	1.25 spaces for each lodging unit.
20.	Schools:	
	Elementary and junior high	1 space for each 10 students, or 2.5 spaces per classroom, whichever is greater.
	Senior high	1 space for each 4 students, or 7 spaces per classroom, whichever is greater.
	Business and trade	1 space for each 3 students; or 1 space per 20 square feet of classroom floor area, plus 1 space per 200 square feet of office space, and one space per 300 square feet of common area under roof; whichever is greater.
21.	Child care	1 space for each employee plus 1 visitor or parental space for every 3 children enrolled, or 1 space for each 300 square feet of building area, whichever is greater.
22.	Theaters, auditoriums or places of assembly	1 space for every 3 seats maximum seating capacity or 1 space for each 120 square feet of floor area within the main assembly hall, whichever is greater.
23.	Commercial, manufacturing and industrial concerns not catering to the retail trade	1 space for each 500 square feet of gross building area or 1 space for each employee on the largest shift, whichever is greater, plus 1 space for each vehicle operating from the premises.
24.	Self-storage limited access	1 space per 75 storage bays plus 1 space per employee and two customer spaces plus 3 parking spaces per every 1,000 square feet of retail/office area.
25.	Self-storage mulit-access	1 space per 200 storage bays, plus 1 space per employee and two customer spaces plus 3 parking spaces per every 1,000 square feet of retail/office area

8.6 Lighting

For detailed information on lighting, refer to ULDR [Section 3-10.2\(6\)](#). The following are general Code requirements regarding lighting.

- ❖ Full cut off fixtures are required for all lighting.
- ❖ LLF (Light Loss Factor) cannot be used when calculating foot-candles.
- ❖ All lenses shall be flat and frosted.
- ❖ The light source of any exterior lighting should not be visible from public view.
- ❖ Maximum height of light poles is 20 ft.
- ❖ Street lighting requirements for subdivisions is provided in ULDR Section 4-19.2(V)(20)
- ❖ Lights shall be shielded so that all light emitted by the fixture, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the luminary, is not projected above 65 degrees of a vertical line running through the fixture to the ground. See diagram below.



Guideline Table of Illuminance Levels

Location	Maximum Illumination (foot-candles)	Average Illumination (foot-candles)
Parking Lot	5.0	2.5
Perimeter Parking	3.0	1.5
Property Boundary	0.5	
Adjacent to Residential	0.5	
Approach and Driveways	1.5	
Within 10ft. of driveway at property line	0.5	
Accessory Uses	3.0	
Within 15ft. of residential	0.5	
Within 15ft. of nonresidential	1.0	
Within 15ft. of approach	1.5	
Canopies, Drive-thru, or Overhangs	50.0	30.0
Building Exteriors	5.0	
Streets and Roadways		
Local		0.7
Collector		0.9
Arterial		1.6
Specialty Lighting		
Vehicle display lots front row	15.0	10.0
All-purpose sports fields		40.0
Golf driving range at tee		20.0
Basketball, Volleyball courts		20.0
Tennis		50.0

8.7 Signage

For detailed information on signage requirements and regulations, [Refer to ULDR [Section 3-16](#)]. The following are general Code requirements regarding signage.

- ❖ Signage requires a separate building permit
- ❖ Copy area is calculated using a square, rectangle, circle, and triangle around all representation or symbols identifying or announcing the business.
- ❖ 2 sq.ft. of copy area is allowed for each linear foot of building frontage
(Ex. 50' frontage = 100 ft² copy area)
- ❖ Maximum height of façade sign is the lower part of the roof line or fascia
- ❖ Maximum height of a ground sign is 15 ft. above the crown of the road
- ❖ If located within the CRA, all building colors must conform to the Benjamin Moore Historical color swatches. Corporate colors and logos are exempt from this requirement but will still count as part of the signage.

8.8 Dumpsters

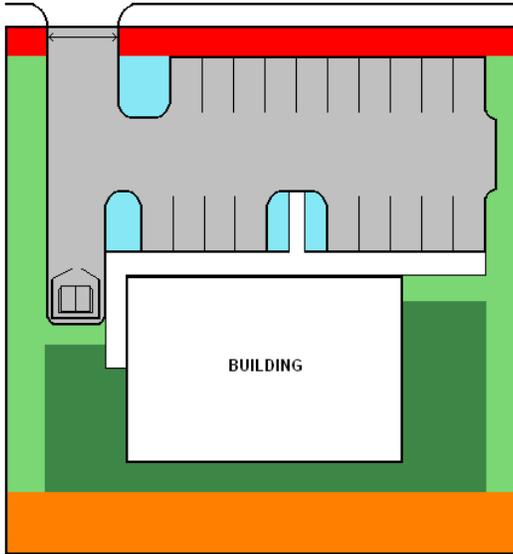
For detailed information on dumpster regulations, refer to ULDR [Section 3-10.2](#). The following are general Code requirements regarding dumpsters.

