

**General Notes**

- It is the owner/developer/applicant's responsibility to ensure the plans permitted by other governments or agencies, including, but not limited to, the St. Johns River Water Management District, Florida Department of Environmental Protection, and Seminole County, are consistent with the plans permitted by the City of Lake Mary and vice versa.
- A separate building permit shall be required for (at minimum) the dumpster pad enclosure, fencing, signage, temporary structures such as construction trailers, and site lighting. These must all be constructed pursuant to the requirements of the City Code or the latest Development Agreement iteration, whichever applies.
- All utilities and utility upgrades to or on the site shall be installed underground.
- For site plans with multiple buildings that will not be built at the same time, please add the following notes:
  - At the time that a person applies for a Building Permit, it will be necessary to also concurrently apply for a Site Construction Permit through the Community Development Department for landscaping and irrigation. The Community Development Department will not sign off on the Building Permit until the landscape and irrigation site construction permits have been approved.
  - Water and sewer impact fees must be calculated and paid before the issuance of the pending Site Construction Permit. It is imperative that you impress upon your clients that they will be assessed additional impact fees should the actual use of the buildings differ from those used in the original calculation. This assessment will be reviewed either at the Building Permit stage (new construction/interior alteration) or Occupational License stage. Seminole County Traffic Impact fees will also need to be reviewed and revised at those stages.
  - Until such time as building plans are submitted and approved for a specific building, the area shall be sodded and irrigated.
  - Tree barricades, protecting all existing trees and landscaping, shall be required and must be shown on the landscape/irrigation plans for individual buildings.
    - Tree barricades are located at the dripline of the tree, but must meet the minimum distance requires from the trunk.
    - These conditions are applicable to all applicants, building owners, general contractors and sub-contractors.
      - Transmit by email, a copy of the legal description. Send this to the appropriate Project Manager for the application.
      - An 8.5" x 11" reduced copy of the site plan.
- Failure of staff to identify an item does not absolve the applicant of the responsibility of providing all pertinent information in the proper format, obtaining all necessary permits, and paying all required fees on time. Additional comments are likely when further information is provided.
- Failure to comply with any notes or conditions may result in the City of Lake Mary issuing a "Stop Work Order".

**Irrigation:**

- If an irrigation system already exists and is connected to the City of Lake Mary potable water system, it must be disconnected. The City does not allow any cross-connection with our system. The City must visually inspect to verify that the irrigation system has been disconnected.
- Irrigation systems are required to have (1) an auto shut-off (rain sensor) and (2) be automatically controlled. The controller must be located away from sprinkler heads.
- The following information must be included with the plans:
  - Watering days per address, per the SJRWMD
  - GPM for each head type,
  - Number of zones,
  - Table showing:
    - Number of each head type per zone,
    - GPM per zone
    - Total GPD using 20 minutes for each zone, number of watering days per week, and using a 30-day billing cycle.
- An irrigation permit must be obtained from the Building Department when installing an irrigation system.
  - An additional electrical permit from the Building Department will be required for the wiring of the pump.
  - The St. John's River Water Management District requires permits for wells above certain thresholds. Verification is required and can be acquired by calling (407) 897-4300.

**Landscaping**

- Mechanical equipment, electrical boxes or transformers, and similar fixtures shall be adequately screened, consistent with the requirements of Subsection 157.06(C) of the City Code. This may require additional plantings, beyond what is depicted on the landscape plans, after a landscape inspection by the City Community Development Department staff.
- Materials cannot be stored within areas designated for tree protection.
- Vehicles cannot be stored or parked within areas designated for tree protection.
- Sand-grown sod shall be installed in all areas used for stormwater retention/detention/pre-treatment.
- The text and graphics of Section 157.17 of the City's Code of Ordinances shall be incorporated into the plan.
- If the City determines there is a conflict between the location(s) of outdoor parking lot lights and landscaping, the applicant will relocate the lights at their own expense.
- Please provide the landscape data as listed below. Plant listings shall include plant symbols, common name, scientific name, listed in Code (yr), native species (yn), and horticape (yr).
  - Canopy Trees - Minimum of 15 feet tall and a 3.5-inch caliper.
  - Understory Trees - Minimum of 8 feet tall and a 2-inch caliper. All multi-stem trees shall have at least one stem a minimum caliper of 2-inches.
  - Shrubs - Minimum of 24-inches tall at the time of planting and shall be planted a maximum of 30" on center.
  - Ground Cover - Ground cover may be used in lieu of lawn grass. When used, such ground cover shall be planted in a manner that presents a finished appearance and reasonably complete coverage. There is not a minimum height for ground cover.
  - Lawn Grass - When used in retention areas, all sod shall be sand grown.

