



City of Auburndale

Site Plan Checklist

Revised September 2021

Site: _____ Name: _____

Phone: _____ Email: _____

You must check each box to the left or indicate N/A on this submittal. For questions, please email jwomble@auburndalefl.com

Plan Size

- It is preferable for the site plan submittal to be electronic. If physical plans are submitted then they are to be submitted at 24"x 36" at 1:50 or less showing the proposed locations and arrangement of buildings, streets, off-street parking, required yards, open spaces, service areas, setbacks, and buffers for the development. Five (5) sets of plans shall be delivered to the Community Development Department.

General Site Data

- Map of the site location
- Map legend with description
- Scale
- North arrow
- Preparation/Revision Date
- Name of development and address
- Site acreage & square footage
- Parcel number(s)
- Existing zoning and land use
- Name, address, phone, and email of owner/representative/engineer/architect/other involved individual

Existing Conditions on and Around the Site

- Abutting streets (include name, jurisdiction, width, ROW width from centerline, driveways, medians, and median cuts)
- Adjacent zoning and land use
- Fire hydrants within 300' (residential) or 350' (non-residential)
- Ditches, drainage ways, elevations, floodplains, and retention areas
- Sidewalks and bike paths
- Distance from airport
- Other existing conditions proposed to remain onsite including access points (location and width), structures (sq. ft. height, use), parking areas, easements (location, dimensions, purpose, and maintenance responsibility), light posts/power poles and any other applicable utilities.

Proposed Development Conditions

- Impervious surface calculations
- Building coverage percentage
- General statement of intent of use
- Building square footage
- All proposed structures (height, on-site, location, and dimensions)
- Driveways
- Curb cuts
- Deceleration lanes
- Sidewalk and bike paths
- Ditches, drainageways, and stormwater management
- Water and sewer lines
- Outside agency approvals (SWFWMD, DEP, etc.)
- Future phases shown
- Number of units and density calculations

- Landscape plan with calculations
- Parking calculations
- Parking spaces (parking spaces shall be 10x20)
- Loading areas
- Dumpster enclosure area
- Handicap access and parking
- Pavement details
- Proposed open space
- Recreational facilities (size, type, and location)
- Lighting plan

***Please include any other information associated with the property that will aid in properly reviewing the plan in full context.**