



**CITY OF SPRINGFIELD
STANDARD OPERATING PROCEDURE – 4d-01
REVIEW OF SITE PLANS FOR EROSION, SEDIMENT AND WASTE CONTROL
IN ACCORDANCE WITH LAND DEVELOPMENT REGULATIONS AND
ORDINANCES**

Objective:

Level 1 Residential Development Procedures

It is the intent of the City of Springfield to provide a uniform system of procedure for the review of development or redevelopment activities to be undertaken within the City. Such review is to provide the basis for decisions concerning the approval, denial or conditional approval of development permits per Section 2-4 of the City's Land Development Regulations.

Level One (1) – Minor Development is as follows:

- a. Construction or renovation of an individual single-family detached residence one lot or parcel that is not part of a common plan of development;
- b. Single-family detached DCA approved manufactured home designated as a RDMH structure;
- c. Construction or placement of accessory structures which are not intended for human occupancy or habitation; or,
- d. Remodeling, renovation, expansion, or other similar activity involving alterations or additions to an existing structure within the confines of the property lines on which the structure is located.

Level 2 and Level 3 Development Procedures

Level Two (2) – Small Scale Development is as follows:

All projects which are commercial or any residential over project exceeding 1 acre in size or part of a common plan of development must have CGP (Construction General Permit) and/or ERP

(Environmental Resource Permit). The need to apply for a CGP/ERP is listed in the development application as well as City of Springfield LDR section 2-4. Residential development or change in land use of 5 acres or less and a density of 5 units per acre or less, or involves any other development, or change in any other land use, of 3 acres or less.

- a. Ingress and egress to roadways;
- b. Drainage or stormwater management;
- c. Required permits from other governmental agencies;
- d. Impacts on natural resources

The City Commission may approve small scale development activities, including changes in land without submitting same for review by state agencies provided that:

- a. The cumulative effect of the above condition shall not exceed 30 acres annually; The proposed amendment does not involve the same property more than once per year; and
- b. The proposed amendment does not involve the same owner's property within 200 feet of property granted a change within a period of 12 months.

Level Three (3) – Large Scale Development is as follows:

Development involving more than five (5) acres of land and a density of more than five (5) dwelling units per acre, or involves other development, singularly or in combination with residential development, of more than three (3) acres of land or part of a common plan of development must have CGP (Construction General Permit) and/or ERP (Environmental Resource Permit). The need to apply for a CGP/ERP is listed in the development application as well as City of Springfield LDR section 2-4.

Any large-scale development activity which involves a change in the designation or density/intensity of land use shall be considered a plan amendment and shall be subject to the state agency review requirements of Section 163.3187, Florida Statutes and section 2-4 of the Land Development Regulations.

Level 3 review must be based upon all requirements of Level 2 review plus an assessment of impact which may be caused by the proposed development at a minimum, the impact assessment must address the following general parameters;

- a. Adequacy of public facilities and services available to serve the proposed development;
- b. Suitability of site conditions including topography and soils, and the extent to which site modifications will be necessary to accommodate the proposed development;
- c. Ingress and egress to roadways;
- d. Drainage or stormwater management;

- e. Vehicular traffic, including on-site parking;
- f. Required permits from other governmental agencies;
- g. Noise;
- h. Lighting;
- i. Public safety and/or potential to create a public nuisance; and
- j. Impacts on natural resources.

Additional information or assessment may be required for development activities in designated conservation zones.

Written procedures:

Level 1 Residential Development

The following steps outline the procedure to obtain a Level 1 Minor Development Permit.

