

TECHNICAL MANUAL

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TITLE 2 – PLANS
[Revised 8/2023]

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 Board of County Commissioners (BCC) or Zoning Commission (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 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) [8/2023]

Preliminary or Final Plan		Rezoning or a DOA to:						Standard District with a COZ	Request or a DOA for:	Request for:	
		M H P D	M U P D	P I P D	P U D	R V P D	T D D		Conditional Uses	Type 2 Variance	Type 1 and 2 Waivers
Master (PMP)	(FMP)	✓ 2	✓ 2	✓ 2	✓ 2	✓ 2	✓ 2	-	-	✓ 4	✓ 4
Site (PSP)	(FSP)	-	✓	-	-	-	-	✓	✓	✓ 4	✓ 4
Subdivision (PSBP)	(FSBP)	-	✓ 3	✓ 3	✓ 5	-	-	✓ 3	✓ 3	✓ 4	✓ 4
Regulating (PRP)	(FRP)	✓ 5	✓ 5	✓ 5	✓ 5	✓ 5	✓ 5	✓ 5	✓ 5	✓ 4, 5	✓ 4, 5
Master Sign (PMSP)	(FMSP)	✓ 6	✓ 6	✓ 6	✓ 6	✓ 6	✓ 6	✓ 6	✓ 6	✓ 4, 6	✓ 4, 6
Alternative Sign (PASP)	(FASP)	✓ 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	✓ 4, 7	✓ 4, 7
Floor (PFP)	(FFP)	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 4, 7	✓ 4, 7
Roof (PRFP)	(FRFP)	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 4, 7	✓ 4, 7
Notes: For those plans that are not listed in the Table above, contact Zoning Division Staff for assistance.											
✓	Required plan per ULDC Article (Art.) 2.A.6.B, Plan Requirements.										
1.	Submitted as Preliminary Plans for public hearing applications, and as Final Plans after BCC approval and submitted to the 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 an MUPD that utilized more than one FLU designation in order to define location of uses and property development regulations. [8/2023]										
3.	Subdivision Plan shall replace Site Plan if a subdivision process is requested, unless exempt pursuant to ULDC Art. 11, Subdivision, Platting, and Required Improvements.										
4.	For Standalone or Concurrent Variance and Waiver applications, the requests shall be identified and labeled 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 ULDC 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 ULDC Art. 5.C, Design Guidelines.

2.B APPLICATION REQUIREMENTS – PLANS

Pursuant to ULDC Art. 2.A.6.B, Plan Requirements, 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:

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 the DRO to consider waiving certain requirements.

Table 2.B.1 – Plan Layout Requirements

2.B.1.B	Plan Size
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.
2.B.1.C	Electronic Plan Format – 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 the Application Checklist and Naming Guide on the Zoning Website https://discover.pbcgov.org/pzb/zoning/Pages/Application-Processes.aspx .
2.B.1.D	Scale
	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'.
2.B.1.E	Plan Views
	All drawings, except elevations and renderings, shall be prepared in two-dimensional plan views.
2.B.1.F	Font Style and Size
	Any legible font style. The Zoning Division prefers Arial font style, and font size shall be no less than 10 point.
2.B.1.G	Line Weight
	Line weight and line type hierarchy on all plans shall be consistent with the American National Standards Institute (ANSI) drafting standards.
2.B.1.H	Signature and Professional Seal
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, Application Checklist, Documents, and Public Notification Signs for digital signature and seal.
2.B.1.I	Rounding Decimals

	All numerical references shall be rounded to a maximum of two decimal points.
2.B.1.J	Match Lines
	Match lines shall be clearly labeled between drawing segments (this requirement is not applicable to Regulating Plans or Sign Plans). [8/2023]

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.

1. *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 Section 2.B.1.D, Scale.
2. The reference to other Site Plans of each use shall also be labeled on the Master Plan, e.g., see Site Plan (SP) 1 for the Type 1 Restaurant; and SP 2 for the CLF, etc.
3. 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.
4. Each Plan shall be labeled accordingly as MP, SP1, SP2, etc.

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 is required for ALL plans, unless otherwise stated herein.

