

**Commercial Site and Development Plan Review
Requirements and Procedures
for the
City of Live Oak, Florida**



Introduction

Thank you for your interest in Live Oak and helping it to be a better place to live, work, shop, recreate or worship.

As The City Development Manager, I welcome the opportunity to serve the local citizens, as well as anyone who has a business, land or development interest in the City of Live Oak. Please take a few moments to review this brochure. Engineered Commercial Site-Plan Review is **required for any and all** construction/development/re-development, expansions, renovations, additions, site- or earth-work, accessory buildings, canopies, signage, etc. – except single-family and duplex residential (requires residential plan review for those). This includes expanding your establishment with additional buildings, structures or parking, or if you will be occupying a building/site which had a different prior business type, or one vacant for 6 or more months or which is otherwise incomplete.

As part of your development plans, **and before we can give you approval or permits for any construction or alterations, or to open to the public**, we will need to make sure that all the current requirements and standards of the Land Development Regulations (and other codes) have been met, or will be met during construction.

This can include (but is not limited to) the requirement for: setbacks; lot coverage; density/intensity/height; certain numbers of paved or possibly rocked (if permitted by code) parking/driveways; handicapped accessibility and parking; that your driveways, vehicular signage/markings and curb breaks are proper and to code; that you have the required landscaping installed; that all the commercial signage on the property is in conformance; that the Land Use/Zoning will allow for what you want to do; that any buffering with neighboring properties is installed; that all fencing is according to code and regulations; that dumpsters and other storage areas are properly screened; as well as other criteria as needed to correct maintenance deficiencies, and/or reduce or eliminate non-conforming situations on the property. (See City Officials: George Curtis, Roy Rogers, Chad Croft and Andy Townsend for more specific info).

This brochure is made available for informational purposes, and nothing contained or listed herein shall supersede or replace any language or requirements that have been adopted through Ordinance or Resolution by the City of Live Oak, or any other applicable Local, State or Federal code, rule, law or statute.

Zoning Atlas and Future Land Use Plan Map:

Before any new business, development, re-development, expansions or modifications are proposed, it is vital that you consult the City Zoning and City Future Land Use Maps (City Planning Staff can assist) to determine what districts your parcel of land is located in. Having the right Zoning is a key aspect to enabling your business or development to exist or to be expanded or altered. Just because a business or development may exist or existed in the past at your or another location in the City, does not mean it is permitted by today's standards. If you determine that your Zoning does not support your ambitions, there is a process that may enable the Zoning and/or Land Use to be amended to a district which would allow for your project. More information about this option can be obtained from the Development Manager's office (George Curtis).

Land Development Regulations (LDR):

The LDR is a set of regulations that governs the many aspects of how development and land use are accomplished within the City. Once you know the Land Use and Zoning district(s) which apply to your location, you will be better prepared to start reviewing the LDR to learn what can and cannot be done within those districts, and what other requirements will need to be met. All uses which you may want to conduct, or development which you may want to initiate on your property, must be in compliance with the LDR. Also, the LDR gives specific instructions on how development is to be reviewed, permitted and allowed for in the City. As the City deems necessary and appropriate, amendments to the LDR language will be completed. Your development must meet all the current (as amended) criteria required by the LDR and Comprehensive Plan.

You can purchase a bound copy of our current LDR from the Development Manager for \$50.00. You can also access the LDR online at www.cityofliveoak.org, under City Departments - Planning, Zoning & Development – Ordinances and Land Development Regulations.

The role of the Development Manager:

The Development Manager's (DM) office is your source for one-stop-shopping with the City of Live Oak. All development related questions, documents and tracking is to be conducted through this office. The DM will communicate requests to and from: other city departments, property and business owners, developers, construction companies, engineers, architects, attorneys, the public, and all other interested or associated parties. The DM will also refer appropriate calls and requests directly to other responsible City Staff, as deemed necessary.

The DM can also assist you in setting up a "First-Step/Pre-development" meeting. These meetings provide developers and new proposed businesses the opportunity to meet with all City departments including Fire, Public Works, Community Redevelopment, Building, and Planning & Zoning. Individuals are encouraged to bring in any conceptual site plans, development plans, or general information regarding their proposed project. Confidentiality will be respected and maintained when requested.

