

# TECHNICAL MANUAL

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**TITLE 2 - PLANS**  
[Revised 2/12/18]

**2.A PLAN REQUIREMENTS**

**2.A.1 Public Hearing Process**

The following Table lists the types of Plans that are required to be submitted for Zoning applications. Each request is identified with a number in each column corresponding to a note below for clarification. For finalizing the “Preliminary” plans that are approved by the BCC or ZC, the Applicant shall submit plans to the Development Review Officer (DRO) following this Table, and label them as Final \_\_\_\_ Plans. e.g. Final Site Plan.

**2.A.2 Administrative Process**

For processes subject to the approval by the DRO, the Applicant shall prepare and label all plans as Final \_\_\_\_ Plans. e.g. Final Site Plan.

**Table 2.A.1 - Required Plans for BCC, ZC or DRO (Public Hearing/Administrative) Processes (1)**

Preliminary or Final Plan		Rezoning or a DOA to:							Standard District with a COZ	Request or a DOA for: Conditional Uses	Request for:	
		M H P D	M U P D	M X P D	P I P D	P U D	R V P D	T D D			Type 2 Variance	Type 2 Waiver
Master (PMP)	(FMP)	√ 2	√ 2	√ 2	√ 2	√ 2	√ 2	√ 2	-	-	√ 4	√ 4
Site (PSP)	(FSP)	-	√	√	-	-	-	-	√	√	√ 4	√ 4
Subdivision (PSBP)	(FSBP)	-	√ 3	√ 3	√ 3	-	-	-	√ 3	√ 3	√ 4	√ 4
Regulating (PRP)	(FRP)	√ 5	√ 5	√ 5	√ 5	√ 5	√ 5	√ 5	√ 5	√ 5	√ 4, 5	√ 4, 5
Master Sign (PMSP)	(FMSP)	√ 6	√ 6	√ 6	√ 6	√ 6	√ 6	√ 6	√ 6	√ 6	√ 4, 6	√ 4, 6
Alternative Sign (PASP)	(FASP)	√ 6	√ 6	√ 6	√ 6	√ 6	√ 6	√ 6	√ 6	√ 6	√ 4, 6	√ 4, 6
Landscape (PLP)	(FLP)	-	-	-	-	-	-	-	-	-	√ 4	√ 4
Alternative Landscape (PALP)	(FALP)	-	-	-	-	-	-	-	-	-	√ 4	√ 4
Arch. Elevations (PAE)	(FAE)	√ 7	√ 7	√ 7	√ 7	√ 7	√ 7	√ 7	√ 7	√ 7	√ 4, 7	√ 4, 7
Floor (PFP)	(FFP)	√ 7	√ 7	√ 7	√ 7	√ 7	√ 7	√ 7	√ 7	√ 7	√ 4, 7	√ 4, 7
Roof (PRFP)	(FRFP)	√ 7	√ 7	√ 7	√ 7	√ 7	√ 7	√ 7	√ 7	√ 7	√ 4, 7	√ 4, 7

**Notes:**

√	Required Plan per Art. 2.A.6.B, Plan Requirements.
1.	Submitted as Preliminary Plans for Public Hearing applications, and as Final Plans after the Board approved and submitted to DRO for Final Approval.
2.	Required for PDDs: PUD, RVPD, MHPD, PIPD, PDDs with an MLU or EDC FLU designation or PUDs in the Lion Country Safari. BCC may approve a PMP for a MUPD or MXPD that utilized more than one FLU designation in order to define location of uses and property development regulations.
3.	Subdivision Plan shall replace Site Plan if a subdivision process is requested, unless exempt pursuant to Art.11, Subdivision, Platting and Required Improvements.
4.	For Standalone or Concurrent Variance and Waiver applications, the requests shall be identified and labelled on the applicable Master, Site or Subdivision Plans. May need to provide details to justify for the Variance or Waiver requests.
5.	Optional. If the Applicant chooses or recommended by staff to have design details, cross-sections to be approved by BCC or ZC.