Table 2.B.2 – Title Block Information [8/2023]

2.B.2.A	Consultants
	Consultant Logo Box (name, address, phone number, fax, and e-mail, if applicable).
2.B.2.B	Control/Application Name
	If the Application Name is different from the Control Name, the Applicant shall list both names.
2.B.2.C	Type of Plan
	Label in accordance with Art. 2.A related to Plan Requirements of the ULDC, and the Application Checklist and Naming Guide on the Zoning Website. https://discover.pbcgov.org/pzb/zoning/Pages/Application-Processes.aspx
2.B.2.D	Revision Dates
	Each revision/resubmittal date pertaining to the application must be identified in a chart.
2.B.2.E	Page Numbering
	If the submitted plans have more than one page, label with the acronym consistent with Art. 1.H.3, Abbreviations and Acronyms of the ULDC, and the page number. Example: PSP-Page 1 of 2.

2.B.3 Other Required Plan Information

The following information shall be provided on ALL plans unless otherwise indicated herein.

Table 2.B.3 – Other Required Plan Information [8/2023]

2.B.3.A	Location Map
	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.
2.B.3.B	Site Data Table
	See Sections 2.B.4.A and 2.B.4.B of this Chapter for information.
2.B.3.C	Legend
	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.
2.B.3.D	Zoning Stamp
	A 4" x 4" box. The Zoning Stamp Box must be placed on applicable plans, preferably on the lower-right corner.
2.B.3.E	Amendment Stamp (next to Zoning Stamp Box)
	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.2.F	North Arrow
	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 oriented to the top or right of the page, as applicable.
2.B.2.G	Graphic Scale
	Prefer to be placed adjacent to the North Arrow or in a location of the plan where it is easily seen.

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 a 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:

Table 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 Plan)	PLP (Preliminary Landscape Plan)	PALP (Preliminary Alternative Landscape Plan)	PAE (Preliminary Architectural Elevations)	PFP (Preliminary Floor Plan)	PRFP (Preliminary Roof Plan)
1	Application Name (f.k.a. names, if applicable)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Control Number	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Application Number	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	Last ZC/BCC Approval Date	✓	✓	✓	-	-	-	-	-	-	-	-
5	Tier	✓	✓	✓	-	-	-	-	-	-	-	-
6	Existing Future Land Use Designation	✓	✓	✓	-	-	-	-	-	-	-	-
7	Proposed Future Land Use Designation	✓	✓	✓	-	-	-	-	-	-	-	-
8	Existing Zoning District	✓	✓	✓	-	-	-	-	-	-	-	-
9	Proposed Zoning District	✓	✓	✓	-	-	-	-	-	-	-	-
10	Overlay(s)/Study Area(s)	✓	✓	✓	-	-	-	-	-	-	-	-
11	Property Control Number(s)	✓	✓	✓	-	-	-	-	-	-	-	-
12	Existing Use(s)	✓	✓	✓	-	-	-	-	-	-	-	-
13	Proposed Use(s) as contained in ULDC Article 4	✓	✓	✓	-	-	-	-	-	-	-	-
14	Required/Proposed Gross Site Area	✓	✓	✓	-	-	-	-	-	-	-	-
15	Required/Proposed Net Site Area	✓	✓	✓	-	-	-	-	-	-	-	-
16	Existing/Approved/Proposed Density (housing types and number of units)	✓	✓	✓	-	-	-	-	-	-	-	-
17	Existing/Approved/Proposed Density Bonus Program (e.g., TDR, WHP, AHP)	✓	✓	✓	-	-	-	-	-	-	-	-
18	Existing/Approved/Proposed Intensity (gross floor area)	✓	✓	✓	-	-	-	-	-	-	-	-
19	Required/Existing/Proposed Parking	✓	✓	✓	-	-	-	-	-	-	-	-
20	Required/Existing/Proposed Accessible Parking	✓	✓	✓	-	-	-	-	-	-	-	-
21	Required/Existing/Proposed Loading	✓	✓	✓	-	-	-	-	-	-	-	-
22	Required/Existing/Proposed Building Height (in feet) and Number of Stories	✓	✓	✓	-	-	-	-	-	-	-	-
23	Required/Existing/Proposed Recreation	✓	✓	✓	-	-	-	-	-	-	-	-
24	Required/Existing/Proposed Civic	✓	✓	✓	-	-	-	-	-	-	-	-
25	Traffic Analysis Zone (TAZ)	✓	✓	✓	-	-	-	-	-	-	-	-
Notes:												
✓	Required information											
-	Not applicable											

