**\*\****Submittals will not be reviewed until all items are received. \*\**

*f provided; indicate NA if not applicable)*

Construction Plans shall comply with the following plan format and general standards:

* Completed application form. (can be obtained at pcbgov.com/ )
* Application fee as shown in the table below.

## Public Works Department Requirements:

**Construction Plans to Include:**

* 3 Sets of Plans and electronic PDF file.
* All information required pursuant to section 10.02.01.
* Proposed Use of Site
* Address or Legal Description of Site.
* Location Map.
* Name, Address, and Phone of Engineer.
* Date of Preparation.
* Scale of Drawing - Not greater than 1" = 50'.
* North Arrow.
* Designated Land Use of Site.
* Designated Land Use of All Adjacent Lots or Parcels.
* Name(s) of All Adjacent Streets.
* Alleys, Easements, or Right-Of-Way.
* 25' Min. Radius for Light Commercial Driveway Connection.
* 30'-50' Radius for Commercial/Industrial Driveway Connection.
* 24' Min. Pavement Width for public roads.
* Public Road Pavement Structural Requirements.
* Groundwater Elevations Under Roadway at Sufficient Intervals to Verify Pavement Design Adequacy.
* 60' Min. R.O.W. for public streets.
* Design Speed for Residential (Lots 50' wide and greater) 30 mph - posted 25 mph
* Design Speed for Multifamily (Apartments, Townhomes etc.) or high density Residential (Lots less than 50' wide) 25 mph - posted 20 mph.
* Design Speed for Residential Collector 35 mph - posted 30 mph.
* Pavement Markings & Signage, (i.e. stop signs, speed limit signs, striping, etc) is the responsibility of the Developer. The City provides street name signs only.
* Core and Compaction Tests are required on pavement, base and sub-grade in accordance with FDOT standards. Data should be submitted as part of “as built” process prior to acceptance of roads.
* Topographic survey including existing utilities on or adjacent to project surveyed by a PLS. Provide Existing Contours a min. of 25' beyond project boundary.