6.	Shall be submitted at the time of the initial application, and subject to the same review and approval process as the development itself. See Art. 8, Signage.
7.	Only required if the Applicant chooses or as required by the ULDC to have Architectural Guidelines be approved by BCC or ZC. See Art. 5.C, Design Guidelines.

## 2.B APPLICATION REQUIREMENTS – PLANS

Pursuant to Art. 2.A.6.B, Plan Requirements of the ULDC, the Applicant is required to submit one or a combination of plans based on the request(s). All plans, whether they are submitted as Preliminary or Final, shall be prepared in compliance with the ULDC and the following additional requirements:

Note: For those plans that are not listed in the Table 2.A.1 above, contact Zoning Division Staff for assistance.

### 2.B.1 General Information and Drafting Standards

These standards are established to provide information pertaining to the graphic and format presentation of a plan. The following is required for all types of plans, except stated otherwise. Deviations from these requirements may be requested by contacting the DRO. The DRO may consider whether the plan was done by a prior consultant; the legibility of the text and graphic information; the request is limited to a small portion (affected area) of the subject property, and will determine to what extent the Applicant is required to update the plan for commencement of review. In addition, the Applicant may confer with DRO to consider waiving certain requirements.

#### 2.B.1.A Deviations

For those parcels of land that may not be able to be shown on one plan without losing legibility because of the size or configuration, the Applicant may show the entire parcel of land (*the Site*) on one plan, i.e. the Master Plan with all the required information in accordance with the requirements of this Title, e.g. Location Map, Site Data Table containing all the site's information, and match lines.

- *The Site* shall be split with one or more match lines to be shown on separate Site Plans at an appropriate scale as indicated in **2.B.1.D, Scale**.
- The reference to other Site Plans of each use shall also be labelled on the Master Plan, e.g. see Site Plan (SP) 1 for the Type 1 Restaurant; and SP 2 for the Type 3 CLF, etc.
- Each use shall be shown on a Site Plan where dimensions, labels and any other critical information for that specific use(s)/structure(s)/site elements are clearly shown.
- Each Plan shall be labelled accordingly as MP, SP1, SP2, etc.

<b>2.B.1.B</b>	<b>Plan Size</b>
2.B.1.B.1	All plans and elevations shall be limited to a plan size of 24" x 36".
2.B.1.B.2	Architectural Elevations – Must be submitted in both color and black and white plans.
<b>2.B.1.C</b>	<b>Electronic Plan Format</b>
	All digital (CAD) plans shall be submitted as follows:
2.B.1.C.1	Applications for the Public Hearing, Administrative Review, and Type 1 Variance processes- in .DWF formats;
2.B.1.C.2	All Plans shall be labeled consistent with the Plan Requirements of Art. 2.A.6.B, Plan Requirements and <b>How to name documents for Application Submittal</b> from the Zoning Website <a href="http://discover.pbcgov.org/pzb/zoning/Pages/Application-Processes.aspx">http://discover.pbcgov.org/pzb/zoning/Pages/Application-Processes.aspx</a>
<b>2.B.1.D</b>	<b>Scale</b>
	All plans shall be drawn at an Engineering scale ranging from 1" = 20'; 30'; 40'; 50'; 60' or at a scale permitted by the DRO, with the following exceptions:
2.B.1.D.1	Master Plan or Overall Site Plan may be drawn at 1" = 100', or at a scale permitted by the DRO.
2.B.1.D.2	Regulating and Master Sign Plans may be drawn at Architectural Scale. Scale for each detail may vary.