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

Site Data		FMP (Final Master Plan)	FSP (Final Site Plan)	FSBP (Final Subdivision Plan)	FRP (Final Regulating Plan)	FMSP (Final Master Sign Plan)	FASP (Final Alternative Sign Plan)	FLP (Final Landscape Plan)	FALP (Final Alternative Landscape Plan)	FAE (Final Architectural Elevations)	FFP (Final Floor Plan)	FRFP (Final Roof Plan)
1	Application Name (f.k.a. names, if applicable)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Control Number	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Application Number	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	Last ZC/BCC Approval Date	✓	✓	✓	-	-	-	-	-	-	-	-
5	Tier	✓	✓	✓	-	-	-	-	-	-	-	-
6	Future Land Use Designation	✓	✓	✓	-	-	-	-	-	-	-	-
7	Zoning District	✓	✓	✓	-	-	-	-	-	-	-	-
8	Overlay(s)/Study Area(s)	✓	✓	✓	-	-	-	-	-	-	-	-
9	Property Control Number(s)	✓	✓	✓	-	-	-	-	-	-	-	-
10	Existing Use(s)	✓	✓	✓	-	-	-	-	-	-	-	-
11	Proposed Use(s) as contained in ULDC Article 4	✓	✓	✓	-	-	-	-	-	-	-	-
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)	✓	✓	✓	-	-	-	-	-	-	-	-
Notes:												
✓	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.

Table 2.B.5 – Concurrency Reservation or Approved Concurrency (Examples)

Use (pursuant to ULDC Art. 4, Use Regulations)	Intensity/Density (square feet/seats/students/gas pumps, etc.)
Congregate Living Facility	Number of beds for Zoning Number of units for Engineering – Traffic
Day Care	Square feet/number of persons
Gas and Fuel Sales, Retail (with Convenience Store)	Square feet/number of fueling positions
Medical or Dental Office	Square feet
Retail Sales	Square feet
School	Square feet/number of students
Types 1 and 2 Restaurants	Square feet/number 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 – Development Phasing 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 alphabetical order, and not in the order of drafting a plan. [8/2023]

Table 2.B.6.A – General Checklist for Plan Preparation [8/2023]

Items	Descriptions	PMP/ FMP	PSP/ FSP	PSBP/ FSBP	PRP/ FRP	PMSP/ FMSP (1)	PLP/ FLP (1)	PAE/ FAE	PFP/ FFP	PFFP/ FRFP
Adjacent Properties	Indicate the FLU designation, zoning district, existing or approved use(s). Control and Application Numbers. When adjacent to another jurisdiction, indicate the municipality, current site use (i.e., commercial, industrial, etc.), and zoning, if known.	✓	✓	✓						
	Graphically show all existing structures and site improvements of these properties of the first 100 feet measuring from the property lines.	✓	✓	✓						
Affected Area	Define the boundary using a specific line style or weight indicating the affected area that is subject to the DOA request.	✓	✓	✓			✓			
Building(s)	Label each building consistently with a number or in alpha; proposed height and story; square footage.		✓	✓				✓	✓	✓
	For Multifamily units, label the number of units.		✓							
Civic	Label public civic or private civic; acreage. List use if applicable.	✓	✓							
Drainage	Graphically show and label where applicable: Water management tract; retention or detention areas. Lake maintenance easement or swales.	✓	✓	✓			✓			

