

BAL HARBOUR VILLAGE, FLORIDA SITE PLAN SUBMISSION REQUIREMENTS

In addition to the documentation contained in the Village's Code of Ordinances and Architectural Review Board (ARB) application form, the following list of detailed documents and document formats are provided to assist applicants with preparing complete and accurate submittal packages.

- The applicant shall submit two (2) copies of the site plan, the overall size which shall be twenty-four inches by thirty-six inches (24" x 36"), drawn at a scale no smaller than one-inch equals forty feet (1" = 40"), except when a smaller scale is approved by the Village Building Official. Once an application package is deemed complete, the plans will be scheduled for staff review and comment. Once the staff approves the plans, the applicant shall make any necessary revisions and provide an additional copies of the corrected site plan.
- The applicant shall submit two (2) copies of a current boundary survey (no more than 6 months old) indicating existing improvements and land topography. This survey shall be prepared at the same scale as the site plan.
- The applicant shall submit a tree survey. This survey shall be prepared at the same scale as the site plan. If no trees are present on the site, the surveyor shall provide a statement to that effect.
- All site plans must be prepared, signed, and sealed by one or more of the following professionals:
 1. A landscape architect registered by the State of Florida.
 2. An architect registered by the State of Florida.
 3. A civil engineer registered by the State of Florida.
 4. A land surveyor registered by the State of Florida.
- All site plans shall show, at a minimum, the following information and any other information deemed necessary by the Village Building Official.
 - The proposed title of the project and the name of the engineer, architect, surveyor or landscape architect, and the developer.
 - The north point, scale, and date.
 - Existing Zoning District / Land Use Plan Designation of the subject property.
 - Proposed changes in zoning and/or land uses to the subject property, if any.
 - Adjacent land uses (existing) within 300 feet of the subject property.

- Legal description.
- Location sketch.
- Site boundaries clearly identified, dimensioned, and tied to section corners.
- Existing features (trees, water, structures) including topography, roadways, parking, and land use areas which are to remain.
- All existing right-of-way, dedications, easements and property lines, existing streets, buildings, watercourses, waterways or lakes, and other existing physical features in or adjoining the project.
- The location and dimension of proposed setback lines.
- The location and dimensions of proposed reservations for parks, playgrounds, open spaces, and other common areas, if applicable.
- The location, dimensions, and character of construction of proposed curb cuts, driveway entrances and exits, loading areas (including the number of required and provided parking and loading spaces), outdoor lighting systems, outdoor sound systems, storm drainage and sanitary facilities.
- Location and dimensions of all proposed buildings, excavations, and structures to lot lines and to each other.
- Paving and drainage plans and calculations; proposed flow direction and amount of drainage flow.
- Typical trash and garbage disposal system, as well as recycling system, including typical enclosure details and the location of each (NOTE: All receptacles must be screened from view and placed to provide easy access by sanitation trucks.
- Landscape plan indicating proposed landscaping, buffer yard standards, and required / provided opacity levels, type of irrigation; "Florida Friendly" techniques; botanical and common names of materials. Indicate required and provided materials. Indicate all required and provided quantities and sizes of landscape materials. Include all wall, fence, and tree staking details. The landscaping plan should reflect all easements including utility, and all above ground utilities or drainage features, etc.
- General location, character, size, height, and orientation of proposed signs.
- All pedestrian walkways and sidewalks.
- Building elevations including illustration of screening of roof mounted mechanical equipment.
- Site lighting plan / calculations for parking areas / buildings (see Code).

- Type and location of mail receptacles.
- Sanitary sewer, potable water, and any reuse water plans, which shall indicate the locations and sizes of sanitary and storm sewers, water mains, culverts and other underground structures in or near the project.
- The following computations:
 1. Total site square footage / acreage.
 2. Allowed and proposed density (residential only).
 3. Vehicular use calculations (roadway, aisles, parking).
 4. Recreational open space (residential only).
 5. Square footage / acreage by land use type.
 6. Impervious / pervious area percentages.
 7. Parking spaces required/provided.
 8. Landscape open space calculations.
- Indication of proposed building materials and colors (color renderings/boards and color chips from approved Village Color Palette).
- Perspective illustrations of the proposed new development with existing and/or proposed adjoining / nearby developments (street level photographs / low oblique photographs / aerial photographs) showing the new development superimposed onto the site.
- Impact Analysis Report for all infrastructure needed to service the development utilizing the Village's adopted concurrency Levels of Service (LOS) - (Commercial / MFR - Does Not Apply to Single-Family Homes).
- Traffic Study – Commercial required / New MFR - Optional per Village Manager.