2.B.1.D.3	Architectural Plans and elevations shall be drawn at an Architectural scale of 3/32", 3/16", 1/8", 1/4", or 3/8" = 1'. Sign Plans may be drawn in Architectural scale if applicable.
<b>2.B.1.E</b>	<b>Plan Views</b>
	All drawings, except elevations and renderings, shall be prepared in two dimensional plan views.
<b>2.B.1.F</b>	<b>Font Style and Size</b>
	Any legible font style. Zoning Division prefers Arial font style, and font size shall be no less than 10 point.
<b>2.B.1.G</b>	<b>Line Weight</b>
	Line weight and line type hierarchy on all plans shall be consistent with the American National Standards Institute (ANSI) drafting standards.
<b>2.B.1.H</b>	<b>Signature and Professional Seal</b>
2.B.1.H.1	Required for Architectural, Landscape, Lighting/Photometric Plans or related submittal documents. For Drainage, Traffic Statement or Study, and Survey/Plat, refer to Title 1 for digital signature and seal.
<b>2.B.1.I</b>	<b>Rounding Decimals</b>
	All numerical references shall be rounded to a maximum of two decimal points.
<b>2.B.1.J</b>	<b>Match Lines</b>
	Match lines shall be clearly labeled to relate drawing segments (This requirement is not applicable to Regulating Plan or Sign Plan).

## 2.B.2 Title Block Information

The following information shall be located on the right side (portrait orientation) or at the lower portion (landscape orientation) of a plan. Such information (Title Block) is required for ALL plans, unless otherwise stated herein.

Title Block Information	
<b>2.B.2.A</b>	<b>Consultants</b>
	Consultant Logo Box (name, address, phone number, fax, and e-mail, if applicable).
<b>2.B.2.B</b>	<b>Control/Application Name</b>
	If the Application Name is different from the Control Name, the Applicant shall list both names.
<b>2.B.2.C</b>	<b>Type of Plan</b>
	Label in accordance with Art. 2.A related to Plan Requirements of the ULDC, and <i>How to name documents for Application Submittal</i> on the Zoning Website. <a href="http://discover.pbcgov.org/pzb/zoning/Pages/Application-Processes.aspx">http://discover.pbcgov.org/pzb/zoning/Pages/Application-Processes.aspx</a>
<b>2.B.2.D</b>	<b>North Arrow</b>
	Required for Master, Site, Subdivision, Landscape Plan(s) and Survey, and may be noted on other types of Zoning Plans, where applicable. The North Arrow should be pointed to the top.
<b>2.B.2.E</b>	<b>Graphic Scale</b>
	Prefer to be placed adjacent to the North Arrow or in a location of the Plan where it is easily seen.
<b>2.B.2.F</b>	<b>Revision Dates</b>
	Each revision/resubmittal date must be identified in a chart.
<b>2.B.2.G</b>	<b>Page Numbering</b>
	If the submitted plans have more than one page, label with the acronym consistent with Art. 1.1.3, Abbreviations and Acronyms of the ULDC, and the page number. Example: PSP- Page 1 of 2.

### 2.B.3 Other Required Plan Information

<b>Other Required Plan Information</b>	
<b>2.B.3.A</b>	<b>Location Map</b>
	A Location Map of the subject property (site) pertaining to the application shall be prepared and shown on the applicable Plan (not required on Regulating Plan), as follows:
2.B.3.A.1	Minimum Map size – shall be placed in a 2.5" x 2.5" box;
2.B.3.A.2	Site Location – shows the intersection of two nearest major streets with street names identified; and,
2.B.3.A.3	Street names – identify the streets on which the site fronts.
<b>2.B.3.B</b>	<b>Site Data Table</b>
	See Title 2.B.4.A and 2.B.4.B of this Chapter for information.
<b>2.B.3.C</b>	<b>Legend</b>
	If symbols and acronyms are used on the Plan. A chart must be prepared to identify all symbols and acronyms and define what they represent.
<b>2.B.3.D</b>	<b>Zoning Stamp</b>
	A 4" x 4" box. The Zoning Stamp Box must be placed on applicable Plans.
<b>2.B.3.E</b>	<b>Amendment Stamp (next to Zoning Stamp box)</b>
	A 4" x 4" box, and should be placed next to the Zoning Stamp box. The Amendment Stamp Box must be placed on applicable Plans.

