



## SITE PLAN APPLICATION

Community Services Department  
Planning and Zoning Division  
65 Stone Street  
Cocoa, Florida 32922

Phone: (321) 433-8535

Fax: (321) 433-8543

Web: <http://www.cocoaf1.org>

This form is divided into steps, which will help you prepare your application and provide supplemental items. A pre-application meeting with Staff is **recommended**.

**All applications MUST be complete in order to be reviewed by staff. Incomplete applications will be returned.**

For Office Use Only - Date Received  
Note: Applications received after 3:00 pm will be date stamped the next day.

Please TYPE or PRINT this application legibly.

1. **Type of Application:** (select the one that best describes your project)

**Minor Amendment**

- Any site plan amending a previously approved site plan or existing development by 25% or less, being that any structural or impervious surface area is increased by 25% or less of the existing amount of structure or impervious surface area.
- Notwithstanding, any site plan containing a structure greater than 50 feet in height shall be subject to the site plan submittal requirements of a large-scale review.

**Small-Scale**

- Any multi-family structure or combination of structures containing less than 25 units and less than 45,000 square feet; or
- Any non-multi-family structure or combination of structures of less than 45,000 square feet.
- Notwithstanding, any site plan containing a structure greater than 50 feet in height shall be subject to the site plan submittal requirements of a large-scale review.

**Large-Scale**

- Any multi-family structure or combination of structures containing greater than or equal to 25 units and greater than or equal to 45,000 square feet; or
- Any non-multi-family structure or combination of structures of greater than or equal to 45,000 square feet.

2. **Project Name:** \_\_\_\_\_

3. **Applicant Information:** \* NOTE: For Large-Scale the Applicant is the main contact and must attend the meeting.

Company (if applicable): \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Mobile #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**4. Property Owner Information:**

\* Check here if same as Applicant →

\* If more than one owner, attach additional sheet with names and addresses.

Company (if applicable): \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Mobile #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**5. Engineer/Architect/Planner:**

\* Check here if same as Applicant →

Company (if applicable): \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Mobile #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**6. Property Information:**

Street Address and Location: \_\_\_\_\_

Parcel ID:

\* If more than two Parcel IDs, attach additional sheet with Parcel IDs.

-   -   -   -       .  -       .

-   -   -   -       .  -       .

Tax Account Numbers:

\* If more than two Tax Account #s, attach additional sheet with Tax Account #s.

Land Area: \_\_\_\_\_ square feet or \_\_\_\_\_ acres

Future Land Use (to be completed by City): \_\_\_\_\_

Zoning District (to be completed by City): \_\_\_\_\_

Existing Use(s) on Property: \_\_\_\_\_

Proposed Use(s) on Property: \_\_\_\_\_

7. **Minor Site Plan Amendment** - Please submit the following items in order complete a Minor Amendment application only:
- a.  **Notarized application.**
  - b.  **Application fee.** Please make checks payable to the 'City of Cocoa' and submit payment **ONLY** to the Community Services Department. See Schedule of Fees, Charges and Expenses for applicable fees.
  - c.  **Proof of ownership.** A copy of the most recent recorded warranty deed is required.
  - d.  **Letter of authorization.** If the applicant is not the property owner, a notarized letter of authorization or agent affidavit is required, unless the applicant is the Attorney of the owner. Each property owner must complete a separate authorization form or other suitable documentation to allow the agent to act upon his/her behalf.
  - e.  **Corporate documents.** If the applicant/owner is representing a company, articles of incorporation which show the applicant/owner is authorized to represent the company is required. A data record printout from the Florida Department of State, Division of Corporations website may also be provided (<http://www.sunbiz.org/corpweb/inquiry/search.html>).
  - f.  **Utility plans.** Site plan approval is contingent on approval of your Utility plans. Please submit potable, reclaim and waste water plans along with the following documents directly to the Utilities Department (351 Shearer Blvd., Cocoa, Florida 32922):
    - 1. \$500 Plan Review Fee
    - 2. One hard copy set of signed and sealed plans for the initial review.
    - 3. Hydraulic Analysis Report supporting the Required Fire Flow plus the Max Day Flow.
    - 4. Lift Station Calculations
  - g.  **Certified boundary survey.** Submit a certified survey showing all existing structures, easements, driveways, etc.
  - h.  **Certified site plan.** Submit 2 paper copies (folded to about 8-1/2 x 11") and 1 electronic file in pdf format of a plan drawn to scale and showing the required site plan elements. See the site plan checklist below for details. Minor Site Plans shall not be smaller than 11 x 17".
  - i.  **Additional information (optional).** Submit any information that may be helpful in understanding the request. This may include photos, sketches, elevations, or letters from adjoining property owners.
8. **Small-Scale Site Plan** – In addition to the items in #7 above, please submit the following items in order complete a Small-Scale application:
- a.  **Certified site plan.** Small Scale Site Plans shall not be smaller than 24" x 36".
9. **Large-Scale Site Plan** - In addition to the items in #7 above, please submit the following items in order complete a Large-Scale application:
- a.  **List of owners within 500 feet.** A "radius map package" from Brevard County containing a certified mailing list with mailing labels and a map of all property owners of record who reside within a 500-foot radius of the subject property is required for public notice. It is the applicant's responsibility to request these materials with the Brevard County GIS Department that are available free of charge. Inquiries need to be emailed to [servicedesk@brevardfl.gov](mailto:servicedesk@brevardfl.gov) and forwarded to the **City of Cocoa Planning and Zoning Department** when available.
  - b.  **Application fee.** Public notice mailing and legal advertising fees must also be paid a few weeks after application submittal. Contact the Planning and Zoning Division for details.
  - c.  **Certified site plan.** The site plan shall not be smaller than 24" x 36".
10. **Site plan re-submittals.** All changes to the site plan must be bubbled on the re-submitted plans. Site plan re-submittals must be accompanied by a list of changes/responses to staff comments, and a certified statement by the site plan preparer that no other changes have been made to the drawings. Otherwise, delays may be experienced due to extra staff review time.