Projects Deemed Commercial:

Any use, structure or site development, pertaining to a use, structure or development more intense than one single-family residence on a single lot, and/or one duplex on a single lot, is deemed to be commercial in nature. All such uses, structures or site developments, whether principal, by special exception or accessory in nature, when such is proposed to be established, re-established, expanded or altered, shall require commercial site and development Plan review and approval. Non-commercial construction will require review and plans through the Building Official – Roy Rogers with also certain zoning review for standards as applicable for residential development.

In-House Plan Approval vs. Board Review:

In addition to City Department in-house plan review and approval, such uses, structures and site developments, as defined below, shall also go before the Planning and Zoning Board, in a public hearing setting, for comment, consideration, review and possible: approval as proposed, or approval with conditions stated as appropriate, or denial:

According to LDR Section 3.12., in Article 3, P&Z Board review is triggered for-

On an unimproved vacant lot – New proposed commercial construction resulting in 20,000 or more square feet of total building or structure footprint, or, any site development proposed on a parcel (or combined lots) two (2) or more acres in size. On redevelopment of a previously improved lot, proposed demolition and/or new additions or construction resulting in 20,000 or more square feet of new building or structure footprint, or, any site development which will alter two (2) or more acres of land. P&Z Board hearings can take 45-90 days to complete. Fees for review vary according to the zoning, type of development, and if it requires only in-house review, or if Board review is also required.

Certain uses may also require additional application, by method of a hearing before the Board of Adjustment, to consider a request for a Special Exception. This usually adds 60-90 days to the approval process, with additional fees for the required public hearing. Requests may be approved, approved with added conditions or denied.

In-house reviews are usually completed within 30 business days of submittal, depending on whether additional information is requested for re-submittal. Departments which are required to review and approve the engineered plans are: Building, Fire, Public Works, Engineering, Planning & Zoning, and at times the CRA. Approvals may also be reliant on satisfying requirements of the Code Enforcement Officer, Health Department, School Board, F-DEP, F-DOT, Suwannee River Water Management District, or other Local, State or Federal Agencies.

We are here to assist you in any way possible. If you have any specific questions or want to meet with me, George Curtis, to discuss a development or amendment proposal, please call 386-362-2276, or come by the City Hall Annex, at 416 Howard Street East, Live Oak, Florida, 32064.

Zoning Districts are divided into TYPES: ‘I, II, & III’

The Zoning Type of your parcel and other related factors is what decides the fee amount.

LDR Type I: CSV; A-1; P; RSF (all sub-types) -1, 2; C-CBD aka C-D

LDR Type II: RSF (all sub-types) -3; RMF-1; RO; O-I; C-N

LDR Type III: RMH-P; RMF-2; PRD; C-G; C-I; CSC; CMU; ILW; I; Planned Mixed Uses

Fees for Site and Development Commercial Plan Review

*(Other application based fees are listed on the Land Use Brochure,
or by contacting the office of the City Development Manager and City Building Official)*

Site/Development Plan Approval which qualifies for “In-House Review”.	New Construction on a vacant lot.	Additions or modifications to an existing establishment or development.
Type I Zoning	\$150	\$75
Type II Zoning	\$200	\$100
Type III Zoning	\$250	\$125
An amended site plan for re-review	\$50	\$25
Site and Development Plan Approval which also must go before the P & Z Board.	New Construction on a vacant lot.	Additions or modifications to an existing establishment or development.
Type I Zoning	\$300	\$150
Type II Zoning	\$400	\$200
Type III Zoning	\$500	\$250
An amended site plan for re-review by Board	\$100	\$50

General Required Components of Submitted Plans

PLEASE ALSO SEE THE SITE PLAN REVIEW CHECKLIST WITHIN THIS BROCHURE FOR ADDITIONAL REQUIREMENTS NOT SPECIFIED HERE

- Other as may be required by Fire Chief /Building Official/Public Works Director.