**Drainage Report to Include:**

* Name, address, and telephone number of the applicant.
* Location and/or aerial photograph of the development site, which clearly outlines project boundaries.
* Boundary and topographic survey, including the location of all easements, rights of way, and Coastal Setback Line or Coastal Construction Control Line.
* Methodology and explanation of calculations.
* Pre-Development Basin and Sub-basin Maps w/ stormwater runoff direction, volume, and flow rates at each point of discharge (Include any offsite drainage basins that discharge towards the site.)
* Post-Development Basin and Sub-basin Maps w/ stormwater runoff direction, volume, and flow rates at each point of discharge (Include any offsite drainage basins that discharge towards the site.)
* Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map & project boundary overlaid.
* If Project has 50 lots or 5 acres, whichever is the lesser, and within FEMA Flood Zone A**,** Base Flood Elevations must be established with a hydrologic and hydraulic study by a FL Registered P.E. A FEMA Conditional Letter of Map Revision or Amendment (CLOMR/CLOMA) is required prior to Engineering Approval and a FEMA LOMR/LOMA is required prior to City Acceptance of Project.
* If Project is less than 50 lots or 5 acres, and within FEMA Flood Zone A**,** Base Flood Elevations must be established with a hydrologic and hydraulic study by a FL Registered P.E. When BFE data is not available from any source the lowest floor of the structure shall be elevated at least three (3) feet above the highest adjacent grade.
* Elevations of any flood zone along the flood hazard boundaries shall be delineated on the drainage plans.
* Nearby wetlands and other environmentally significant resources clearly labeled and required buffers shown.
* A description of on-site vegetation and soils.
* Information on Percolation Rate Used and Derivation. The standard factor of safety applied to percolation rates shall be 2 for DRI tests, 3 for other field testing, and 4 for percolation rates as contained in the Bay County Soil Survey. Maximum design percolation rate shall not exceed twenty-four (24) in/hr.
* Groundwater Elev. at date of boring (Licensed FL Geotech. Firm).
* Existing and projected seasonal high groundwater levels beneath and proximate to the proposed stormwater treatment and attenuation system. The pond bottom for all dry ponds shall be a minimum of two (2) feet above the seasonal high groundwater table.
* Calculations for site Pre & Post C or CN. Coefficient of runoff used shall be as follows: Roofed and paved areas = 0.95. Bodies of water and retention and detention ponds = 1.0. Swale and recharge areas = 0.7. Gravel = 0.6. Compacted base material in vehicular areas = 0.75. All pre-development calculations shall be considered in site’s natural state. Natural state meaning without any structure, concrete, asphalt, or other impervious surfaces.
* Grading and drainage plan to include existing and proposed finished grade contours at one (1) foot elevation intervals.
* Erosion and Sediment Control Plan.
* If discharging into public easement or right-of-way **with capacity** (calculations must be provided with submittal to show capacity), attenuate 25 yr. frequency, critical duration so post-development peak discharge rate shall NOT BE GREATER than pre-development rate.
* If discharge is other than above, the storm event of critical duration shall attenuate a 100 yr frequency storm event. Consider the effects of tail water and seasonal high ground water elevation.
* Location of Retention / Detention Structures. A minimum of six (6) inches or ten percent (10%) of the total volume shall be provided as freeboard, whichever is more restrictive.
* Proposed stormwater management system features including the pre- and post-development locations and dimensions of inlets, wet and dry swales, wet and dry ponds, conveyance systems, easements, etc. including a grading and drainage plan showing the exact location and dimensions (top of bank, slope of bank and depth) of all ponds, swales, closed and open conveyances.
* Description and Location of Receiving Drainage Structures.
* Plan and Profile of storm drainage pipes or channels.
* All stormwater discharge facilities are to have sediment controls and skimming devices.
* Offsite discharge flows shall be limited to non-erosion velocities.
* Hydraulic Analysis of stormwater conveyance structures - provide Hydraulic Grade Line and Seasonal High Groundwater Elevation in profiles.
* Wet Pond Design: Eliminate Short-Circuit of Pond by NOT Placing Overflow Weir in Line with the Inflow Pipe.
* Wet Detention Ponds dedicated to the City must be enclosed with 4’ high vinyl coat chain link fence and gate. Fence shall be set back a sufficient distance for maintenance vehicles to have access to all portions of the pond.
* Any storm drain pipe within City R/W must be RCP.
* Any storm drainpipe dedicated to the City must be videoed after construction completion. Videos must be reviewed and approved by the City.
* A schedule for continual maintenance of the stormwater management system, erosion, and sedimentation control.
* Private stormwater management system will need to provide evidence of compliance with Section 26-22 “Minimum Dwellings Served” and Section 26-53 “Maintenance by An Acceptable Entity.”
* Certification by Engineer of Record for construction Completion of Stormwater Management facilities.
* Certification by Engineer of Record for NPDES Best Management Practices.
* Provide copies of all required state and federal permits.

*; indicate NA if not applicable)*

## Utilities Requirements:

* 3 Sets of Plans and electronic PDF File.
* Location Map
* Demolition Note: All existing sewer laterals must be capped in the presence of Panama City Beach staff. The gravity main in the public right-of-way adjacent to the property must be videotaped and a copy submitted to the City of Panama City Beach for approval prior to demolition.
* Location and Size of Water Lines and Taps.
* Subdivisions: In-line valves 500' min. apart & at every intersection.
* Flushing hydrants or blow-offs at all dead ends.
* Hydraulic analysis submitted if fire flow demand over 750 gpm or higher. Capacity analysis submitted for wastewater if the site includes a pump station and/or the flow is over 1,000 GPD.
* Subdivisions - Hydrant spacing 350 to 650 feet along road centerline.
* Commercial - Hydrant location < 500 ft from the furthest point on the structure and < 100' from fire department connection.
* 12 ga minimum insulated locate wire detail for nonmetallic pipe.
* Thrust restraint and/or restrained joint details and schedules for pipe fittings.
* On profile sheet show all utility crossings and minimum clearance.
* All gravity sewer lines must be videoed after system is complete and reviewed and approved by the City. Videos must be digital format with system location map and include identification for each manhole and segment of pipe. Each joint should be able to be visibly inspected the entire 360 degrees perimeter and all lateral connections should be shown.
* Bacteriologic test locations must be specified on overall utility sheet per FDEP Chapter 62.