**2.B.4 Site Data Table**

The Site Data Table shall be provided on all Plans and shall include the following applicable information, and in this order. For Conceptual Plan, the Applicant may opt to provide all of the information as if the application is prepared for the submittal of a Preliminary Plan:

**2.B.4.A Required Site Data for Preliminary Plans (Public Hearing Processes)**

	Site Data	PMP (Preliminary Master Plan)	PSP (Preliminary Site Plan)	PSBP (Preliminary Subdivision Plan)	PRP (Preliminary Regulating Plan)	PMSP (Preliminary Master Sign Plan)	PASP (Preliminary Alternative Sign)	PLP (preliminary Landscape Plan)	PALP (Preliminary Alternative)	PAE (Preliminary Architectural)	PFP (Preliminary Floor Plan)	PRFP (Preliminary Roof Plan)
1	Application Name (FKA names, if applicable)	√	√	√	√	√	√	√	√	√	√	√
2	Control Number	√	√	√	√	√	√	√	√	√	√	√
3	Project Number	√	√	√	√	√	√	√	√	√	√	√
4	Tier	√	√	√	-	-	-	-	-	-	-	-
5	Existing Land Use Designation	√	√	√	-	-	-	-	-	-	-	-
6	Proposed Land Use Designation	√	√	√	-	-	-	-	-	-	-	-
7	Existing-Zoning District	√	√	√	-	-	-	-	-	-	-	-
8	Proposed Zoning District	√	√	√	-	-	-	-	-	-	-	-
9	Overlay(s)	√	√	√	-	-	-	-	-	-	-	-
10	Property Control Number(s)	√	√	√	-	-	-	-	-	-	-	-
11	Existing Uses	√	√	√	-	-	-	-	-	-	-	-
12	Proposed Uses as contained in Art. 4	√	√	√	-	-	-	-	-	-	-	-
13	Required/Proposed Gross Site Area	√	√	√	-	-	-	-	-	-	-	-
14	Required/ Proposed Net Site Area	√	√	√	-	-	-	-	-	-	-	-
15	Existing/Approved/Proposed Density (Housing types and number of units)	√	√	√	-	-	-	-	-	-	-	-
16	Existing/Approved/Proposed Density bonus program; (e.g. TDR, WHP, AHP)	√	√	√	-	-	-	-	-	-	-	-
17	Existing/Approved/Proposed Intensity; (Gross Floor Area)	√	√	√	-	-	-	-	-	-	-	-
18	Required/Existing/Proposed Parking	√	√	√	-	-	-	-	-	-	-	-
19	Required/Existing/Proposed Accessible Parking	√	√	√	-	-	-	-	-	-	-	-
20	Required/Existing/Proposed Loading	√	√	√	-	-	-	-	-	-	-	-
21	Required/Existing/Proposed Building Height and number of stories (in feet)	√	√	√	-	-	-	-	-	-	-	-
22	Required/Existing/Proposed Recreation	√	√	√	-	-	-	-	-	-	-	-
23	Required/Existing/Proposed Civic	√	√	√	-	-	-	-	-	-	-	-
24	Traffic Analysis Zone (TAZ)	√	√	√	-	-	-	-	-	-	-	-
<b>Notes:</b>												
√	Required Information											
-	Not applicable											