<p>Building Plan:</p> <ul style="list-style-type: none"> • Foundation Plan; • Floor Plan with dimensions and total square footage to scale; • Exterior elevations; • Wall sections and details; • Metal Building (pre-engineered); • Life safety / Egress Plan; • Energy Calculations; • Percent of storage areas in building; • Type of Occupancy/Occupant Load; • Construction Type; • Separated / Non Separates Uses; • Area / Height Calculations; • Code Edition project designed under; • Sprinkler Plan (if required); 	<p>Mechanical Plans:</p> <ul style="list-style-type: none"> • Heating and Air Conditioning Layout (w/ applicable fire ratings); • Exhaust Hood & Duct Details; • Plumbing Riser Diagrams and Details; • Sprinkler System Plans and Details • Petroleum Plans (with State Approval)
	<ul style="list-style-type: none"> • Gas Lines and Piping; • Fixed Extinguishing System
	<p>Electrical Plans:</p> <ul style="list-style-type: none"> • Electrical Layout, Details, and Riser Diagrams, Over-head and Underground; • Electrical Load Calculations; • Fire Alarm System

Important Points and the Process Flow for Commercial Plan Review

1. Is your parcel 100% in the City Limits or would you be seeking Annexation? Is the land use and zoning currently a 'city' district? Parcels zoned 'county' must first be changed to 'city'.
2. Does the Zoning and Future Land Use category support or allow for the proposed development?
3. Will your proposed use require a Special Exception?
4. Are City Utilities available at your location? (Required for most Commercial Development.)
5. Have you conducted a Concurrency Review? Will your development increase the Residential Density? If yes, School Concurrency requires the School Board to evaluate their capacity to serve additional students and approve your development. Will other Level of Service standards be maintained for Traffic, Sewer, Water, Drainage, Solid Waste, and Recreation?
6. Are you developing multiple, adjacent parcels/lots for one development? If yes, the parcels must be replatted in accordance with Sec. 5.18, or otherwise combined and issued a single parcel number by the Property Appraiser.
7. Is/was your property split-out or being subdivided into lots? If yes, the subdivision will need to be platted and approved by the City Council, and recorded before any plan review or development permitting can commence.
8. Are there any special City implemented conditions on the lot that might affect your development? See the Development Manager for records research.
9. Do the standards require a buffer between your development and adjacent properties or uses?
10. The Engineer of Record will need to demonstrate that pre-development run-off stormwater rated will not exceed post-development rates. Water Management Permits are required, but no not substitute for additional City Engineer review and approval for all stormwater requirements being met.
11. Have you reviewed the Sign Regulations to be sure you place footers or electrical service at allowable locations? **All proposed signage is reviewed and approved through a separate application process.**
12. Have you determined that you will meet the minimum parking required, including handicapped /ADA, for your development? Every lot has open space % as well as landscaping requirements.
13. Payment of the non-refundable plan review fee is required **at the time of submission**. **The Building Official / Fire Chief may also charge a separate review fee along with the permit, according to the permit fee schedule. Tap and impact fees may also apply.**
14. All plans not permitted within one (1) year following approval must be resubmitted for re-approval.
15. Please name one contact person for your plan review, with an e-mail address, that the Development Manager can contact if issues arise.
16. Plans will not be released for permitting until all the departments have signed off.
17. No C/O will be issued until inspection and approval is given by all departments. **Landscaping must have been installed and inspected in order for C/O. Any infrastructure/roads to be dedicated to the City must have been inspected, approved and accepted by the City Council by Resolution prior to C/O being granted, and a maintenance bond posted.**

You can always contact the Development Manager to determine the status of the review and estimated time of completion for the review.

We are here to assist you in any way possible. If you have any specific questions or want to meet with me, George Curtis, to discuss a development or amendment proposal, please call 386-362-2276, or come by the City Hall Annex at 416 Howard Street East, Live Oak, Florida. You can also email me at gcurtis@cityofliveoak.org

CITY OF LIVE OAK, FLORIDA

Planning & Zoning Site Plan / Commercial Plan Review - Checklist

Date:

Project Name:

Project Location:

NOTE - All development more intense than one Single-family residence on a single lot, or one Duplex on a single lot, are determined to be a Commercial project, and will require formal plan submittal and review, in accordance with Section 3.12. of the Land Development Regulations. Please review LDR Section 3.12., and consult with the Development Manager for plan submittal requirements. Additional requirements may apply.