1. Obtain from the City an application for development approval, complete the application and return to the City of Springfield Code Enforcement Department for review.
2. Upon satisfactory review, the applicant shall pay all applicable fees for the application review, water connection, sewer connection, fire inspection, driveway permit and any or all other fees that apply.
3. Upon payment of all applicable fees and application approval, the City shall issue a letter of authorization to proceed to obtain a Level 1 building permit.
4. The applicant shall take the approval letter and a copy of the permit application to the City's designated permitting and building inspection agency for review.
5. Upon satisfactory review and payment of all building permit fees, the designated permitting and building inspection agency will issue a building permit for the Level 1 application.
6. The applicant may begin construction as authorized by the designated permitting and building inspection agency.
7. The applicant will perform all construction in compliance with all Florida Building Codes and call for all inspections as needed for the type of construction permitted at any step in the construction. Non-compliance with any Florida Building Code or failure to call for required inspections will result in suspension of construction until resolved.
8. The designated permitting and building inspection agency will perform all required inspections regulated under the building permit issued.
9. The applicant will notify the City of Springfield Code Enforcement when all required stormwater site improvements have been completed.
10. The City of Springfield Code Enforcement will inspect all completed, required stormwater site improvements and complete a Construction Site Stormwater Inspection report. This will include debris removal, silt fencing, dumpsters and all other DEP required processes during

development as needed.

11. The City of Springfield Code Enforcement will retain a copy of the completed, Construction Site Stormwater Inspection report, send a copy to the Public Works Department Assistant as needed and send a copy to the Florida Department of Environmental Protection and/or any other required department as requested by Florida Department of Protection.
12. Upon completion of all construction, the designated permitting and building inspection agency shall perform a final inspection, issue a Certificate of Occupancy and provide a copy of the final inspection and Certificate of Occupancy to the City of Springfield.

Level 2 and Level 3 Development Procedures

The following steps outline the procedure to obtain a Level 2 and/or Level 3 Development Permit.

1. The applicant or developer shall obtain from the City an application for Level 2 and/or Level 3 development approval, complete the application and return it to the City of Springfield along with three (3) complete sets of plans for the office of the City Clerk and/or Code Enforcement Department review. All fees due to the City for this review shall be paid to the City at this time. The developer shall also be responsible to reimburse the City for any costs incurred above the initial fees for its review including attorney's fees and engineering fees.
2. The City Clerk and/or Code Enforcement Department shall review the application for compliance with the City's Comprehensive Plan, the designated land use and the impact the overall development will have to the development area. The City of Springfield's Land Development Regulation can be found on the City of Springfield's website under Code Enforcement/Builders Services/COS LDR 2007.
3. A copy of the application and all plans in its entirety shall be submitted to the City for review. See attached Development Order – Plan Review form. Code Enforcement will review plans for erosion and sediment controls. In the event of concerns of stormwater issues or stormwater runoff concerns, a licensed engineer's letter of approval may be required to assure compliance with all requirements of the City's Comprehensive Plan and the City's Land Development Regulations. All fees for this review shall be paid by the developer in full directly to the approved engineer.
4. Any findings or changes necessary for compliance at the recommendation of the City approved engineer shall be made by the developer and a new set of plans shall be submitted for a final review at the expense of the developer. Such costs shall be paid directly to the approved engineer by the developer.
5. Upon a satisfactory review by the City approved engineer that all requirements of the City's Comprehensive Plan and the City's Land Development Regulations have been met, the City approved engineer shall send a copy of the approved plans along with a letter of approval to the office of the City Clerk for submission to the City Commission.
6. The final approval shall be by the City Commission of the City of Springfield.
7. The City of Springfield Application for Development Level II & III Staff Findings page will

document if ERP/GCP permits may be needed. This form is returned to the applicant once development has been approved by the City Commission.

