



CITY OF WINTER PARK

401 Park Avenue South

Winter Park, Florida

32789-4386

City of Winter Park Planning and Zoning Commission Lakefront Site Plan Review Guide and Submittal Requirements

Section 58-87 of the Zoning Code has empowered the Planning and Zoning Commission to review and approve plans for construction on lakefront lots due to the environmental sensitivity of these properties and factors involved with sloping sites and locations with floodplain potential. This general guide is supplied to summarize the purpose of the review process and to provide an understanding of issues involved. This guide is not all inclusive. It is simply intended to help applicants understand the most common types of site planning concerns and the necessity for the information required for plan submittals.

TREE PRESERVATION: Site plans submitted for review must show the location of all trees, six inches or more in diameter, to be preserved and those to be removed. The goal is to insure that plans are developed which make a sincere effort to preserve mature trees to the extent possible. If removal of mature trees is necessary due to their age, condition, or location, then compensating replacement with new trees is recommended.

STORMWATER RETENTION: Site plans submitted for review must show the existing and proposed property contours and grade information, so stormwater runoff can be properly managed. There are two primary goals. One is to insure that stormwater is not running off onto neighboring properties. The second is to insure compliance with the zoning code requirement for retention on-site of the first inch of runoff.

The site plan needs to clearly show how storm water falling in the front yard and off roof areas is conveyed around the house, garage, and/or swimming pool to the lakefront. Often, shallow swales need to be created along the sides of a property to channel the storm water on down to the lakefront. Sometimes site conditions will require the storm water to be piped around a house or the house gutters/ downspouts are piped down to the lakefront. Even if the property conditions naturally accomplish this result, the site plan needs to show those conditions with contour/ grade information so the City can be confident that neighboring properties will not be adversely affected.

The zoning code requires retention of storm water so that storm water flowing over a lakefront lawn area does not carry with it into the lake any fertilizers, herbicides, etc. Typically, this retention requirement is accomplished by the creation of a depressed swale area across the lakefront of about one foot in depth. The amount of impervious surface determines the need for the depth of the swale.

In some cases, it is preferable to create a small berm or rise across the lakefront to act as a barrier to the flow of storm water. Often there are cypress tree roots or other tree roots which would be damaged by the digging of a wale. Sometimes a high groundwater condition precludes the swale since it would create standing water.

Even though a plan may involve only a small addition or renovation project, the City's zoning code requires incorporation of a swale or berm retention system as part of the plans and work program. Steadily as more and more properties undergo renovations and improvements, these retention features on the lakefronts will become commonplace.

A special caution is necessary for properties that are excessively steep in slope; those that are relatively flat, and those near the maximum of impervious surface. When these conditions exist, the City may require an engineered drainage plan and/ or soil information to confirm that the drainage plan and /or soil information to confirm that the required retention is accomplished and that the soils and groundwater table will permit percolation of the stormwater.

VIEWS ACROSS ADJOINING PROPERTIES: Site plans submitted for review must show the outline location of the buildings on the adjacent lots. We recognize that you do not have surveys of those properties, but you need to accurately estimate their location and outline. The purpose is to try to protect views across neighboring properties.

The planning and Zoning Commission exercises its site plan control to minimize the degradation of traditional views across properties by new houses, additions, second story additions, etc. Block walls or fences along side property lines toward the lake may block traditional views. The setback and height of structures may be altered to accomplish this objective. Pictures are often helpful in presenting the conditions that exist.

VIEW FROM THE LAKE: Building elevation plans submitted for review must show an accurate depiction of how the building will look from the lake. This needs to be in sufficient detail to include building materials, roof materials, stem walls, retaining walls, etc.

One purpose of this review is to minimize the height and extent of stem walls or retaining walls facing the lake. Building plans which contemplate stepping down from house, to patio, to pool deck will minimize those wall areas. Generally, the policy is not to permit walls facing the lake in excess of three feet in height. Landscaping is also required in almost all circumstances in order to buffer and breakup the view of these walls.

Another purpose of this review is to preclude the ability to see parked cars from the lake. Methods to screen cars from view are essential.

NOTICE TO NEIGHBORS: The Zoning Code requires the City to notify adjacent neighbors on the lakefront from applicants applying for site plan review approval. One copy of the site plan is maintained at City Hall for review by those neighbors. Opportunity is provided at the Planning and Zoning Commission meeting for comments regarding the application. Applicants may wish to contact those neighbors in advance.

SEE CHECKLIST ON THE FOLLOWING PAGE

LAKEFRONT SITE PLAN REVIEW SUBMITTAL REQUIREMENTS AND CHECKLIST

Section 58-87 of the Winter Park Zoning Code empowers the Planning and Zoning Commission to review and approve all lakefront construction. The purpose and intent of this review is to insure that water pollution from storm water runoff is minimized; that views of a lake from adjoining properties will not be unduly impaired; and that the appearance of the lakefront when viewed from the lake will be kept as natural as reasonably possible. For these reasons the plan submittals required are intended to address the grading and retention of properties and the lakefront appearance of the structures. Copies of the following plan submittals are required to be submitted to the Planning Department no later than 21 days prior to the Planning and Zoning Commission meeting.

Site Plan: A site plan is required of the property containing the following information:

- Scale, north arrow, address and legal description.
- All property and street pavement lines with dimensions.
- All existing and proposed structures.
- Existing and proposed contours. The proposed contours should depict via swales or berms, the methods of maintaining runoff on-site and methods of retention. Please include the directional flow arrows for the water flow and provide the calculations showing the one-inch (1") retention on-site.
- Gross area of property in square feet, gross area of lot coverage, gross area of buildings, and gross area of impervious surfaces.
- Location of all trees having a diameter of six inches or more measured two feet above ground. This is to include trees planned to be removed as well as those to be maintained.
- Location of all buildings, swimming pools or other recreational facilities; pool decks, retaining walls, fences or walls, paved areas and curb cuts. Setbacks to the property lines should be indicated. (verify front setback with staff). Per Sec. 58-87(d)(5) the rear setback must be the established by the average of the adjacent homes within 200 feet (200') of the subject property or 50 feet (50') **whichever is greater**. Finished floor elevations of floors and decks should also be indicated.
- Approximate location and outline of the adjacent buildings and swimming pool areas of the adjacent properties.

Building Elevations: Elevations of the proposed structure which include any stem walls or retaining walls shall contain the following information:

- Scale, direction of view and height dimensions.
- Designation of the type and color of all primary materials to be used.