**2.B.4.B Required Site Data for Final Plans (Administrative Processes)**

	<b>Site Data</b>	<b>FMP</b> (Final Master Plan)	<b>FSP</b> (Final Site Plan)	<b>FSBP</b> (Final Subdivision Plan)	<b>FRP</b> (Final Regulating Plan)	<b>FMSP</b> (Final Master Sign Plan)	<b>FASP</b> (Final Alternative Sign Plan)	<b>FLP</b> (Final Landscape Plan)	<b>FALP</b> (Final Alternative Landscape Plan)	<b>FAE</b> (Final Architectural Plan)	<b>FFP</b> (Final Floor Plan)	<b>FRFP</b> (Final Roof Plan)
1	Application Name (FKA names, if applicable)	√	√	√	√	√	√	√	√	√	√	√
2	Control Number	√	√	√	√	√	√	√	√	√	√	√
3	Project Number	√	√	√	√	√	√	√	√	√	√	√
4	Last ZC/BCC Approval Date	√	√	√	-	-	-	-	-	-	-	-
5	Tier	√	√	√	-	-	-	-	-	-	-	-
6	Land Use Designation	√	√	√	-	-	-	-	-	-	-	-
7	Zoning District	√	√	√	-	-	-	-	-	-	-	-
8	Overlay(s)	√	√	√	-	-	-	-	-	-	-	-
9	Property Control Number(s)	√	√	√	-	-	-	-	-	-	-	-
10	Existing Uses	√	√	√	-	-	-	-	-	-	-	-
11	Proposed Uses	√	√	√	-	-	-	-	-	-	-	-
12	Required/Proposed Gross Site Area	√	√	√	-	-	-	-	-	-	-	-
13	Required/ Proposed Net Site Area	√	√	√	-	-	-	-	-	-	-	-
14	Existing/Approved/Proposed Density (Housing types and number of units)	√	√	√	-	-	-	-	-	-	-	-
15	Existing/Approved/Proposed Density bonus program; (e.g. TDR, WHP, AHP)	√	√	√	-	-	-	-	-	-	-	-
16	Existing/Approved/Proposed Intensity; (Gross Floor Area)	√	√	√	-	-	-	-	-	-	-	-
17	Required/Existing/Proposed Parking	√	√	√	-	-	-	-	-	-	-	-
18	Required/Existing/Proposed Accessible Parking	√	√	√	-	-	-	-	-	-	-	-
19	Required/Existing/Proposed Loading	√	√	√	-	-	-	-	-	-	-	-
20	Required/Existing/Proposed Building Height and number of stories (in feet)	√	√	√	-	-	-	-	-	-	-	-
21	Required/Existing/Proposed Recreation	√	√	√	-	-	-	-	-	-	-	-
22	Required/Existing/Proposed Civic	√	√	√	-	-	-	-	-	-	-	-
23	Traffic Analysis Zone (TAZ)	√	√	√	-	-	-	-	-	-	-	-
<b>Notes:</b>												
√		Required Information										
-		Not applicable.										

**2.B.5 Concurrency Table**

The Applicant shall prepare a Concurrency Table indicating the concurrency for the proposed uses, and shall be consistent with what is represented on the graphic portion of the Plan.

**2.B.5.A Concurrency Reservation or Approved Concurrency (Examples)**

Use (Pursuant to Art. 4, Use Regulations)	Intensity/Density (square feet/seats/students/gas pumps. etc.)
Congregate Living Facility	No. of beds for Zoning No. of units for Engineering - Traffic
Daycare	square feet/no. of persons
Gas and Fuel Sales, Retail (with Convenience Store)	square feet/no. of fueling positions
Medical Office	square feet
Retail Sales, General	square feet
School	square feet/ no. of students
Types 1 and 2 Restaurants	square feet/no. of seats

**2.B.6 Site Elements and Graphic Data**

Site elements are specific to a subject property and application requests, and shall be shown graphically on a Master, Site or Subdivision Plan, for either the Public Hearing or Administrative Processes. These graphics shall be supported by text, labeling, and dimensional information (width, length, depth) for each of these site elements on the plan, if applicable. Phase lines and affected areas shall also be delineated and defined clearly on the Master, Site, or the Subdivision plan(s). The Applicant may choose to submit a Regulating Plan – Phasing of Development to demonstrate the proposed phases.