**Site Construction Permit**

- Any changes to the approved plans shall be adequately documented to the City Community Development Department staff (and others, as pertinent), as part of a resubmittal and must receive approval from all pertinent City staff (at minimum), before being implemented in the field.
- Tree Protection Barriers and Site Fencing must be installed prior to the issuance of a site construction permit.
- Water and sewer impact fees must be paid prior to the issuance of a site construction permit.

**Building Permits**

- Water lines and fire protection must be installed prior to the Community Development Department sign off on the Building Permit.
- Any change in use, square footage, etc. may require additional water and sewer impact fees.

**Final Inspections**

- Construction trailers shall not be located as to interfere with landscaping or irrigation inspection.
- Approved as-built/record drawings are required before any landscape or irrigation inspection.
- Irrigation shall not be inspected until all landscaping is completed.
- Before calling for a final landscape/irrigation inspection, the site superintendent and landscape contractor shall inspect and verify that the landscaping and/or irrigation have been installed pursuant to the specifications set forth on the stamped site construction plans. This shall include, but not be limited to, number, species, size, location, and spacing. They shall also verify the plants are alive and reasonably healthy. During the landscape and irrigation inspection(s), it is not the City's responsibility to make any "touch test".
- Prior to any grand opening, the subject property shall have secured a certificate of occupancy (CO).

**Standard Engineering Notes**

**GENERAL**

- Leave a blank 6" X 6" block in the bottom right hand corner of the cover sheet of all plans.
- All traffic control signs and striping must be in accordance with the city of Lake Mary codes incorporating the PD and must be installed prior to occupancy of any structures.
- All street signs shall have a blue background with white lettering. The letters shall be a minimum of 6" high and the letters shall be a minimum 1.5" blue border around the letters.
- Any road work to be done in Lake Mary rights-of-way requires construction site plan approval from engineering at least 5 days prior to commencement.
- Construction is not authorized for sanitary collection systems, stormwater collection systems and sewer collection systems until all applicable (Federal, State, and Water Management Districts, Etc.) permits are obtained.
- All accessible parking spaces must meet the requirements of the Florida Accessibility Code for Building Construction, current edition.
- Access locations must have adequate accessibility per Green Book Guidelines. All conditions on or off site which would create a site obstruction shall be located on sealed plans. Any site obstruction found in field which is not shown on approved plans will cause immediate revocation of permit.
- Mechanical equipment shall be installed within required setback shall not impede drainage.
- Construction of buildings, including excavation, demolition, alteration, or repair of any building other than between the hours of 7:00 a.m. and 6:00 p.m. on weekdays is not allowed, except in the case of urgent necessity in the interest of public health and safety, and then only with a permit from the

Building and Public Works Department, which may be granted for a period not to exceed three days or less while the emergency continues and which may be renewed for periods of three days or less while the emergency continues.

**CITY OF LAKE MARY RECORD DRAWING REQUIREMENTS**

- Two weeks prior to Staff conducting a final inspection for Certificate of Occupancy, six (6) sets of as-built drawings must be submitted, including a letter of Certification from the Engineer of Record.
- The City's definition of as-built drawings are the original City approved construction plans revised to reflect any and all changes made during the course of construction of the project. Changes will be indicated by striking a line through the original information and writing actual information immediately adjacent.
- Minimum required information to include all invert and control elevations, changes in material types or sizes, all utility locations, two perpendicular cross sections through the center of each storm water pond and any changes in location or configuration of parking areas, ponds, building, etc. Utility locations to include, but not limited to, valves, plugs, blow-offs, hydrants and meters.
- All development, including finished floor elevation and mechanical equipment, shall have a minimum elevation of 16" above the base flood elevation (BFE). BFE = 100-Year flood plain.
- These plans are to be signed and sealed by the Engineer of Record and a Florida licensed surveyor as appropriate and stamped "As-Built" or "Record Drawings." A letter signed and sealed by the Engineer of Record certifying that the project has been completed in conformance with approved plans and specifications shall also be submitted.
- Temporary signs, according to Chapter 155, Appendix 1(E), shall be provided in addition to the maximum sign area per site in accordance with the following:
 