Each resubmittal shall follow the same requirements. An additional 4 paper copies of the plans will be required to be submitted prior to public hearing or staff approval.

**Site Plan Elements Checklist** Please include the items below in each site plan submittal (combine elements on several sheets where applicable). For Minor Amendments, certain elements may be omitted from being shown on the site plan, if approved by the City.

**A. Cover sheet (1<sup>st</sup> page) (Appendix A, Art. XIII, Sec.1 Site Plans):**

- Type of Application and Title.**
- General vicinity map.** Provide the following:
  - Principal roads.
  - City limits.
  - Other pertinent orientation information.
- General statement.** Provide a general description of the project, including but not limited to, the existing uses and site conditions, and proposed uses.
- Legal description.** Provide a legal description of the overall site and individual phases, if applicable.
- Contact information.** Provide the names, addresses, telephone numbers, fax numbers and e-mail addresses of the following parties:
  - Owner(s) of the subject property.
  - Applicant (if different than owner).
  - Site plan preparers.
- Title block.** Provide a title block on each sheet, showing the following:
  - North arrow.
  - Date.
  - Name of project.
  - Graphic scale (not less than one inch equals fifty feet – 1”=50’).
- Approval stamp blank.** Provide a minimum 4” x 4” space for the approval stamp, located at the bottom right corner of the cover sheet.
- Sheet index.**

**B. Surveys and Inventories (after Cover Sheet):**

- Boundary survey.** Provide a certified and current boundary survey.
- Topographic survey.** Provide a certified and current topographic survey, which also includes the delineation of any and all wetlands on the project site. This may be included on the boundary survey if approved by the City.
- Tree survey.** Provide a tree survey locating all trees on the property. Include a list of the number of existing trees by species and d.b.h. Trees on the survey shall be depicted as defined in the City Code. (*Appendix A, Art. XIII, Sec. 22*)
- Designated animal and plant species inventory.** Provide an inventory of all protected animal and plant species (*City of Cocoa Comprehensive Plan, Chapter 6 Conservation Element, Policy 6.4.6, etc.*).
- Soil types and conditions inventory.**
- Flood zones.**

**C. Demolition and protection plans:**

- Tree and vegetation preservation plan.** On the landscape plan, indicate all trees that will be removed as well as all trees that will be preserved on the project site. Include a list of all trees removed and trees preserved by species and d.b.h. (*Appendix A, Art. XIII, Sec. 22*)
- Demolition plan.** If applicable, provide a demolition plan showing the following details:
  - Limits of demolition.
  - Indicate all structures planned for demolition.
  - Include the following note, “All areas disturbed in the right of way shall be returned to original condition or better.”

**D. Proposed development plans:**

- Land use data table.** Provide the following land use data:
  - Zoning category.
  - Future land use category.
  - Previously approved variances, special exceptions, waivers, re-zonings, subdivisions and any other action(s) taken upon the subject property within the past five (5) years.
  
