

**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](http://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)*

<b>Site/Development Plan Approval which qualifies for “In-House Review”.</b>	<b>New Construction on a vacant lot.</b>	<b>Additions or modifications to an existing establishment or development.</b>
Type I Zoning	\$150	\$75
Type II Zoning	\$200	\$100
Type III Zoning	\$250	\$125
An amended site plan for re-review	\$50	\$25
<b>Site and Development Plan Approval which also must go before the P &amp; Z Board.</b>	<b>New Construction on a vacant lot.</b>	<b>Additions or modifications to an existing establishment or development.</b>
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><b>Building Plan:</b></p> <ul style="list-style-type: none"> <li>• Foundation Plan;</li> <li>• Floor Plan with dimensions and total square footage to scale;</li> <li>• Exterior elevations;</li> <li>• Wall sections and details;</li> <li>• Metal Building (pre-engineered);</li> <li>• Life safety / Egress Plan;</li> <li>• Energy Calculations;</li> <li>• Percent of storage areas in building;</li> <li>• Type of Occupancy/Occupant Load;</li> <li>• Construction Type;</li> <li>• Separated / Non Separates Uses;</li> <li>• Area / Height Calculations;</li> <li>• Code Edition project designed under;</li> <li>• Sprinkler Plan (if required);</li> </ul>	<p><b>Mechanical Plans:</b></p> <ul style="list-style-type: none"> <li>• Heating and Air Conditioning Layout (w/ applicable fire ratings);</li> <li>• Exhaust Hood &amp; Duct Details;</li> <li>• Plumbing Riser Diagrams and Details;</li> <li>• Sprinkler System Plans and Details</li> <li>• Petroleum Plans (with State Approval)</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Gas Lines and Piping;</li> <li>• Fixed Extinguishing System</li> </ul> <hr/> <p><b>Electrical Plans:</b></p> <ul style="list-style-type: none"> <li>• Electrical Layout, Details, and Riser Diagrams, Over-head and Underground;</li> <li>• Electrical Load Calculations;</li> <li>• Fire Alarm System</li> </ul>
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## 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 do 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](mailto:gcurtis@cityofliveoak.org)