**Zoning District** Max. Sign Area (SF) Number of Signs Permitted R-1A, R-1AA, R-1AAA, RCE, A-1, RM, R-2, PUD Residential 161 / subdivision Conditional Use in Residential District 151 / development R-3221 / complex PO, Downtown, Conditional Use in A-1 321 / premise C-1, C-2, M-1A, M-2A641 / premise PUD Non-Residential 641 / internal development

  - Temporary signs shall be non-illuminated, freestanding signs and shall be removed within 7 days after the date upon which the sign has fulfilled its purpose. Temporary signs shall be permitted for a period of up to 90 days and up to a maximum of two times per year. The display period for temporary signs may not run consecutive with another display period and must be separated by a period of no less than 60 days.
  - Maximum height shall be five (5) feet in any agricultural or residential zoned district, or ten (10) feet in any non-residential zoning district.

- Setbacks: Minimum setbacks for any part of the sign structure shall be as follows, but in no case shall any portion of a sign structure interfere with safe visibility along a roadway or at an intersection:
  - 5 feet from any right-of-way
  - 25 feet from any side property line or equidistant between property lines.

**Standard Fire Department Notes**

**General**

- The square footage, height, number of stories and type construction of the buildings shall be noted on the plans per the Florida Fire Protection Code, NFPA 1.1.14 and section 156.21.A.2.c of the City's Code of Ordinances.
- An approved fire sprinkler system shall be installed in all buildings 5,000 square feet and over per Lake Mary Code of Ordinances Chapter 7.03. This system (including the backflow) is required to be monitored by a ULFM Certified Central Station Fire Alarm System installed and tested by NFPA-2.
- If required by the Fire Marshal, the location of the fire lanes shall be indicated on the plans per the Florida Fire Prevention Code, NFPA 1.1.22.5.8 and section 156.21.A.3.i of the City's Code of Ordinances. Fire lanes shall be per Lake Mary standards and upon request.
- Burning of debris and/or vegetation due to land clearing is NOT permitted per Lake Mary Code of Ordinances section 155.01.A.1.f.
- Address numbers shall be posted on site immediately after obtaining permit. They shall be a contrasting color and visible from the right-of-way.
- All fire-related site issues shall be completed prior to the Fire Marshal sign-off on building permit.
- If requested by the Fire Marshal, it shall be the responsibility of the project applicant to provide the necessary information to ensure compliance regarding the turning radius of the roads in, out and throughout the project site to truck access and maneuverability.
- If gates are to be installed, a separate permit is required. Gates are required to be equipped with an Operation System as well as with the ability for the Fire Department to program an access code determined by the Fire Marshal per Lake Mary Code of Ordinances, Chapter 95)

**Hydrants**

- All portions of the building(s) shall be a minimum of 300 feet, travel distance of a hydrant. This distance is measured as the fire truck would drive. Hydrant(s) complying with the provisions indicated in Lake Mary Code of Ordinances Appendix E section 1.B.2.)
- All new hydrants must meet the design and installation requirements cited in Appendix E of the Lake Mary Code of Ordinances. The hydrants shall be installed on a minimum 8" pipe with a minimum thickness of 1/2" minimum at 20 PSI residual for commercial, and on a minimum 6" pipe with a minimum 500 gpm at 20 PSI residual for residential use. A reasonably possible water mains shall be looped.
- Hydrants must be tested and inspected in the following order with documentation supplied to the Fire Marshal PRIOR to any combustible construction.
  - Test all hydrant locations, install a blue reflective marker in the middle of the nearest traffic lane per Appendix D, section 74.B.4 of the City of Lake Mary Code of Ordinances.
  - An accessible and visible shutoff valve shall be located within five feet of the hydrant.
  - Fire hydrants shall be provided with a minimum clearance of seven and one half (7 1/2) in front of and to the sides of with four (4) feet clearance to the rear of the hydrant. (Per Florida Fire Prevention Code, NFPA 1.18.3.4.1)
  - Hydrants shall be painted red.