8. Upon approval by the City Commission of the City of Springfield, the City may require the developer to hire an approved engineer to assure requirements for stormwater management are met for the City as well as any requirements of Florida Department of Environmental Protection for compliance reviews of stormwater management and submit a letter of agreement (between the developer and the City approved engineer) for compliance reviews to the office of the City Clerk and/or Code Enforcement Department. Compliance reviews include monitoring all development phases of the construction for the new development including but not limited to stormwater drainage, fire protective measures, sidewalks, recreational requirements, installation and connection to public water and sewer as well as ingress and egress of roadways. The purpose of the compliance reviews is to ensure the development is built to the specifications submitted in the final approval and that the development is maintaining adequate erosion, sediment and waste controls throughout build process. Compliance reviews are conducted monthly and after each rain event of ½ inch or more.
9. The office of the City Clerk and/or Code Enforcement Department shall then issue a letter of approval to the developer for the development and return one copy of the approved plans to the developer with the City Seal attached.
10. The office of the City Clerk and/or Code Enforcement Department will then notify the City approved engineer the plans were approved and sealed, the development is approved to begin construction and the compliance reviews shall begin. The City's Construction Site Stormwater Inspection will be conducted by Code Enforcement and a documented report will be used to review the development's stormwater compliance.
11. Copies of all compliance reviews shall be given to the developer and the office of the City Clerk and/or the Code Enforcement Department.
12. Any corrections needed should be immediately addressed by the developer and the City approved engineer should verify the corrections have been made.
13. The office of the City Clerk and/or Code Enforcement office will notify, as needed, the Florida Environmental Department of Protection, Compliance Department for additional enforcement if a development is not in compliance.
14. In accordance with the City's Public School Facility Element, the office of the City Clerk and/or Code Enforcement office will notify the Bay District School Board of any planned unit developments that will impact growth population of students.

Commercial Checklist

This development checklist is being provided for use as a guide for developers and may not cover all aspects of each type of development. Compliance with the City of Springfield Comprehensive Planning and Land Development Regulation Code (LDR) will be required for all development within the City of Springfield.

Project Name: _____

Owners Name: _____

Telephone Number: _____

Development Level ☐ Level 2 - Small Scale (developments of 3 acres or less)
 ☐ Level 3 - Large Scale (developments greater than 3 acres)

Land Use: RLD ☐ MU ☐ GC ☐ See section 3-5.5 through 3-5.8 of the LDR for allowable uses.
 IND ☐ REC ☐ CON ☐
 PI ☐

PERFORMANCE STANDARDS:

LDR SECTION	YES	NO	N/A	
3-5.7	☐	☐	☐	Will there be excessive noise? Noise level not to exceed: 60dBA from 7:00am – 10:00 pm and 55dBA from 10:00am – 7:00 am
	☐	☐	☐	Will there be excessive illumination or glare upon residential property
	☐	☐	☐	Will electric and/or magnetic fields adversely affect public?
	☐	☐	☐	Will there be emission of toxic or noxious matter?
	☐	☐	☐	Will there be offensive odor?
	☐	☐	☐	Will smoke be emitted from the property? Requirements
	☐	☐	☐	Will there be offensive or unsightly appearance when view from adjacent property?

DEVELOPMENT PLANS:

LDR Section	YES	NO	N/A		
2-4.4	_____	_____	_____	Utility easements shown and dimensioned	
2-4.4	_____	_____	_____	Typical street or pavement cross section shown and dimensioned	
2-4.4	_____	_____	_____	Proposed demolition or renovations shown	
2-4.4	_____	_____	_____	Plans certified by professional land surveyor, landscape architect, architect or engineer.	
2-4.4	_____	_____	_____	Adjacent land uses shown	
3-5.6	_____	_____	_____	Compliance with density requirements (See Attachment 1)	_____ Density Requirements
3-5.7 (a)	_____	_____	_____	Minimum 5' buffer provided between residential and non-residential property	
3-5.7 (a)	_____	_____	_____	Visual screen or barrier (i.e. shrubs, trees, fence) is provided between parking/ vehicular use areas and any residential property	_____ Type of barrier Provided
3-10.8	_____	_____	_____	Parking (See Attachment 2)	_____ No. of Spaces Required
					_____ No. of Spaces Provided
3-10.8	_____	_____	_____	Parking space (9'x 20') shown and dimensioned	
3-10.8	_____	_____	_____	Handicapped space (10'x 20') shown and dimensioned	_____ No. of Spaces Provided
3-7.10	_____	_____	_____	Location, size and type of existing trees	

GRADING AND DRAINAGE PLANS:

LDR Section	YES	NO	N/A	
3-6	_____	_____	_____	Existing and proposed topographic contours (may require contour interval less than 1')
	_____	_____	_____	Existing and proposed drainage facilities
	_____	_____	_____	Existing and proposed storm water treatment facilities
	_____	_____	_____	Easements for drainage (ditch + 15' on one side, 20'MIN.)
	_____	_____	_____	Location of outfall ditch and right- of -way
	_____	_____	_____	Finished grade of road and ditches

UTILITY PLANS: (City side of service meter)

LDR Section	YES	NO	N/A	
3-8				Water
standards	_____	_____	_____	Water lines are designed and shown in accordance with City's
	_____	_____	_____	An approved FDEP water permit is included with submittal
	_____	_____	_____	Water lines provide for domestic use as well as fire protection
	_____	_____	_____	Water tap locations are shown
				Sewer
standards	_____	_____	_____	Sewer lines are designed and shown in accordance with City's
	_____	_____	_____	An approval FDEP sewer permit is included with submittal
	_____	_____	_____	If a septic tank is to be installed, provide all required State Board of Health Permits, plans and calculations
	_____	_____	_____	Sewer tap locations are shown
3-4.9	_____	_____	_____	Crossing of existing paved streets are by bore and jack method

LANDSCAPING

LDR YES NO N/A

2-4.4 (2)(b)(ix)

_____ _____ _____ Landscaping shown plans with plant type and spacing identified

EROSION AND SEDIMENT CONTROL PLAN

LDR YES NO N/A

3-7.6

_____ _____ _____ Calculations of maximum runoff based on the 25-year critical duration event

_____ _____ _____ A description of and specifications for sediment retention devices

_____ _____ _____ A description of and specifications for surface runoff and erosion control devices

_____ _____ _____ A description of vegetative measures

_____ _____ _____ A map or drawing showing the locations of the items listed above

STORMWATER DESIGN

LDR YES NO N/A

3-6

_____ _____ _____ Design shall be based on the 25-year Critical Duration Event
NOTE: POST DEVELOPMENT RUNNOFF SHALL NOT EXCEED
PREDEVELOPMENT RUNOFF (25 YEAR CRITICAL DURATION EVENT)

Site (property) area

Area (sf)

Drainage area (s)

Area (sf)

Area (sf)

Predevelopment runoff coefficient(s)

Pre 'C'

Pre 'C'

Postdevelopment runoff coefficient(s)

Post 'C'

Post 'C'

Predevelopment runoff rate

Flow (CFS)

Flow (CFS)

				Postdevelopment runoff rate		
					Flow (CFS)	Flow (CFS)
	_____	_____	_____	Approved FDEP CGP, Storm water permit included with submittal		
	_____	_____	_____	Approved FDEP ERP Stormwater Permit included with submittal		
	_____	_____	_____	Approval FDOT, drainage permit is included with submittal		
3-9	_____	_____	_____	Storm water treatment is provided for the first one (1) inch of rainfall or for one- half (1/2) inch of runoff		

TRAFFIC CIRCULATION AND PARKING

LDR	YES	NO	N/A	
3-10	_____	_____	_____	Provide FDOT or county driveway, access point entrances or exits or other vehicular connection permit
	_____	_____	_____	Are parking area and access connection complaint with technical construction standards?
	_____	_____	_____	Compliance with location and spacing of access point requirements
	_____	_____	_____	Compliance with bicycle and pedestrian ways requirements
3-10.8	_____	_____	_____	Parking area surfaced with hard, dustless material

ENVIROMENTAL PROTECTION

LDR	YES	NO	N/A	
3-7	_____	_____	_____	Does proposed development involve impacts to land or shoreline along Martin Lake?
	_____	_____	_____	Does proposed development area contain any endangered or threatened species as specified in the "Official Lists of Endangered and Potentially Endangered Fauna and Flora in Florida" published by the Florida Game and Fresh Water Commission? (City may require an analysis)
	_____	_____	_____	Does proposed development contain or involve impacts to FDEP/U.S. Army Corp. of Engineers jurisdictional wetlands?