Some developments require concurrency reservations, plat submittal, or public hearings, which may include land use and zoning changes, Planning and Zoning Board Review, Special Exceptions, etc. The City of Live Oak does provide for pre-development meetings to take place prior to plan submittal so that any unexpected criteria can be addressed. Please contact the City Development Manager, George Curtis, for more information or to schedule such a meeting - 386-362-2276 or at gcurtis@cityofliveoak.org

(This list is not all-inclusive and is intended to assist both staff and the development public in identifying prominent points which must be addressed. Developers, engineers, architects, design professionals, property and business owners, and other enlisted parties or stakeholders are expected to do their own due diligence investigations of all local, state and federal codes, regulations and standards which may apply to their situations, and to act accordingly.) (The City is not responsible for deed or plat restrictions.)

After permit is issued, one set of City approved plans must be available on the job site during all construction & inspections.

	<u>MET</u>	<u>N/A</u>	Plan Preparer: Please review the following criteria and ensure that submitted plans address all applicable points. This will help plan review to be completed with as few delays as possible. Staff will be using this same checklist as part of their review.
1			All commercial site-plans require a zoning review fee , amount varies according to project scope and zoning, to be paid at plan submittal. See Development Manager for fee schedule, make payable to City of Live Oak, ref. Zoning Plan Review.
2			Commercial Plans: Must be prepared by a design professional, as follows: Must be signed/ sealed by an architect or engineer licensed in Florida. If site work is proposed, deliver to the Office of the Development Manager, George Curtis. If 100% interior renovation, first check with George Curtis and then submit to Dave Young, Building Official - both located in the City Hall Annex.
3			The City Land Development Regulations contains specific criteria to meet for any earth-work, fill, removal of fill, etc. Additional standards may apply if the property contains any FEMA Flood Zones, Wetlands, or Naturally Wet Areas. No alterations to the site may be conducted before plans are submitted, reviewed and approved in writing by all City Departments. If site-work is proposed on a parcel or lot which is not part of a proposed development, a Special Impact Permit must be first secured. These require substantial engineering and a final vote by the City Council.

4	<u>MET</u>	<u>N/A</u>	# Required: The applicant shall submit two (2) complete (signed and sealed) plan paper sets, sized at 24" x 36" in size, to the Development Manager. One additional complete set shall also be submitted in electronic pdf format on CD. Certain small scale projects (redevelopment to an existing improved site for which a full sized set of plans is already on file with the city, which is 1 or less acres in size; building additions of no more than 1,000 s.f.; and all signage plans) may be submitted on 11" x 17" sheets. ALL OTHER PROJECTS REQUIRE FULL-SIZED SUBMITTALS. Sign review plans are applied for on separate applicaiton forms - See Development Manager for more information.
5			Proper Scale: Plans must be scaled 1" = 20' / 30' / 40' or call the Development Manager prior to submittal.
6			Title Page: Must contain the following: Physical Address of property, locator map, all parcel ID #ers for property, current land use and zoning, sheet index, legend, abbreviations, firm name and contact person with e-mail, and a BOLD Title-reference to what the project and proposed use is, I.E. (New - Retail/Office/Warehouse Building, Addition, Accessory, Interior-Renovation, etc.)
7			Parcel must be 100% in the City Limits in order for City permitting to take place. If you are seeking to annex the property into the City, please see the Development Manager.
8			Parcel must have the proper Zoning and Land-Use . If it is still under a County Zoning / Land-Use district, is split-zoned, or has current zoning which will not permit the proposed use, either an application for rezoning must be submitted (and adopted), or another location must be found. Spot Zoning is prohibited by the Land Development Regulations. Rezoning applications have no guarantee of approval. Fees are non-refundable. Rezoning applications may take from 100 to 300+ days for all public hearings. No plan review can take place until proper zoning is in place and adopted as effective by Ordinance.
9			Certain uses (new or expanded) require a Special Exception . Like a rezoning, this requires a fee and a public hearing. Your request may be approved, approved with conditions added, or denied. Fees are non-refundable. Special Exceptions take approximately 60 days to be decided on. See the Development Manager to determine if this will be needed for your proposed use.
10			Certain existing uses, buildings, lots, etc. may be non-conforming , and thus may be restricted or prohibited from expanding or being altered. See the Development Manager to determine if the existing use, building, lot, etc. is non-conforming.
11			Commercial Plan Review is either conducted 100% in-house (staff only), or requires both in-house review and also Planning and Zoning Board Review at a public hearing. In-house reviews generally can be completed in less than 30 days; dual review may add 30-60 days to that time frame. The Board may approve, approve with special conditions added, or deny your proposal. Fees submitted are non-refundable.
12			Commercial projects are required to be served by City water and sewer . Septic systems for commercial developments are prohibited by the Comprehensive Plan, due to existing High Aquifer Recharge Areas. Connection to City Sewer is always in conjunction with connection to City Water.
13			Site Plan Sheet: Must show all parcel and project boundaries, and names, locations and details of adjacent street rights-of-way, alleys or easements.