**2.B.6.A [General Checklist for Plan Preparation](#)**

Other site improvements or elements that are not included in this table may be required to be shown by the DRO at the time of review of the application. Items included in this Checklist are organized in an alphabetical order, and not in the order of drafting a plan.

**2.B.7 Residential Elements**

For residential projects, the Applicant shall provide the following information.

**2.B.7.A Residential Elements**

Site Elements	Description
<b>Residential</b>	Density Bonus programs: WHP, AFH, TDR Housing types in each pod, number of units
	Overall density, acreage
	Net and gross density of each pod and acreage
	Pods/Parcels – residential, recreational, civic, and commercial, identify each pod or parcel with a number or a letter
	Gross density of adjacent residential properties

**2.B.8 Property Development Regulations (PDRs)**

The Applicant shall provide the following chart on the Master, Site or Subdivision plan, and add rows/columns as necessary:



**2.B.8.A Property Development Regulations**

Zoning District or Pod	Minimum Lot Dimensions				Density/GFA	FAR	Bldg. Cover	Setbacks/Separation			
	Size	Width	Frontage	Depth				Front	Side	Street	Rear
Required											
Proposed											

**2.B.9 Planned Development Tabular Data**

For Planned Development District, the Applicant shall provide the following chart (Example) on plan, and add rows/columns as necessary:

**2.B.9.A Residential Planned Development Tabular Data (Example)**

	Last BCC Approved					Proposed					
	Pod No. or (alpha)	Pod Type	Acre(s)	No. of units in each Pod	Net Density in each Pod Du/ac	Pod No. or (alpha)	Pod Type	Acre(s)	No. of units in each Pod	Net Density in each Pod	Housing Type/Unit/Net Density/Net Density Change Between Approved and Proposed
<b>Total:</b>	-	-	#	#	-	-	-	#	#	-	# of units

**2.B.9.B Non-Residential Planned Development Tabular Data (Example)**

	Last BCC Approved					Proposed				
	Art. 4 Use Classification	Approved Use	Square footage	Parking		Art. 4 Use Classification	Proposed Use	Square Footage	Parking	
				Req'd	Provided				Req'd	P r o p
<b>Total:</b>	-	-	#	#	#	-	-	#	#	#

Table 2.B.9.B may not be required to be submitted as part of the Administrative Modification or DOA application review, subject to the determination by the DRO.

**2.B.10 Variances or Waivers**

The Applicant shall provide details of the proposed variance(s) or waiver(s) on the plan using the following Chart. For applications that have prior approved variances or waivers, the previously approved variances or waivers that are not the same as the current proposed requests must also be shown on the plan.

**2.B.10.A Variance or Waiver Chart**

ULDC Code Reference Article/Section	Required	Provided	Variance or Waiver	Approval Date/Resolution No.

**2.C REGULATING PLAN**

If the Applicant chooses to submit Regulating Plans, the Plans shall be prepared following these requirements. The Plan(s) may include site elements that could be shown in graphic presentations, with construction details, text, and dimensions to demonstrate the design and visual appearance of each of these elements. At review time, Staff will determine which details are required to be shown on the Regulating Plan, or on other types of plans, or could be submitted in manufacturer’s cut sheets.

**2.C.1 Residential**

The following information may be shown on a Regulating Plan if the Site or Subdivision Plan does not have sufficient area to show the details:

**2.C.1.A Residential Housing Types**

Zero Lot Line (Fee Simple Ownership)	Townhouse (Fee Simple Ownership)	Multi-family (Condominium Ownership)
Dimension and label Zero lot line side	Dimension and label Lot lines	Dimension and label building footprints
Dimension and label overhang easements	Dimension and label parking and garage (Garage allowed when on dedicated R-O-W; garage with back out onto parking tract not permitted)	Label number of units per building
Dimension minimum length of home along zero lot line sides	NA	Label parking and provide breakdown by number of units/bedrooms (can be shown in Site Data)
Dimension and label side street homes (a.k.a. floaters)	NA	Dimension, label and provide numbers of guest parking; covered parking areas
NA	NA	Label and provide size of RV/boat storage areas
NA	NA	Label and provide size of bike rack areas; gang mailboxes