	For lakes and retention or detention areas that are four feet and over in depth, dimension and label setbacks from canals or perimeter property lines, and show lake maintenance easements.	✓	✓	✓	✓					
	Graphically show and label fountains in lakes, if applicable.	✓	✓	✓			✓			
Easement and Utilities	Label and dimension easements (utilities, drainage, access, hydrants, etc.)	✓	✓	✓			✓			
Landscape	Perimeter buffers (R-O-W; Compatibility and Incompatibility) Label and dimension each type of buffer, and indicate whether there is easement overlap within the buffer.	✓	✓	✓						
	Interior landscaping (landscape islands; foundation planting) Label, dimension, and indicate whether there is any easement overlap.		✓	✓						
Parking and Loading	Label and dimension a typical parking space. Angle of parking spaces layout, except for 90 degree parking. Indicate number of spaces in each row.		✓	✓	✓					
	Label and dimension handicap parking and ramps; sidewalks; curb cuts.		✓	✓	✓					
	Identify and label parking for: grass; guest; valet; shared; off-site; motorcycle, if applicable.		✓	✓	✓					
	Label and dimension, where applicable, spaces that are affiliated with a specific use: loading space(s); drop-off spaces; vehicle display; outdoor storage area; shopping cart corals. For vehicle display, also identify the number of vehicles.		✓	✓	✓					
Pedestrian Amenity	Label and dimension sidewalks, pedestrian or bicycle paths, and amenities (benches; trellises).		✓	✓	✓					

Preserve and Open Space	Label and indicate acreage for: ERM (upland vegetation), SFWMD (wetland vegetation), or open space.	✓	✓	✓						
Property Boundary	Label boundary bearings and distances.	✓	✓	✓						
Recreation	Label and dimension recreational area or Recreation Pod	✓	✓	✓	✓					
	Where applicable, building square feet and types of facilities.		✓		✓					
Sign	Label and indicate sign type for freestanding ground-mounted signs.	✓	✓	✓		✓				
	Label and dimension sign type for both freestanding ground-mounted signs and wall signs.		✓	✓	✓	✓				
Streets/ Access	Label and dimension width of adjacent ultimate right-of-way or base building line.	✓	✓	✓						
	Dimension width of access points. Label traffic volume of Average Daily Trips (ADT).		✓	✓						
	Label and dimension turn lane(s).		✓	✓						
	Label and dimension safe sight lines and corner clips.		✓	✓						
	Label and dimension bridge; culvert; guardrails per Engineer's requirements.		✓	✓						
Variance or Waiver	Indicate the applicable Variance or Waiver, and the specific requests.	✓	✓	✓						
Vehicular Circulation (Internal)	Label and dimension width of internal driveways.		✓	✓						
	Label direction of traffic.		✓	✓						
	Label and dimension median openings or freestanding islands that serve as traffic calming components.		✓	✓						
	Label and dimension stacking distance for those uses with queuing and drive-through lanes.		✓	✓						
	Label and dimension cross-access points between subject property and adjacent property.	✓	✓	✓						
Note: (1) This applies to Alternative Landscape or Sign Plan(s).										

2.B.7 Residential Elements

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

Table 2.B.7 – Residential Elements

Site Elements	Description
Residential	Density bonus programs: WHP, AHP, 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:

Table 2.B.8 – Property Development Regulations

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

2.B.9 Planned Development Tabular Data

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

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

Last BCC Approval					Proposed					Housing Type/Unit/Net Density Change Between Approved and Proposed
Pod Number or Letter	Pod Type	Acre(s)	Number of Units in Each Pod	Net Density in Each Pod (du/ac.)	Pod Number or Letter	Pod Type	Acre(s)	Number of Units in Each Pod	Net Density in Each Pod (du/ac.)	
Total:		#	#	-	Total:		#	#	-	# of Units

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

Last BCC Approval					Proposed				
ULDC Article 4 Use Classification	Approved Use	S.F.	Parking		ULDC Article 4 Use Classification	Proposed Use	S.F.	Parking	
			Req'd.	Prov'd.				Req'd.	Prop.
Total:		#	#	#	Total:		#	#	#
Notes:									
1.	This Table 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.