14	<u>MET</u>	<u>N/A</u>	Development Boundary: Must match current parcel lines of record, or an assessment must be made by the Development Manager if it will not. The creation of 3 or more parcels from a single parcel of record is defined as a subdivision . To substantiate the history of a parcel, we will need copies of all deeds of record for the parcel, showing the various legal descriptions. In some cases, an existing parcel may have been combined, from adjacent parcels under one owner, by the Property Appraiser. Deeds of record, along with surveys, is the best method to determine the past history of a parcel. If the development will trigger the requirement for a plat , the subdivision must be accepted by the City and filed prior to permit issuance. We will also need a copy of a boundary survey for the new parcel and the new Parcel ID # issued by the tax office. If the development will span more than one parcel of record, the City will also need to assess any impacts or requirement which may be triggered.
15			Plans must also show: * Grading Plan, F.F.E., Soil Erosion, Drainage, Sedimentation, & Retention Plan; * Elevation Certificate (if in flood plain); * Location of all existing & proposed utilities with line sizes and easements; * Energy Code Form; & * Florida Product Approval Form.
16			Certain uses trigger Special Requirements by the LDR or Code of Ordinances. The proposed use must always be evaluated first to ensure that all requirements will be met, or if it will be restricted from being located at the proposed site.
17			Access: Developments must abut a public ROW for access. If your development will be accessed by method of an easement through private property, we will need a copy of the recorded easement language allowing the access. Our City Attorney will have to review and approve the language prior to plan review and permit issuance. Access cannot be through an adjacent property if the Zoning on that property would not allow for commercial development.
18			Special Conditions: If the property was Rezoned in the past, there may be special conditions which the City Council imposed as part of that action. Likewise, past Special Exceptions or Variances may include conditions. The Development Manager will need to review the location for all past actions, to determine if any conditions exist. Additionally, the granting of a Special Exception or Occupational License in the past for a use does not automatically permit the same use to be re-established - another Special Exception may be required, or in some cases the use may now be prohibited at that location.
19			Buffering: If the zoning or uses on adjacent property are different from the current zoning or proposed use, the LDR may require special buffering to be installed. This may include a strip of land left undeveloped with any improvements, the installation of landscaping or berms, and/or the installation of an 6' opaque privacy fence. Details of how this requirement will be met are required on all plans.
20			Certain zoning districts require a buffer or landscaped area along the road frontage , or in other required open-space areas, which cannot be encroached upon, and can contain no parking or improvements (including stormwater facilities) except for an access driveway at a right angle and curb-cut (if along a ROW). If required, plans will need to show this.