**Fire Sprinkler System Related**

- A separate permit for the installation of the underground fire protection piping shall be obtained from the City of Lake Mary prior to the start of construction.
- In accordance with FS 633.021(5), the selected underground contractor must provide documentation to the Fire Marshal that he or she holds a Class 1 or 2 Level certification issued by the State of Florida.
- The fire line piping, from the point of service as defined by FS 633.021(15), shall be C-900 with DR-14. A two-hour 200 PSI test will be required per NFPA 24-9-2. Indicate the point of service on the utility plan. The definition of Point of service is as follows: "Point-of-service" means the point at which the underground piping for a sprinkler system using water as the extinguishing agent becomes used exclusively for the sprinkler system. The point-of-service is designated by the engineer who sealed the plans for a system of 50 or more heads or by the contractor who designed the plans for a system of 49 or fewer heads.
- All underground fire line piping shall be restrained with mechanical restraints and be inspected by the Fire Department prior to cover.
- Fire department sprinkler connections (FDC) shall be clearly visible and accessible but shall not be attached to the building. The FDC shall be painted red and identified by a sign that states "No Parking - Fire Department Connection. Sign shall meet Florida DOT standards. (Florida Fire Prevention Code, NFPA 1.18.3.4.3)
- There shall be a fire hydrant located no more than (40) forty feet from the FDC, which shall not be counted as a required fire hydrant for the building. (Lake Mary Code of Ordinances, Appendix E, 1.B.2)
- All other fire protection related appliances shall be provided with seven and one half (7 1/2) feet of clear space in front and to the sides, per Florida Fire Prevention Code, NFPA 1.18.3.4.2.
- Backflow preventer shall be painted red and electronically monitored by the fire alarm system.

**Standard Police Notes and Comments**

- Prior to construction, the property must be posted as a designated construction site. The sign, according to state statute, shall read: "THIS AREA IS A DESIGNATED CONSTRUCTION SITE AND ANYONE WHO TRESPASSES ON THIS PROPERTY COMMITS A FELONY."
- Should Public Safety encounter any radio difficulties within this proposed site, the owner shall bear the cost of the required corrective action.
- Traffic access should be well defined and suitable for the project.

- Vegetation should be placed using CPTED (CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN) practices. The trees should be trimmed at least 10' off the ground. Any vegetation growing from the ground should be trimmed to 3' from the ground. The vegetation that will be used as a buffer zone needs to be maintained and should be well lit to prevent ambush points.
- All exterior lights should be clear from trees and shrubbery. The lights should have protective covering over them.
- If a wall or some type of fencing will be placed around the complex, CPTED fencing should be used.
- The Police Department also requests the name(s) and phone number(s) of an emergency contact person for the construction project.
- The Lake Mary Police Department Community Relations Division is available to answer any questions concerning Crime Prevention Through Environmental Design (CPTED), site security, etc. Please contact Officer Blanca Gillett at 407-585-1312 for additional information on our crime prevention programs.
- The construction site, material areas and construction equipment need to be secured by fencing or other means to keep any unauthorized persons from wandering into the areas.
- The Police Department may request a written agreement between the complex and the City of Lake Mary to allow traffic/parking enforcement by the City.
- The Lake Mary Police Community Relations Division is available to answer any questions concerning Crime Prevention Through Environmental Design (CPTED), site security, etc. Please contact Officer Blanca Gillett at 407-585-1312 for additional information on our crime prevention and training programs.

**Seminole County Utilities (If Applicable)**

- Please submit wastewater calculations and FDEP Permits through the City of Lake Mary to Seminole County. If you have questions, please call Becky Noggle at 665-2143.
  - Purchase of capacity is required through the wholesale agreement. All utility fee submittals should be made to Seminole County Environmental Services.

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Certification of Authorization #27471

		REVISIONS			
DATE	BY	DESCRIPTION	DATE	BY	DESCRIPTION
			09/07/2017	IAP	REVISED PER CITY & SJRWMD COMMENTS

DAVE M. SCHMITT  
FLORIDA REG. NUMBER  
48274

**GENERAL NOTES**  
RAINBOW CHILD CARE CENTER  
LAKE MARY, FLORIDA

DATE: JULY 2017  
PROJECT NO.: OE-1  
DRAWN BY: ARMZ  
CHECKED BY: DMS  
SCALE: NONE  
SHEET: 2 OF 13