Table 2.B.10 – Variance or Waiver Chart

Variance or Waiver No.	ULDC Reference Article/Section	Required	Provided	Variance or Waiver	Approval Date/ Resolution No.
V.1 or W.1					

2.B.11 Non-Conformities

Applications with non-conformities shall include the following non-conformities chart of the Site Plan to identify the corresponding Development Order (DO) that vested the non-conformities: [8/2023]

Table 2.B.11 – Non-Conforming Chart [8/2023]

No.	ULDC Reference Article/Section	Required	Provided	Extent of Non-Conformity	Vesting Development Order (DO)/Date

2.B.12 Special Requirements for Zoning Agency Review (ZAR) Applications

ZAR applications are subject to the following: [8/2023]

Table 2.B.12 – Special Requirements for Zoning Agency Review (ZAR) Applications [8/2023]

2.B.12.A	Requests
2.B.12.A.1	The requests field required to be filled out on the online submittal of ZAR applications under “Plans and Modifications” shall clearly identify the specific plan, exhibit, and request of the amendment.
2.B.12.B	Plans
2.B.3.B.1	Amendment to Zoning Plans shall be to the most current approved plans on record.
2.B.3.B.2	Site Plans, Subdivision Plans, or Master Plans missing Site Data and Location Map shall be updated to comply with Table 2.B.3, Other Required Plan Information, specifically noted under Section 2.B.3.A, Location Map and Section 2.B.3.C, Legend, as well as Table 2.B.4.B, Required Site Data for Final Plans (Administrative Processes). When the information is limited, usually with old plans, the required Site Data shall be provided to the greatest extent possible.
2.B.3.B.3	Plans labeled as “SP” for Site Plan or “RP” for Regulating Plan shall be modified to “FSP” or “FRP” respectively for “Final.”
2.B.3.B.4	Text from Conditions of Approval included in approved plans that are already contained in Resolutions must be removed from the plan(s).
2.B.3.B.5	Handwritten notes with specific site element information shall remain on the plan(s).
2.B.3.B.6	Existing details noted on approval plans may be relocated to a Regulating Plan when the Site Plan, Subdivision Plan, or Master Plan does not have enough room to include additional information required in the Manual such as stamps.
2.B.12.C	Amendments
2.B.12.C.1	Plans subject to amendments shall be submitted in two sets, one with red clouds and another without the clouds.
2.B.12.C.2	Each modification to the approved plan(s) as entered in the online application shall be identified by a red cloud and a number associated with the specific amendment request. Large clouds covering multiple changes are not allowed (see example below).
2.B.12.C.3	Resubmitted plans shall carry the clouds noted in previously submitted plans using the same number initially assigned to the amendment.
2.B.12.D	Revisions
2.B.12.D.1	Additional modifications are only allowed when addressing issues identified by a reviewing Agency. These amendments should be noted by a red cloud and continue numbering from the original request list. The new changes shall be listed in a Word document and submitted with the resubmittal.
2.B.12.E	Zoning Stamp
2.B.12.E.1	Old stamps that identify the original approval shall be removed from the plans and replaced with the 4" x 4" stamp boxes (see example below).