- ❖ Must be screened by a wall with a solid opaque fence
 - Note: Chain link fences with slots will not suffice
- ❖ 50 ft. of clear backup space in front of the dumpster is required

SECTION 9. LANDSCAPING

9.1 Diagram of Requirements

General regulations for landscaping on and around the site are provided below. For detailed information regarding landscaping, refer to ULDR Section 3-13. The following tables can be used as a guideline to fill out the Landscape Requirements Worksheet on the next page.



Minimum Standards for Landscape Strips Along Right-of-Way		
	Width of Required Landscape Strip	Number of Plant Units Required per 100 linear feet of Property Line or Right-of-Way
0-5 acres	10 linear feet	60
5+ acres	20 linear feet	120
One canopy shade tree shall be planted for every 35 linear feet of property along the right-of-way.		
Shrubs shall be planted no further apart than four feet on center		
Note: Accessways may be subtracted from the lineal dimension used to determine the number of trees required.		

Minimum Interior Landscape for Offstreet Parking Area	
Parking Area	Minimum Landscape Area
Less than 50,000 ft ²	5% of total parking area
50,000 ft ² or more	10% of total parking area
One tree for each 100 ft ² or fraction thereof of required landscape area shall be provided.	

Minimum Standards for Required Bufferyards and Landscape Screening					
Proposed Use	Adjoining Use				
	Single-family, detached	Multi-family	Low impact	Medium impact	High impact
Single-family, detached	None	B	B	C	D
Multifamily	B	None	A	B	D
Low impact	C	D	None	A	C
Medium impact	C	D	A	None	B
High impact	D	D	C	B	None

Minimum Perimeter Landscaping	
Building Site	Perimeter Landscaping Width
Less than 20,000 ft ²	5.0 feet
20,000-50,000 ft ²	7.5 feet
Over 50,000 ft ²	10.0 feet
One canopy shade tree and ten shrubs per 35 linear feet or fraction thereof is required in perimeter landscaped areas.	

Bufferyard and Landscape Screening Types		
Bufferyard/Landscape Screening Type	Width of Required Landscape Strip	Number of Plant Units Required per 100 Linear Feet of Property Line
A	10 linear feet	40
B	20 linear feet	80
C	30 linear feet	120
D	40 linear feet	160

Based on the following unit values:
 -One canopy shade tree = 10 plant units
 -One evergreen or ornamental tree = 5 plant units
 -One shrub = 1 plant unit

LANDSCAPE REQUIREMENTS IN NONVEHICULAR USE AREAS	
Percent of Site in Nonvehicular Open Space (N.O.S.)	Tree Requirement
Less than 30%	4 trees/2,000 square feet N.O.S.
30%-39%	4 trees/2,500 square feet N.O.S.
40%-49%	4 trees/3,000 square feet N.O.S.
50%-59%	4 trees/3,500 square feet N.O.S.
60% or more	4 trees/4,000 square feet N.O.S.
Excluding the required street frontage landscape strips, the interior parking lot landscape strips, and the perimeter landscape strips.	

9.2 Landscape Requirements Guideline Worksheet *(To be filled in and submitted along with project)*

❖ Landscape Strips required along street frontage.

- ❖ Street front of _____ feet minus accessways from the public right-of-way of _____ feet = _____ linear feet of landscape strip along street.
- ❖ For corner lots: The secondary street frontage of _____ feet minus accessways from the public right-of-way of _____ feet = _____ linear feet of landscape strip along secondary street.
- ❖ Secondary street frontage + main street frontage = _____ total street frontage

Requirement				Example
Area of Site	Width of Required Landscape Strip	# of Plant Units Required per 100 Linear Feet	Total Plant Units Required	215 feet
0-5 acres	10 linear feet	60		÷ 100
More than 5 acres	20 linear feet	120		= 2.15
				× 60
				= 129 plant units

❖ Requirements for interior parking lot areas.

Parking area = _____ square feet (includes all paved area for off-street parking, drives, aisles, standing zones, and other vehicle use areas)

Required minimum landscape area:

If parking area is less than 50,000 ft² → 5% × parking area of _____ ft² = _____ minimum landscape area.

If parking area is 50,000 ft² or more → 10% × parking area of _____ ft² = _____ minimum landscape area.

Requirement	Total Required
One tree per 100 s.f. of minimum landscaped area	

❖ Perimeter landscape requirements.