21	<u>MET</u>	<u>N/A</u>	If a Fence is proposed or required as part of the development, both the LDR and Ordinance #1255 have special requirements pertaining to fencing. All fence details are required to be shown on the plans - height, location, material, & color. Additionally, any Buffer Fence notes on plans need to be more specific, to read <i>“Opaque Buffer Fence must be solid masonry block or brick, solid white PVC vinyl, or PT wood 1” x 4” or 1” x 6” privacy type – either stained natural or painted white or a natural color. If vertical boards are utilized – they must abut each other with no gaps to form a solid barrier. All fencing, regardless of purpose, must be constructed with the finished side facing out towards neighboring properties and the supporting structure facing inward toward the new development. No other type of fence will meet the required standards.” A fence permit is required by the Building Official for any proposed fence or alterations. Opaque Buffer and screening fences, when required, must be 6’ in height. If higher or barbed wire/security type is proposed - please contact the Development Manager first.</i>
22			Outside storage or display? All commercial zoning districts, except C-I, require all sales, service, and display to be conducted within a completely enclosed building . In C-I Zoning, minor outdoor display is allowed (as well as for vehicle car lots, etc.). Any other outside display or storage, not deemed as minor (by the LDR Administrator), will require a Special Exception to be approved, and for the display/storage area to be screened by a 6' opaque fence (masonry/vinyl/wood). Standards also apply to certain Industrial Zoning. Plans must show areas which are proposed to be designated for any outdoor display. Parking spaces cannot be used for storage or display.
23			Building/Structure Locations & Setbacks: Buildings, signage, accessory buildings and structures, and in some cases, other improvements INCLUDING AIR CONDITIONER UNITS , have required yard areas or setbacks from the property lines, and in some cases, from curb-cuts, driveways, other buildings, or other signs. Please indicate all setback measurements for all structures, etc.
24			If apartments or residential subdivisions are proposed, the Density of # of units per acre calculations must be shown and maintained. Notes/charts on the plans should detail this.
25			Structure Height: All zoning districts have an allowable height for structures - buildings, accessory structures, signage, etc. All plans must either include an elevation page, or detailed notes about heights of peaks, gables, eaves, steeples, etc.
26			Certain zoning districts either have Floor-Area Ratio allowances, or Lot Coverage standards. Notes on plans for single and multi-story structures should indicate floor-area ratio calculations. Other required notes or calculations pertain to showing square footage of all areas and percent (%) of lot (or development boundaries) coverage, by category, of both existing and proposed: structures, sidewalks, parking areas and driveways (paved and rock)(vehicle use), other coverage uses, retention areas and green/open landscaped space.
27			Stormwater Permit: Any addition or modification of impervious areas (structures, additions, carports, canopies, sheds, separate buildings, parking [even rock/gravel], sidewalks, etc.) may require permitting from the Suwannee River Water Management District Office (Live Oak) - we will need a copy of the permit submitted prior to permit issuance. Otherwise, our Public Works Department will review any plans to be sure calculations and requirements are met pertaining to stormwater.
28			Driveways and Curb-Cuts (ingress/egress): Onto a Florida DOT road will require a F-DOT permit to be issued - we will need a copy of the permit submitted. Other non-DOT road curb-cuts and driveways shall require review and approval by staff to be sure they are designed, sized and located according to applicable LDR criteria. Details must show all aspects which apply.