- Site plan data table.** Provide the following (list or table/chart format is sufficient):
  - Tabulation of gross acreage and square footage.
  - Tabulation of density (*City of Cocoa Comprehensive Plan, Chapter 1 Future Land Use Element*).
  - Number of units proposed.
  - Location and acreage of open space and recreational areas.
  - Area and percentage of lot covered by structures (separated by type of use).
  - Floor area of dwelling units by type.
  - Impervious surface area (*City of Cocoa Comprehensive Plan, Chapter 1, Figure FLU-1*).
  - Gross floor area (area of lot covered by structure times number of floors).
  - Floor area ratio (total floor area in square feet divided by gross acre of lot in square feet) (*Appendix A, Art. V Definitions*).
  - Number of required and proposed parking spaces with formulas and calculations (*Appendix A, Art. XII Off-Street Parking*).
  - Height of structures and number of floors, including parking garages (*Appendix A, Art. XI, Zoning District Regulations*).
  - If the project is divided into phases, provide a Site Plan Data Table for the entire project and for each individual phase.
  
- General notes.** Provide the following general notes:
  - Lighting. Lighting shall be designed, installed, maintained, and directed so as to avoid glare on adjoining properties and rights-of-way through the use of semi- and full-cutoff shields.
  
- Site plan elements.** Provide the following site plan elements:
  - Property and rights of way lines.
  - Depiction of abutting aprons
  - Existing and proposed easements.
  - Right-of-way improvements.
  - Open water bodies (lakes, rivers, ponds, canals, etc.).
  - Jurisdictional wetlands boundary as determined by the St. Johns River Water Management District.
  - Uplands buffer from wetlands (*City of Cocoa Comprehensive Plan, Chapter 6 Conservation Element, Policy 6.4.16(E)*).
  - Paving (including typical details) (*Chapter 18, Art. III and Appendix A, Art. XII, Sec. 3*).
  - Curbs and gutters (*Chapter 18, Art. III and Appendix A, Art. XII, Sec. 3*).
  - On and off-site sidewalks (*Chapter 18, Art. III and Appendix A, Art. XII, Sec. 3*).
  - Trash receptacles/dumpsters and enclosures (*Chapter 9, Art. II, Division 3, Sec. 9-29*).
  - Site lighting fixtures and locations (*Appendix A, Art. XIII, Sec. 10.1*).
  - Fences and walls including (*Appendix A, Art. XIII, Sec. 5*):
    - i. Height.
    - ii. Type.
  - All structures and major features fully labeled and dimensioned including (*Depends on Zoning District from Appendix A, Art. XI, Sections 1 thru 20*):
    - i. Setbacks.
    - ii. Distances between structures.
    - iii. Floor area.
    - iv. Addresses of each separate structure and unit numbers within each structure, if applicable.
  - Proposed parking and circulation plan including (*Appendix A, Art. XII, Sec. 3*):
    - i. Width of driveways.
    - ii. Parking spaces, including dimensions.
    - iii. Existing and proposed points of ingress to and egress from the site.
    - iv. Handicap accessible parking spaces.
    - v. Identify paving type and surface.

- Landscape plan elements.** Including but not limited to the following (*Appendix A, Art. XIII, Sec. 22 (C), (D) & (E)*):
  - Location and dimension of all buffers.
  - Location and dimension of all internal landscaping.
  - Plant schedule (legend, quantity, specifications, common name and botanical name of all landscape materials).
  - Property boundary.
  - Location and area of off-street parking and vehicular use areas.
  - Location of sprinklers and/or outlet locations.
  - Calculations for the determination of internal landscaping requirements.
  - Location of principle structure(s).
  - Location, size, and type of existing and replacement trees if applicable.
  
- Drainage plan elements.** Including but not limited to the following:
  - One foot interval contours based upon coast and geodetic data.
  - Proposed finished elevation of each building site and first floor level.
  - All existing and proposed drainage facilities with size and grade.
  - Proposed orderly disposal water runoff.
  - Center line elevations along adjacent streets.
  - Cross-sections of stormwater pond slopes.
  - Compliance with Floodplain requirements (City Code, Chapter 6)
  - Compliance with Compensatory Storage requirements (City Comprehensive Plan, Stormwater Element)
  
- Potable water, reclaimed water, wastewater, and other utility elements.** Provide a general plan showing the following (detailed plans for permitting must be submitted directly to the Utilities Engineering Department):
  - All utilities (including utility poles and guy lines, fire mains, fire hydrants, meters, potable water, reclaimed water, and sewer lines).
  - The location and availability of capacity for potable water, reclaimed water, and wastewater facilities to serve the proposed site, including a description of any required improvements or extensions of existing off-site facilities.
  