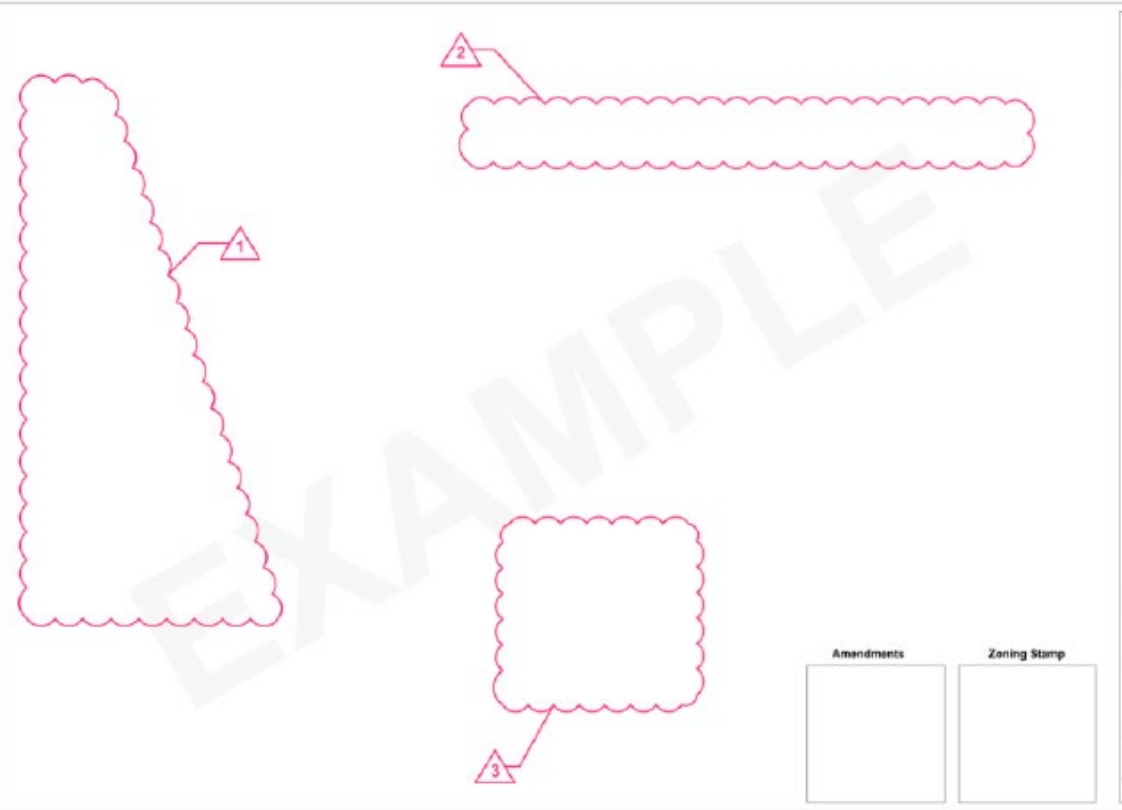
3.B.12.E.2	Previous “Administrative Amendment Stamps,” typically present on old Zoning Plans, shall remain on the amended plan(s) and may be relocated on the plan(s) to provide room for additional information (see example below).
2.B.12.E.3	All 4” x 4” Zoning Stamp and Amendment Stamp boxes shall be blank on all clouded and non-clouded plans.

Figure 2.B.12.C – ZAR Online Application (Plans and Modification) [8/2023]

Example of Modification Numbering

Plan type	Modification #	Page #	Exhibit # of Modified Plan	Enter the detail of request here (maximum of 200 characters)
FSP	1	1	345	Reduce 200 SF of the recreation area for consistency with the Master Plan.
FSP	2	1	345	Add 20' utility easement
FSP	3	1	345	Remove 1,500 SF from Building A

Example of Modification Clouds



Amendments

Zoning Stamp

Application Name

FSP

Approved plans with any of the stamps noted below should be removed prior to submittal. These stamps should be substituted with the 4" by 4" stamp boxes. [8/2023]

Figure 2.B.12.E – Old Approved Stamps [8/2023]

Date Approved: _____ Engineering Dept. _____ Health Dept. _____ Planning, Zoning & Bldg. Dept. _____ Planning, Zoning & Bldg. Dept. _____	PETITION NO. _____ DATE SUBMITTED _____ EXHIBIT NO. _____	FINAL PLAN APPROVED AT _____ DRO
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Administrative Amendment Stamps contained on approved plans shall be kept on the ZAR application plans. [8/2023]

Figure 2.B.12.E – Old Administrative Amendment Stamps [8/2023]

** ADMINISTRATIVE AMENDMENT ** STAFF _____ DATE _____	SIGNATURE ONLY APPROVED _____
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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 manufacturers' 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:

Table 2.C.1 – Residential Housing Types [8/2023]

Zero Lot Line (Fee Simple Ownership)	Townhouse (Fee Simple Ownership)	Multifamily (Condominium Ownership)
Dimension and label Zero Lot Line side	Dimension and label lot lines	Dimension and label building footprints
Dimension and label Access, Maintenance, and Roof 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	N/A	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")	N/A	Dimension, label, and provide numbers of guest parking; covered parking areas
N/A	N/A	Label and provide size of RV/boat storage areas
N/A	N/A	Label and provide size of bike rack areas; cluster mailboxes

