

2.4.9 Submittal Requirements

The following table provides the Town's submittal requirements, by type. It is a recommendation, not a requirement for applicants to attend a pre-application conference with the Town Planner as described in Sec. 2.4.7 Pre-application conference.

Process Information/Data	Comprehensive Plan Amendments – Future Land Use Plan Map Amendments – Comprehensive Plan Text Amendments	Rezoning – Zoning Map Amendments – Zoning Code Text Amendments – Special Exceptions to the Zoning Code	Dimensional Variances – Variances – Waivers – Waivers of Application Requirements	Master Plans – Planning Unit Development Master Plans – Land Use Plans – Master Development Plans
A general location map	X	X	X	X
A recent aerial of the site and the surrounding area within 200 feet, noting road access points, adjacent land use designations and design districts	X	X	X	X
A boundary survey or scaled delineation of the property and existing structures and improvements with setbacks noted, registered Florida surveyor may be required		X	X	
Legal description	X	X	X	X
Property owners of record	X	X	X	X
Proof of ownership, may include legal instruments acceptable to Town Attorney	X	X	X	X
Proposed development/redevelopment plan with land uses and structures noted, including off-street parking, impervious coverage, designated open space, and other proposed improvements				
Existing easements, streets and rights-of-way		X	X	
Existing and Proposed Buildings			X	
Existing trees greater than or equal to 6 inches dbh			X	
Environmentally sensitive areas, soils, watercourses, flood hazard areas		X	X	X
Existing topographic contours of the site at 5 ft. intervals			X	X
Proposed topographic contours			X	X
Proposed landscape plan in compliance with the Florida native vegetation as specified in this code				X
Landscape and tree preservation table/compliance chart with existing, to-be-removed, required and provided trees, species and plantings				
Tree survey map/aerial depicting proposed removal and preservation of existing trees		X	X	
Traffic Impact Analysis, when applicable, Town-staff-approved methodology required	X	X		
Proposed public utilities including method of providing solid waste removal, potable water, wastewater and reuse lines				X
Drainage/Stormwater management				X
Open Space, Parks/recreation facilities				X
Pervious and Impervious Surface including data			X	
School Concurrency	X	X		
Proposed land use types by acreage and their locations (land use or building bubbles may be acceptable)	X			X

Process Information/Data	Comprehensive Plan Amendments – Future Land Use Plan Map Amendments – Comprehensive Plan Text Amendments	Rezoning – Zoning Map Amendments – Zoning Code Text Amendments – Special Exceptions to the Zoning Code	Dimensional Variances – Variances – Waivers – Waivers of Application Requirements	Master Plans – Planning Unit Development Master Plans – Land Use Plans – Master Development Plans
Residential: Number of units and gross and net densities.	X		X	X
Nonresidential: Square footages, FAR/Intensity			X	X
Subdivision: minimum lot dimensions, typical building envelop typical				X
Adjacent zoning		X	X	X
Anticipated maximum building height, grade to truss, above truss			X	X
Dimensional variance, requirement and proposed			X	
Anticipated phasing plan, approximate starting and completion dates for project and phases				X
Phase I environmental assessment findings (if applicable)				X
Prohibited uses				X
Documentation of consistency with the Town of Oakland Comprehensive Plan and specific policies contained therein	X	X		X
Documentation of compliance with criteria for rezoning map or zoning text amendment(s) as set forth herein		X		
Documentation of compliance with criteria for variances			X	
Documentation of compliance with criteria for site plans				
Quantitative land use data illustrated in a table which depicts acres allocated to each use				X
Residential. Maximum gross density, total number of units, type of unit where feasible or necessary, minimum net lot size, minimum net living floor area, building height, open space and recreation area and general location.		X		X
Commercial. Types of uses, floor area ratio, building height, setbacks and open space, impervious surface and general location.				X
Industrial. Types of uses, gross floor area, floor area ratio, impervious surface ratio, building height, setbacks, open space and buffers and general location.				X

Process Information/Data	Comprehensive Plan Amendments – Future Land Use Plan Map Amendments – Comprehensive Plan Text Amendments	Rezoning – Zoning Map Amendments – Zoning Code Text Amendments – Special Exceptions to the Zoning Code	Dimensional Variances – Variances – Waivers – Waivers of Application Requirements	Master Plans – Planning Unit Development Master Plans – Land Use Plans – Master Development Plans
Environmental impacts of the proposed development on: (a) environmentally fragile lands including water bodies, wetlands, 100-year floodplain and floodways, wellfields, aquifer recharge areas, areas of known endangered or threatened species of flora or fauna, or any other known significant environmental features of the site; (b) natural vegetation, including steps to protect existing tree canopy and general tree removal estimates and locations; (c) impact of proposed grading plan and drainage system improvements; (d) impact to the Wekiva spring shed area; (e) findings of any environmental assessment for hazardous wastes, brownfield or other contamination; and (f) other significant natural features of site.	X			X
Concurrency management documentation		X		X