- Details.** At a minimum, provide details for the items listed below. Additional details may be required by the City.
  - Paving and curbing.
  - Handicap accessible parking space.
  - Sidewalks.
  - Trash receptacles/dumpsters and enclosures.
  - Fences, walls, and gates.
  - Stormwater conveyance structures.
  - Cross-section of tree protection devices.

**E. Accessory items:**

- Stormwater permits.** Provide a copy of a St. John's River Water Management District (SJRWMD) stormwater permit or exemption letter for the site.
- Driveway permits.** Provide a copy of a City of Cocoa, Brevard County, and/or Florida Department of Transportation (FDOT) driveway permit or exemption letter if a City of Cocoa, Brevard County, and/or FDOT right-of-way is affected.
- Land dedications.** Lands to be dedicated or transferred to a public or private entity and the purposes for which lands will be held and used.

**LARGE-SCALE SITE PLAN Public Hearing process information - please read this!**

- **Dates and locations of public hearings.** All Large-Scale Site Plans require one hearing before the Planning & Zoning Board. All regularly scheduled Planning & Zoning Board hearings are held on the first Wednesday of each month at 6:00 pm in the Cocoa City Council Chambers located at 65 Stone Street, Cocoa, Florida unless otherwise notified.
- **Presence required at the public hearings.** The applicant or his/her representative must be present to answer any questions concerning the application. If there are extenuating circumstances why the applicant or his/her representative cannot attend, he or she must notify the City in writing prior to the public hearing.
- **Preparing for the public hearings.** It is the applicant's responsibility to research and know all laws that may be applicable and may affect the outcome of any decision on the application request. The City assumes no responsibility or liability relating to the applicant's failure to research and know all applicable laws including, but not limited to state, federal, and city laws, codes, land development regulations, and the comprehensive plan.
- **Exhibits at public hearings.** If photographs, documents, maps or other materials are provided to the Board as evidence at the public hearing, the applicant must leave those instruments with the Recording Secretary. By law those instruments automatically become part of the public records and cannot be returned to the applicant.
- **Witnesses at public hearings.** For the purposes of making a decision on the application, the Board shall only consider testimony of qualified witnesses. A witness is determined by the Board and is generally based on:
  1. The witness has personal knowledge of the fact in which the witness will testify; and/or
  2. In the case of testimony consisting of opinions or inferences, the testimony is qualified as the following:
    - Layman witness:* Testimony of a witness other than an expert witness is qualified only if:
      - The witness can readily, and with equal accuracy and adequacy, communicate what he or she perceived to the Board without testifying in the form of opinions or inferences.
      - The opinions and inferences do not require any special knowledge, skill experience or training.
    - Expert witness:* Testimony of an expert witness is qualified only if:
      - The subject matter is proper for expert testimony because scientific, technical, or other specialized skill will help the Board understand the evidence being presented, or helps establish a fact in issue.
      - The witness is adequately qualified to express an opinion on the matter.

**Signatures and Notarization.**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_. I, \_\_\_\_\_  
being first duly sworn, depose and say that:

- I am the applicant, or if corporation, I am the officer of the corporation authorized to act on this request.
- I am the legal representative of the applicant of this application and a notarized Letter of Authorization form or agent affidavit accompanies this application giving written, unless the applicant is the Attorney representing the owner.

I hereby certify that I have read, completed and understand this application and understand that if my application and all associated attachments are not complete and accurate in all respects, the application will not be scheduled for a public hearing. I further understand that this application must be complete and accurate prior to the legal advertising of a public hearing.

\_\_\_\_\_  
(APPLICANT SIGNATURE)

\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known  OR Produced Identification

Type of I.D. Produced \_\_\_\_\_

\_\_\_\_\_  
(NOTARY PUBLIC SIGNATURE)

STATE OF FLORIDA, COUNTY OF BREVARD

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

**FOR OFFICE USE ONLY**

Fee of \$ \_\_\_\_\_ in cash  or check  (No. \_\_\_\_\_) payable to the "City of Cocoa".

Receipt Number: \_\_\_\_\_

Date: \_\_\_\_\_

Signature from Planning & Zoning Division:  
\_\_\_\_\_