**2.C.2 Phasing**

Phasing may be shown on a Regulating Plan, and shall be labeled as “Regulating Plan – Development Phasing”. A Phasing Table shall be included on the Plan to clearly define the following:

- A. Number of Phases for the overall development;
- B. Phasing Timeline – Commencement of each phase. If an “interim” use is being approved by the BCC or ZC, the date of the discontinuance of the interim use must be shown;
- C. Proposed Uses for each phase;
- D. No. of buildings and square footage affiliated with each use;
- E. Acres and Percentages – breakdown of percentage of land area associated with each phase. It must comply with the minimum percentage of the land area for each phase of the development as referenced in Art. 2.E, Monitoring.

**2.C.2.A Development Phasing Table**

Phase	Phasing Timeline	Proposed Uses	No. of buildings and S.F. Or Units	Acres & Percentages of Land Area for each Phase
#	Date			

**2.D Temporary Use**

The Applicant shall use the most recently approved Plan, if applicable, as part of the Application requirements. If no site plan is available, an as-built survey must be provided to show the location and use approval.

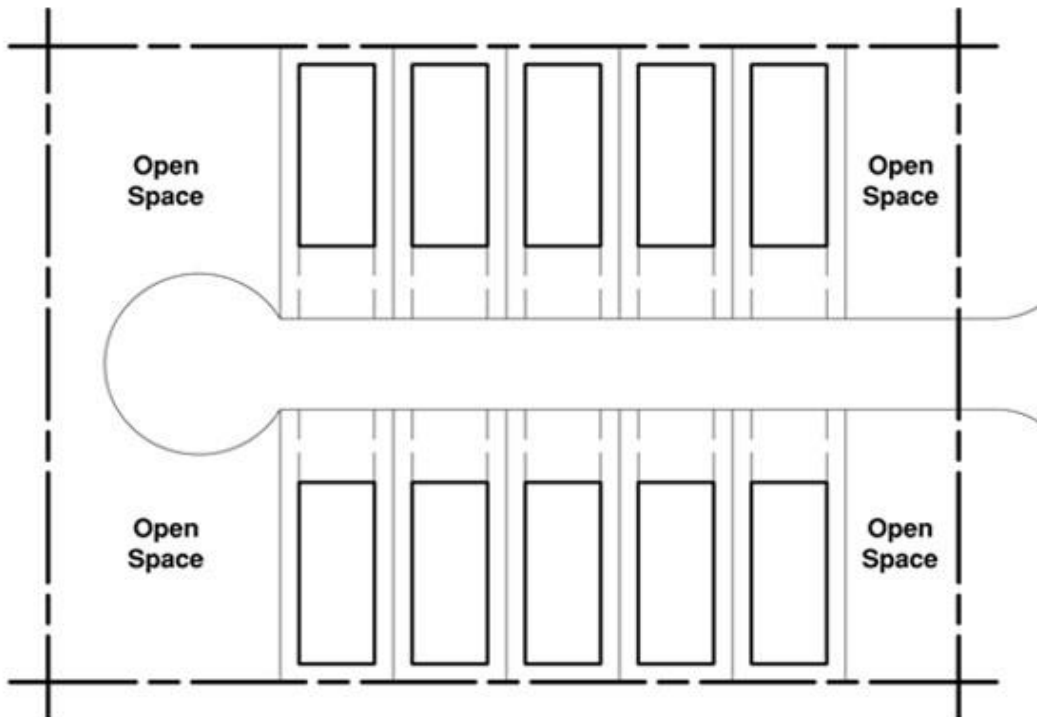
**2.E Digital Plan Format (aka ePlans)**

For online submission of applications through the County’s ePZB website, all digital plans and documents shall be submitted in the format identified in the “Zoning Applications Checklist and Naming Guide”.  
<http://discover.pbcgov.org/pzb/zoning/Pages/Applications-Forms.aspx>