Process Information/Data	Conceptual Master Plans – Conceptual Site Plans	Development Agreements – Amendments to Development Agreements	Site Plans - Engineering Plans	Preliminary Subdivision Plans - Final Plats - Plats	Architectural/ Building Elevations – Architectural Renderings
A general location map	X		X	X	X
A recent aerial of the site and the surrounding area within 200 feet, noting road access points, adjacent land use designations and design districts	X		X	X	X
A boundary survey or scaled delineation of the property and existing structures and improvements with setbacks noted, registered Florida surveyor may be required		X	X	X	X
Legal description	X	X	X	X	X
Property owners of record	X	X	X	X	X
Proof of ownership, may include legal instruments acceptable to Town Attorney		X	X	X	X
Proposed development/redevelopment plan with land uses and structures noted, including off-street parking, impervious coverage, designated open space, and other proposed improvements			X		X
Existing easements, streets and rights-of-way			X	X	X
Existing and Proposed Buildings			X		X
Existing trees greater than or equal to 6 inches dbh			X	X	X
Environmentally sensitive areas, soils, watercourses, flood hazard areas	X		X	X	
Existing topographic contours of the site at 5 ft. intervals			X	X	X
Proposed topographic contours	X		X	X	X
Proposed landscape plan in compliance with the Florida native vegetation as specified in this code			X	X	X
Landscape and tree preservation table/compliance chart with existing, to-be-removed, required and provided trees, species and plantings			X	X	X
Tree survey map/aerial depicting proposed removal and preservation of existing trees		X	X	X	X
Traffic Impact Analysis, when applicable, Town-staff-approved methodology required			X	X	
Proposed public utilities including method of providing solid waste removal, potable water, wastewater and reuse lines	X	X	X	X	
Drainage/Stormwater management	X		X	X	
Open Space, Parks/recreation facilities	X		X	X	X
Pervious and Impervious Surface including data			X		X
School Concurrency			X	X	
Proposed land use types by acreage and their locations (land use or building bubbles may be acceptable)	X (Generalized concept -land use and buildings)			X	

Process Information/Data	Conceptual Master Plans – Conceptual Site Plans	Development Agreements – Amendments to Development Agreements	Site Plans - Engineering Plans	Preliminary Subdivision Plans - Final Plats - Plats	Architectural/ Building Elevations – Architectural Renderings
Residential: Number of units and gross and net densities.	X	X	X	X	X
Nonresidential: Square footages, FAR/Intensity	X	X	X	X	X
Subdivision: minimum lot dimensions, typical building envelop typical	X	X		X	
Adjacent zoning	X		X	X	
Anticipated maximum building height, grade to truss, above truss	X (range)		X	X	X
Dimensional variance, requirement and proposed					
Anticipated phasing plan, approximate starting and completion dates for project and phases		X	X	X	
Phase I environmental assessment findings (if applicable)		X	X	X	
Prohibited uses	X	X			
Documentation of consistency with the Town of Oakland Comprehensive Plan and specific policies contained therein		X		X	
Documentation of compliance with criteria for rezoning map or zoning text amendment(s) as set forth herein					
Documentation of compliance with criteria for variances					
Documentation of compliance with criteria for site plans			X		
Quantitative land use data illustrated in a table which depicts acres allocated to each use	X		X	X	
Residential. Maximum gross density, total number of units, type of unit where feasible or necessary, minimum net lot size, minimum net living floor area, building height, open space and recreation area and general location.	X	X	X		
Commercial. Types of uses, floor area ratio, building height, setbacks and open space, impervious surface and general location.	X	X	X		X
Industrial. Types of uses, gross floor area, floor area ratio, impervious surface ratio, building height, setbacks, open space and buffers and general location.	X		X		X

Process Information/Data	Conceptual Master Plans – Conceptual Site Plans	Development Agreements – Amendments to Development Agreements	Site Plans - Engineering Plans	Preliminary Subdivision Plans - Final Plats - Plats	Architectural/ Building Elevations – Architectural Renderings
Environmental impacts of the proposed development on: (a) environmentally fragile lands including water bodies, wetlands, 100-year floodplain and floodways, wellfields, aquifer recharge areas, areas of known endangered or threatened species of flora or fauna, or any other known significant environmental features of the site; (b) natural vegetation, including steps to protect existing tree canopy and general tree removal estimates and locations; (c) impact of proposed grading plan and drainage system improvements; (d) impact to the Wekiva spring shed area; (e) findings of any environmental assessment for hazardous wastes, brownfield or other contamination; and (f) other significant natural features of site.	X	X	X	X	
Concurrency management documentation	X	X	X	X	

Section 2.5 Subdivision Regulations

The Town of Oakland generally utilizes the Orange County Subdivision Regulations/Public Works Manual. The Town of Oakland’s Public Works Director shall have the authority to vary or otherwise prescribe specific requirements as may be deemed appropriate.