**Potable and Reuse Water Mains:**

* Less Than 4" = ASTM D2241 SDR-21.
* 4"-6" = AWWA C900 DR18 (Pressure Class 235) **\*DR 18 is required on all fire lines downstream of check valve\***
* 8"-12” = AWWA C900 DR25 (Pressure Class 165).
* Greater than 12" = AWWA C905 DR25 (Pressure Class 160).
* Specify PVC Reclaimed Water mains shall be color purple.
* Specify PVC Potable Water mains shall be color blue.
* Show all service tap locations on plan.
* Specify meter/backflow devices and provide site specific construction details.
* Specify flushing requirements per AWWA standards (3 fps minimum., 6 X Pipe Volume minimum.)
* Specify requirements for 2-hour hydrostatic test at 150 psi.
* Specify requirements for water main disinfection per AWWA Standard C651.
* Specify requirements for as-built survey by PLS conforming with attached Minimum Technical Standards Checklist for Utility As-builts.

**Water and Reuse Valves:**

* 12" and less shall be Epoxy Coated Resilient Seat Gate Valves.
* 16" and Above Shall be Epoxy Coated Resilient Butterfly Valves.
  + **Force Main:**
* Less Than 4" = ASTM D2241 SDR-21 (Color Green or Brown).
* 4"-6" = AWWA C900 DR18 (Pressure Class 235) (Color Green or Brown).
* 8”-12” = AWWA C900 DR25 (Pressure Class 165) (Color Green or Brown).
* Greater than 12" = AWWA C905 DR25 (Pressure Class 160).
* Specify requirements for 2-hour hydrostatic test at 100 psi.
* Specify flushing requirements per AWWA standards (3 fps minimum., 6 X Pipe Volume minimum.)
* Specify requirements for as-built survey by PLS conforming with attached Minimum Technical Standards Checklist for Utility As-builts.
* **Gravity Sewer:**
* ( 4" - 15") = ASTM D3034 SDR 35 PVC.
* (18" - 27") = F679 SDR 35 PVC
* Any gravity sewer deeper than 14 feet shall be SDR 26 pipe.
* Profile of gravity sewer line and manholes.
* Show all sewer lateral locations on plan.
* Slopes provide critical velocity >= 2 ft/s.
* Specify requirements for low pressure air testing.
* Fiberglass or stainless manhole cover inserts are required at all manholes with rim elevation below 7 feet NGVD.
* Manhole rings and cover should be 3 inches above grade in unpaved areas to prevent stormwater inflow.
* Specify requirements for flushing/cleaning.
* Specify requirements for as-built survey by PLS conforming with attached Minimum Technical Standards Checklist for Utility As-builts.

## Fire Department Requirements:

* Auto turn for Fire Trucks, WB-50 model.
* Hydrants - residential every 600’. Commercial every 500’
* Dead end roads no greater than 150’ without an approved turnaround, 96’ diameter for cul-de-sacs.
* Two means of vehicular egress on high density apartment complexes.

Public Works Department

# Notice and Required Acknowledgment of Processing Time and Extension Option

Processing timelines and an extension apply to a Site Plan only when it is jointly processed with a subdivision application. In summary, state statutes require the City to meet certain timing and procedural requirements:

## **Decide** whether to “Approve”, “Approve with Conditions”, or “Disapprove with

Reasons” **within 30 calendar days after a subdivision application is filed**.

* + **After the decision**, if the subdivision that was conditionally approved or disapproved is subsequently revised and resubmitted by the subdivider, then **the City must act on a resubmittal within 30-calendar days**.
  + The City **may not make new review comments on the revised subdivision**, unless the

## revisions result in new issues.

* + A **filed subdivision is automatically approved due to lack of action by the City** within the 45-calendar-day initial period.
  + An **extension of processing time is allowed**, as described in the excerpt below:

Pursuant to City of Panama City Beach, the “**official filing date**” is defined as “[t]he time period established by state law or these subdivision regulations [LDC Chapter ] for processing or deciding an application shall commence on the date that a complete application has been accepted for filing, which date shall be deemed the official filing date.”

An applicant must acknowledge receipt of requirements and procedures for processing and

option for a time extension by signing below.

|  |  |
| --- | --- |
| Signature of Applicant (or Representative) | Printed Name of Applicant (or Representative) |