_____	_____	_____	Compliance with all environmental protection regulations (including NPDES for sites within 5 acres or more) See Level Three (3) – Large Scale Development Requirements
_____	_____	_____	An Approved FDEP, and U.S. Army Corps of Engineers wetland permit
_____	_____	_____	If mitigation is required, provide an approved FDEP, and U.S. Army Corps of Engineers wetland mitigation plan
_____	_____	_____	Approved FDEP CGP, Storm water permit included with submittal
_____	_____	_____	Approved FDEP ERP Stormwater Permit included with submittal
_____	_____	_____	Approval FDOT, drainage permit is included with submittal

FLOOD DAMAGE PROTECTION

LDR
3-7.8

YES NO N/A

FEMA FIRM MAP

Designated Flood Zone

Flood Elevation

Floor Elevation

PROTECTED TREES

LDR
3-7.10

YES NO N/A

_____ Compliance with protected trees and tree removal requirements

The following trees shall not be removed unless provisions of the City of Springfield LDR, regarding the removal protected trees have been met.

3' AND GREATER TREES TO BE REMOVED

_____ Flowering Dogwood

_____ Weeping Willow

15' AND GREATER TREES TO BE REMOVED

_____ American Holly

_____	_____	_____	Black Cherry
_____	_____	_____	Cypress
_____	_____	_____	Dahoon Holly
_____	_____	_____	Hickory
_____	_____	_____	Magnolia
_____	_____	_____	Maple
_____	_____	_____	Oak
_____	_____	_____	Pecan
_____	_____	_____	Sweetgum
_____	_____	_____	Sycamore
_____	_____	_____	Tupelo

PROPOSED SIGNS

LDR 4	YES	NO	N/A	
	_____	_____	_____	Compliance with sign requirements
	_____	_____	_____	Provide completed application for permit
	_____	_____	_____	Provide constructed plans

OTHER REQUIRED PERMITS

LDR 2-5.3	YES	NO	N/A	
	_____	_____	_____	Has developer obtained all other applicable permits required by law?
	_____	_____	_____	FDOT driveway permit
	_____	_____	_____	Bay Co. driveway permit

CITY OF SPRINGFIELD



Ralph Hammond, Mayor

408 School Ave
Springfield, Florida 32401
(850) 872-7570 * (850) 872-7663 fax

COMMISSIONERS:

Jack Griffis
Phillip Dykes
Jack Kennington
Cindy Hamre

Development Order – Plan Review

Please sign and date that you have reviewed the plans for:

City Manager / Mayor	_____	Date	_____
Whole project overview			
Code Enforcement	_____	Date	_____
Erosion, Sediment & Waste Controls			
Fire Chief	_____	Date	_____
Fire Safety			
Public Works Director	_____	Date	_____
All utility connections			
Water Supervisor	_____	Date	_____
Water connections			
Sewer Supervisor	_____	Date	_____
Sewer connections			
Street Supervisor	_____	Date	_____
Driveways and stormwater			

City of Springfield, FL
408 School Ave.
Springfield, FL 32401
850-872-7570 / 850-872-7663 Fax
www.springfieldfl.net



Application for Development
Level II and III

Date Received: _____ Received by: _____

Applicant Information:

Applicant Name: _____ Phone: _____

Applicant Address: _____

Name and address of property owner if different from applicant:

Authorized Agent/Contractor if different from owner:
Company Name and address: _____

Agent/Company Phone Number: _____ Email: _____

Contract License Number: _____

Site Information:

A COPY OF THE PROPERTY DEED WITH LEGAL DESCRIPTION MUST BE INCLUDED.

Address of site to be developed: _____

Current use of site: _____

Size of site: _____

Perimeter Measurements	Square Footage	Acreage
------------------------	----------------	---------

Perimeter Streets:

North: _____ South: _____

East: _____ West: _____

Intersecting Streets:

North: _____ South: _____

East: _____ West: _____

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Application for Development
Level II and III

PROPER SITE PLANS SHOWING ALL SETBACKS MUST BE ATTACHED TO THIS APPLICATION.