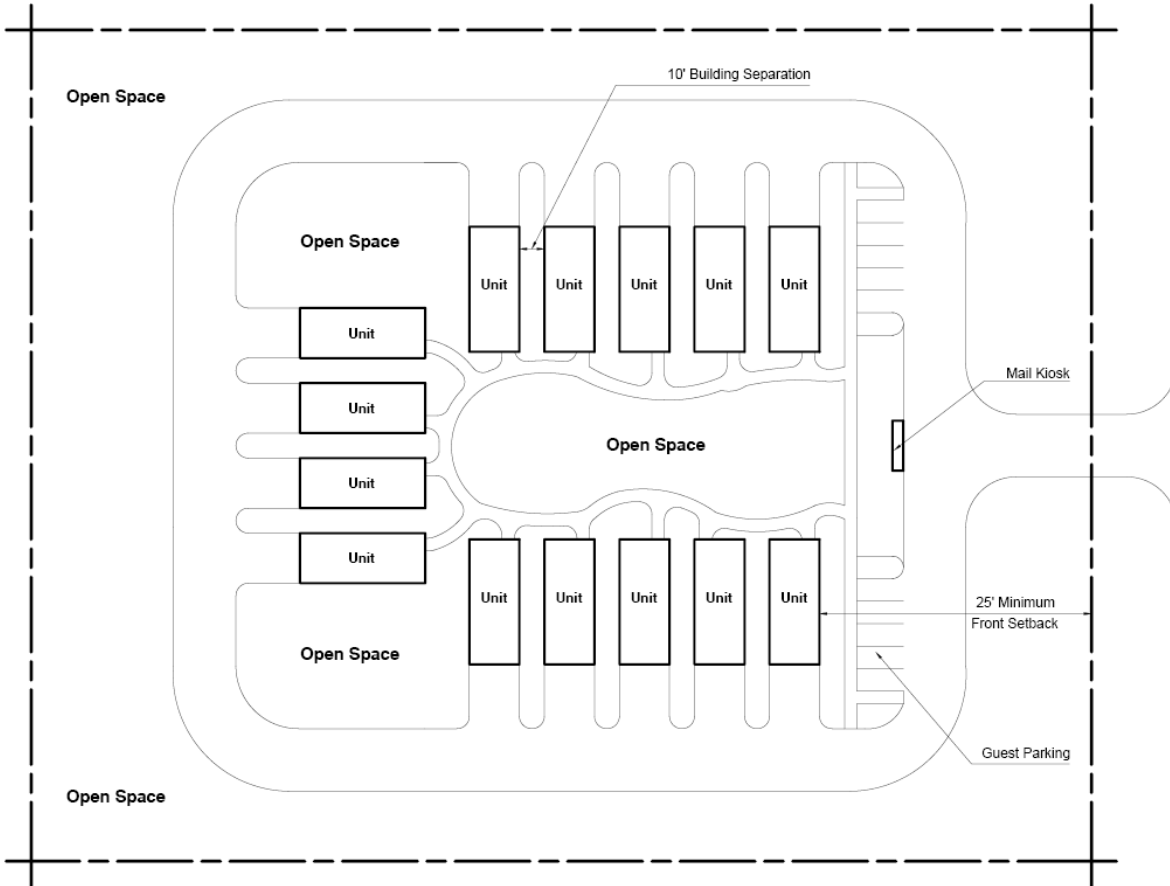
**2.F Cottage Homes**

The following graphics clarify the two types of Cottage homes, an individual detached unit on an individual lot as shown in 2.F.1, and multiple detached units on a single lot as shown on 2.F.2.

**2.F.1 Cottage Home – Single unit on a Single lot**



### 2.F.2 Cottage Home – Multiple Units on a Single Lot



### 2.F.3 Cottage Home Dimensions