29	MET	N/A	Lighting: Any development or redevelopment must include details of the lighting placement, intensity, and area which it will be directed towards. At a minimum, a note must be added which states "All exterior lighting will be directed so that no glare is visible from any street ROW or from any adjacent residential properties" or "No exterior lighting is proposed".
30			Interior Storage - Certain zoning districts limit what % of the building can be used for storage. The plans must include a note which not only states the total building size, but also what % of the building area will be utilized for storage purposes.
31			Accessory Structures: All shall meet the required minimum setbacks for the district in which it is located. The proposed use for the structure will also be evaluated to be sure it is allowable. Other criteria may apply - see the Development Manager or Building Official.
32			Visibility at ROW/ROW and ROW/Driveway intersections: Vegetation, fences, walls, signage, etc. shall not exceed 2.5' in height along the line of sight triangles per the LDR.
33			Required Parking Calculations: Are determined by the area occupied by each use. Parking is evaluated for a new business, expansion or change of use, or new developments. Plans must also show calculations showing how required parking was determined, and how many spaces are provided to meet the requirement. If seating or assembly, etc. use is proposed, plans must describe the area or number of seats, and if they are movable or permanent, pews, etc. Plans must also describe the s.f. area inside of structures devoted to customer use, and also s.f. of areas used for storage, etc.
34			Parking Lot Construction & Layout: Parking surfaces must be bituminous, asphalt or cement. Certain developments may be allowed to substitute 6" of hard aggregate rock (except ADA space). No siftings, limestone or lime-rock is permitted whatsoever. Plans must show layout, type, location, dimensions, striping, maneuvering, etc. for vehicular use areas, and all standard, loading and ADA spaces, etc. for all proposed parking areas.
35			Traffic Control: All traffic control signs and bars must be detailed, including details of ADA space signage and markings.
36			Other Site Features: Such as interior sidewalks, ADA ramps, etc. must be shown.
37			Existing Parking: Must be maintained. This means all holes or deficiencies repaired, fresh striping done when faded, ADA striping fresh and easily distinguished, and proper ADA signage installed to current code.
38			Off-Street Loading Areas: Certain uses require an off-street loading space(s) separate from vehicle parking, per LDR standards. If required, details of this must be shown.
39			Landscaping: Is based off the total s.f. area for vehicular use (parking, driveways, loading, access drives, private roads, etc. - whether rock or paved). Standards require landscaping to be located around periphery of parking, as well as within the parking areas (landscaped islands). Trees, shrubs, plants and sod are all required components. Plans must include a sheet showing: type, numbers and location of plantings, as well as calculation details about various s.f. areas (vehicular use/landscaped, etc.) Plans must include a note that states "Required landscaping is to be perpetually maintained by owner, and all required plantings shall be replaced if they do not survive or upon notification by the City". If irrigation is proposed, details of the system must be shown. Nonconforming locations may be required to landscape according to standards, if expansions or a change of use or new occupant is proposed. In some cases, existing plantings may qualify to meet part of this requirement - see the Development Manager.

40	<u>MET</u>	<u>N/A</u>	<u>Certain Live Oak trees are protected:</u> See Ordinance # 1169. If your development will require the removal of any trees, you must include a plan page with existing conditions, including tree types and size - diameter measured at 4.5' from ground level. Then, also include a sheet showing which trees are proposed to be removed. Live Oak tree removal will require an application and a public hearing for consideration.
41			<u>Dumpster or service areas:</u> Must be screened by a 6' opaque fence, and located so as to not interfere with parking or other vehicular uses. Plans must detail location, with pad and screening details.
42			<u>Signage:</u> All signage is reviewed and approved under a separate application/review process. Any signage shown on site plan <u>will not</u> be considered as part of the plan review process. There are different setback requirements for signage. Please contact the Development Manager to ensure that proposed locations of footers or electrical conduit, etc., will not be in violation of LDR sections for signage. Many locations do not permit lighted or LED signage. Existing signage or billboards may require removal, replacement or other standards be addressed as part of any redevelopment to existing locations. Any existing sign structure needing maintenance or painting must be done at time of redevelopment. Nonconforming signage may need to be removed or replaced for a new business, or for new signage to be considered for review.
43			<u>Sidewalks and street lighting:</u> Certain developments may require the installation by the developer of sidewalks or street lighting in the ROW road frontage. See the Development Manager to determine if your development will trigger this. If required, plans must show details of how the requirement will be met.
44			<u>Historic Preservation:</u> Certain locations and structures are protected Historic Resources, and no alterations can take place with out an application before the Historic Preservation Agency to obtain a Certificate of Appropriateness - this includes any site work or demolition, as well as alterations to structures or new construction.
45			<u>Demolition:</u> If any structure is proposed to be demolished - a demo permit may be required - see the Building Official for more information.
46			<u>Required Notes:</u> Please add notes which state: "Contractor shall contact - Live Oak Development Manager and Building Official to perform necessary inspections." and "Final inspection and acceptance to be performed by - Building, Planning, Fire and Public Works Departments for the City of Live Oak. C/O for building is contingent on satisfactory inspection of all required construction completed and found to comply."