2.C.2 Phasing

Phasing may be shown on a Regulating Plan, and shall be labeled as “Regulating Plan – Development Phasing,” indicating the number of phases and associated timeline. A DO may not exceed the maximum number of phases allowed pursuant to ULDC Art. 2.E.2.D, Phasing Limitations. The approved plan and Conditions of Approval of a DO will indicate the phasing for existing or proposed uses and the schedule of how the uses will be implemented. Approval of all phased uses shown on a Regulating Plan must be consistent with the approved BCC or ZC plans (i.e., Master, Site, or Subdivision Plan, whichever is applicable to the original approval). The Zoning Division may require a plan to be amended periodically, if necessary, to reflect the current site conditions to ensure the phased development is operating in accordance with the ULDC provisions. Any modifications to phased developments shall be in accordance with the ULDC. **[8/2023]**

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.** Number of buildings and square footage affiliated with each use for each phase; and, **[8/2023]**
- 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 ULDC Art. 2.E, Monitoring of Development Orders (DOs) and Conditions of Approval.

Table 2.C.2 – Development Phasing Table

Phase	Phasing Timeline	Proposed Uses	Number of Buildings and S.F. or Units	Acres and 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 or copy of the site layout from the approved Building Permit application, or aerial may be provided to show the location of the proposed use. **[8/2023]**

2.E DIGITAL PLAN FORMAT (A.K.A. “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.”

<https://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 Figure 2.F.1, and multiple detached units on a single lot as shown on Figure 2.F.2.

Figure 2.F.1 – Cottage Home (Single Unit on a Single Lot)