Building site = _____ ft² (does not include wetlands)

Requirement	
Building Site	Perimeter Landscaping Width (circle one)
20,000 or less s.f.	5.0 feet
20,000-50,000 s.f.	7.5 feet
Over 50,000 s.f.	10.0 feet

Perimeter of lot = _____ linear feet

Requirement	Total Required
One canopy tree per 35 linear feet	
Ten shrubs per 35 linear feet	

❖ Other Landscape Requirements for Non-vehicular Use Areas.

Non-vehicular Open Space (N.O.S.) = _____ ft² (excludes required street frontage landscape strips, the interior parking lot landscape strips, and the perimeter landscape strips)

N.O.S. ft² = _____ ÷ _____ total site ft² = _____ % of site in N.O.S.

Requirement		
% of Site in Nonvehicular Open Sapce (N.O.S.)	Tree Requirement	Total Trees Required (only one space filled out)
Less than 30%	4 trees/2,000 s.f. of N.O.S.	
30% - 39%	4 trees/2,500 s.f. of N.O.S.	
40% - 49%	4 trees/3,000 s.f. of N.O.S.	
50% - 59%	4 trees/3,500 s.f. of N.O.S.	
60% or more	4 trees/4,000 s.f. of N.O.S.	

Example
3,200 s.f. of N.O.S. (24%)
$3,200 / 2,000 = 1.6$
$1.6 \times 4 = 6.4$ (7 trees)

9.3 Preserved Trees Credit

The Code has several requirements for landscaping, including street front, interior parking, parking perimeter, and non-vehicular use areas. Trees which are preserved on-site can only be applied as a credit toward one of the requirements which is the non-vehicular use area [Section 3-13.6]. Trees which are preserved on-site can also be applied as a credit toward the removed tree inches [Section 3-14.8(A)(2)]. Example

			Trees		Inches		Net Gain/Loss
	Trees	Inches	Debit	Credit	Debit	Credit	
Trees Removed (-)			-20		-92		
Total Trees Preserved	15	58					
Credit of Inches toward Section 3-13.6. Landscape Requirements in Nonvehicular Use Areas. (2.5" = 1 tree)	4	10					
Remaining Credit of Inches to Reduce Removed Trees	11	48					
Credit of Inches toward Section 3-14.8(A)(2) (Replacement Trees) (2.5"= 1 tree)				+11		+48	
Total Debit/Credit Trees			-20	+11			-9 Trees
Total Debit/Credit Inches					-92	+48	-44 Inches

In the above example, 4 preserved trees were applied to the non-vehicular use area requirements [Section 3-13.6 of ULDR]. The remaining amount of preserved tree inches (48) reduced the removed tree amount resulting in a net loss of 44 inches which can be further reduced by extra trees put on-site or would be a Tree Bank contribution.

9.4 Required Landscape Calculations Table

Landscaping Calculation Table								
ULDR Section	Landscape Area	Trees				Shrubs		
		Required	Trees Provided	Preserved Trees for Credit*	+/-	Required	Provided	+/-
3-13.3. Landscape strips required along street frontage	Street Front = 238 ft	14	14		0	159	159	0
3-13.4. Requirements for interior areas	Interior Parking and Drive Aisle Area = 19,527	7	7		0	0	0	0
3-13.5. Perimeter landscape requirements	543 linear feet	16	16		0	155	155	0
3-13.6. Other landscape requirements for nonvehicular use areas	13,431 s.f.	5	1	4 trees (10 inches)	0	0	0	0
Total Materials		42	38	4	0	155	155	0

*Credit for existing trees (inches at DBH) can only be applied to the trees required under Section 3-13.6. Required trees are calculated at a minimum of 2.5" DBH, therefore the preserved tree credit will reduce the required tree planting at 2.5" per tree.

Please provide the above two tables on the landscape sheet of your site plan submittal packet, filled out according to the site specifications.

SECTION 10. APPENDIX

10.1 GENERAL SITE PLAN GUIDELINES FOR FIRE SAFETY

We are using the 2010 *Florida Fire Prevention Code* (Florida specific versions of the 2009 editions of *NFPA 1* and *101*). For questions on Fire Code requirements and inspections contact:

Fire Marshal, Seminole County Fire Department 407-655-5053

- ❖ Provide the occupancy classification and sub-classification per the 2010 *FFPC*.
- ❖ Provide the building height, square footage per floor, and number of stories.
- ❖ Indicate if the proposed structure will have an automatic fire sprinkler system installed.
- ❖ Show all property lines and provide a directional arrow on the plan.
- ❖ Fire Department Access shall be per chapter 18 of the 2010 *FFPC*.

A road that extends to within 50' of at least one exterior door that provides access to the inside of the building. If you are unable to provide this from a public roadway then a Fire Department Access Road shall be required.