LDR Section 3-4.9 (7) Individual lot setback requirements are Front: 25 feet; Side: 10 feet; Rear and/or Secondary Street: 15 feet from property lines.

I CERTIFY THAT I UNDERSTAND THE PROVISIONS OF THIS PERMIT REQUEST AND THAT THE INFORMATION PROVIDED HEREIN IS TRUE AND ACCURATE. I UNDERSTAND THAT FAILURE TO COMPLY WITH THE REQUIREMENTS OF THE CITY OF SPRINGFIELD COMPREHENSIVE PLAN AND LAND DEVELOPMENT REGULATIONS OR ANY OTHER APPLICABLE CODE MAY SUBJECT THE PERMIT TO MODIFICATIONS, WITHDRAWAL OR CANCELLATION. I UNDERSTAND THIS PERMIT IS NOT TRANSFERABLE AND IS INVALID AFTER SIXTY (60) DAYS OF DEVELOPMENT INACTIVITY UNLESS SUCH INACTIVITY OR DELAY HAS BEEN SPECIFICALLY APPROVED BY THE CITY OF SPRINGFIELD IN WRITING. I UNDERSTAND THIS DEVELOPMENT MAY REQUIRE AN ERP/CGP PERMIT. I WILL PROVIDE THE CITY OF SPRINGFIELD WITH APPROPRIATE COPIES OF ALL PERMITS AND AUTHORIZATIONS REQUIRED BY OTHER LOCAL, STATE OR FEDERAL AGENCIES PRIOR TO COMMENCEMENT OF DEVELOPMENT ACTIVITIES. ANY TRANSFER OR OWNERSHIP OF THIS DEVELOPMENT PROJECT SHALL RENDER THIS PERMIT INVALID UNLESS THE CITY OF SPRINGFIELD IS PROPERLY NOTIFIED OF THE OWNERSHIP TRANSFER AND THE SPRINGFIELD CITY COMMISSION HAS REVIEWED AND APPROVED AN APPLICATION FOR DEVELOPMENT REQUEST FROM THE NEW OWNER TO CONTINUE THE DEVELOPMENT. ANY UNAUTHORIZED MODIFICATIONS OF ANY PAPERWORK OR DOCUMENTATION INVOLVED IN THE APPLICATION AND ACQUIREMENT OF THIS PERMIT SHALL RENDER THIS PERMIT INVALID.

SIGNATURE OF APPLICANT / AUTHORIZED AGENT

City of Springfield, FL
408 School Ave.
Springfield, FL 32401
850-872-7570 / 850-872-7663 Fax
www.springfieldfl.net



Application for Development
Level II and III

STAFF FINDINGS:

_____ Level II, Small Scale: Residential development involving five (5) acres of land or less and a density of four (4) dwelling units per acre or less or involves other development, singularly or in combination with residential development, of three (3) acres of land.

_____ Level III, Large Scale: Residential development involving more than five (5) acres of land and a density of more than five (5) dwelling units per acre, or involves other development, singularly or in combination with residential development, of more than three (3) acres of land.

SITE DESIGNATED LAND USE MAP DISTRICT: _____

ADJACENT PARCELS DESIGNATED FUTURE LAND USE:

NORTH PARCEL: _____ **SOUTH PARCEL:** _____

EAST PARCEL: _____ **WEST PARCEL:** _____

LAND USE COMPATIBILITY MEETS DEVELOPMENT REGULATIONS:

YES _____ NO _____

SITE UTILITIES: _____ City Water _____ City Sewer
_____ Private Well _____ Septic System

SITE ENVIRONMENTAL PROTECTION:

FLOOD ZONE: _____ **TYPE ELEVATION:** _____

WETLANDS: _____ **PROTECTED TREES:** _____ **WILDLIFE HABITAT:** _____

DEP: _____ **COE:** _____

OTHER REQUIRED PERMITS:

_____ Dredge & Fill _____ Stormwater _____ Vehicular Connection
_____ Water Well _____ Septic System _____ ERP _____ CGP