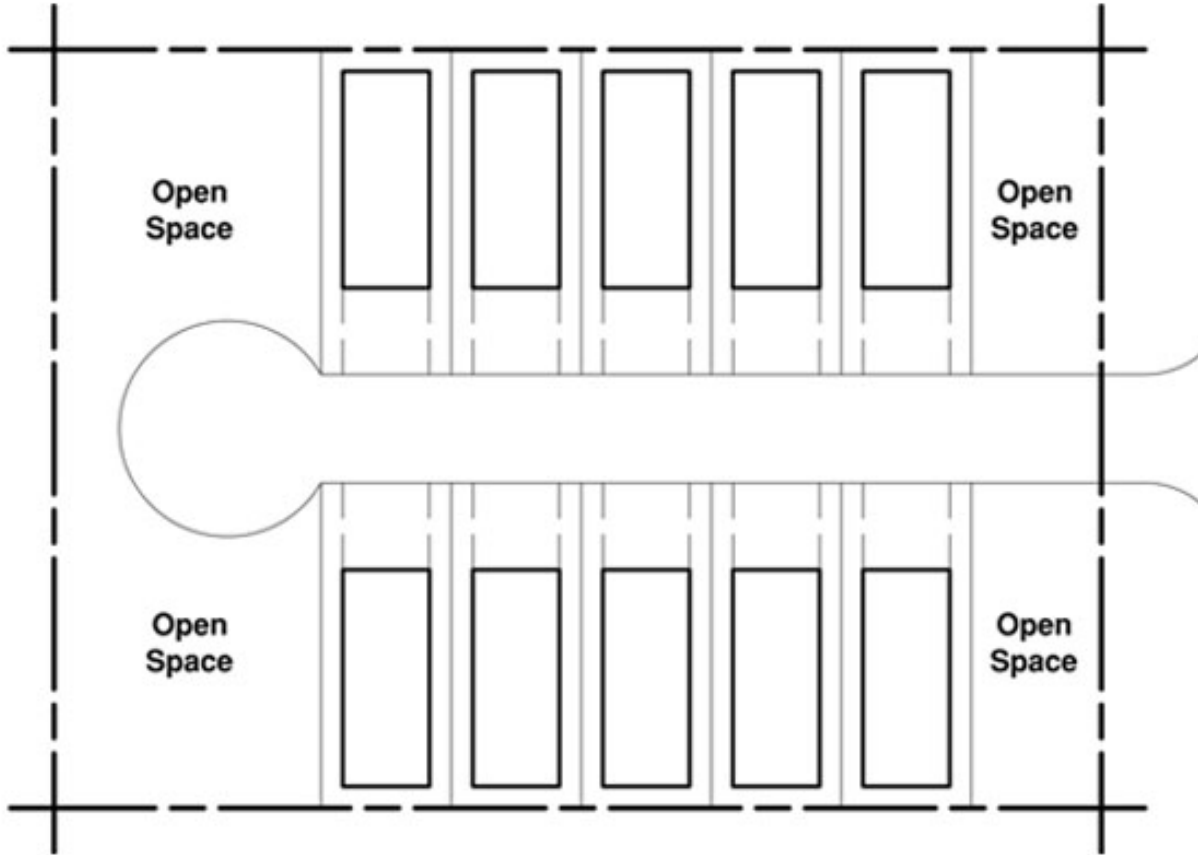


Figure 2.F.2 – Cottage Home (Multiple Unit on a Single Lot)

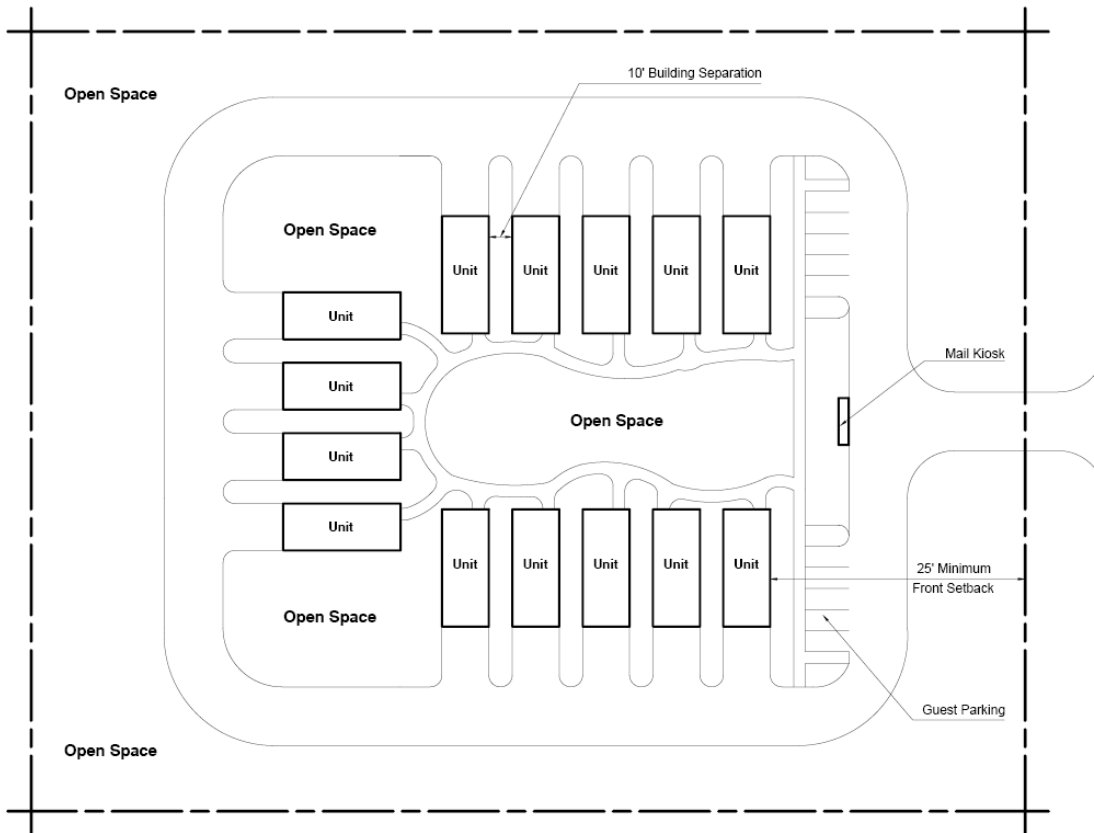


Figure 2.F.3 – Cottage Home Dimensions