Access to all portions of the exterior building on the ground floor shall be within 150' of the road for buildings that do not have a fire sprinkler system installed and within 450' for buildings that have a fire sprinkler system installed (this measurement shall be as if the fire crew is laying a hand-line).

- ❖ Required Fire Department Access Roads shall comply with the following:
 - They shall be provided with an approved all-weather driving surface.
 - They shall be able to withstand 32 tons.
 - They shall be at least 20' in width for two-way traffic and 16' for one-way traffic.
 - They shall have a vertical clearance of at least 13'6".
 - Access roads over 150' shall be provided with an approved turn-a-round.
 - They shall be marked with approved fire lane signs.
 - Turning radius shall be at least 25'/45'.
 - The grade (angle of approach and departure) shall not exceed 1' in drop in 20'.
- ❖ Fire flow requirements for the building(s) (Section 18.4 of the 2010 *FFPC*).
- ❖ Location of the nearest hydrants and the distance from the property. Hydrants shall be no more than 300' from a commercial or industrial property and no more than 700' from a one-and-two family dwelling (this measurement shall be as if the fire truck is laying the hose in the roadway).
- ❖ Hydrant flow for each hydrant. If you are going to do a hydrant test on a city hydrant, please contact the Public Works Department's Construction Inspector as he is required to witness this test.
- ❖ Hydrants shall be marked by a blue reflector that is placed in the roadway.

10.2 PLANNING AND ZONING COMMISSION SCHEDULE

PLANNING AND ZONING COMMISSION		
Deadlines		
Advertised Items*	Non-Advertised Items	Meeting Date**
12/9/15	12/23/15	1/13/2016
1/6/16	1/20/16	2/10/2016
2/3/16	2/17/16	3/9/16
3/9/16	3/23/16	4/13/16
4/6/16	4/20/16	5/11/16
5/4/16	5/18/16	6/8/16
6/8/16	6/22/16	7/13/16
7/6/16	7/20/16	8/10/16
8/10/16	8/24/16	9/14/16
9/7/16	9/21/16	10/12/16
10/5/16	10/19/16	11/9/16
11/9/16	11/23/16	12/14/16
12/7/16	12/21/16	1/11/17
1/4/17	1/18/17	2/8/17

This calendar provides a general timeframe for scheduling development applications on the Planning and Zoning Commission agenda. Meetings occur the second Wednesday of each month. Meetings may be scheduled for the fourth Wednesday of the month on an as-needed basis. This schedule may be altered due to the number and types of projects to be reviewed or staff availability.

*Legal Ads are due to the Orlando Sentinel three weeks prior to the intended meeting date.

**The final draft of staff reports are due one week prior to the meeting date. All paperwork to be included in the staff report is required at least two weeks prior to the anticipated meeting date.

Dates are subject to change.

10.3 CITY COMMISSION SCHEDULE

CITY COMMISSION			
2016 Agenda Deadlines			
Meeting Date	Cover Memo Placed on Easy Agenda by 6 pm Monday	All Attachments & Department Director Review Completed by 12 Noon Monday	Finance Director Review Completed by 6 pm Wednesday
1/11/16	12/21/15	12/28/15	12/30/15
1/25/16	1/4/16	1/11/16	1/13/16
2/8/16	1/18/16	1/25/16	1/27/16
2/22/16	2/1/16	2/8/16	2/10/16
3/14/16	2/22/16	2/29/16	3/2/16
3/28/16	3/7/16	3/14/16	3/16/16
4/11/16	3/21/16	3/28/16	3/30/16
4/25/16	4/4/16	4/11/16	4/13/16
5/9/16	4/18/16	4/25/16	4/27/16
5/23/16	5/2/16	5/9/16	5/11/16
6/13/16	5/23/16	5/30/16	6/1/16
6/27/16	6/6/16	6/13/16	6/15/16
7/11/16	6/20/16	6/27/16	6/29/16
7/25/16	7/5/16	7/11/16	7/13/16
8/8/16	7/18/16	7/25/16	7/27/16
8/22/16	8/1/16	8/8/16	8/10/16
9/12/16	8/22/16	8/29/16	8/31/16
9/26/16	9/6/16	9/12/16	9/14/16
10/10/16	9/19/16	9/26/16	9/28/16
10/24/16	10/3/16	10/10/16	10/12/16
11/14/16	10/24/16	10/31/16	11/2/16
11/28/16	11/7/16	11/14/16	11/16/16
12/12/16	11/21/16	11/28/16	11/30/16
12/26/16	Season's Greetings - No Meeting		
1/9/17	12/19/16	12/27/16	12/29/16

THIS IS A GENERAL GUIDELINE AND IS NOT INTENDED TO BE ALL INCLUSIVE.

ADDITIONAL REQUIREMENTS MAY APPLY!



City of Casselberry

Department of Community Development

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407-262-7700