Number	Check	Item	Details	References
1	☐	TRAFFIC STUDY	Prior to submission, a pre-application meeting with the City Traffic Engineer is highly recommended to discuss the traffic study, potential impact, possible mitigation, site access and site circulation, etc.	
2	☐		Traffic study should be signed and sealed by a registered professional Engineer practicing traffic engineering in Florida	
3	☐		Include parcel control number(s) and street address(es)	
4	☐		Include trip generation and distribution	Sec. 94-311
5	☐		Multimodal reduction factor in Downtown, if used, should be approved by the City Traffic Engineer prior to the submission of the traffic study	
6	☐		Provide intersection analysis based on the latest version of Highway Capacity Manual methodology for each of the major intersections affected	Sec. 94-311
7	☐		Provide future land use amendment traffic analysis per County's methodology, if applicable	PBC Comp Plan FLUE Policy 3.5-d
8	☐		Propose transportation demand management (TDM) measures, if applicable	
9	☐		Additional requirements as indicated in the pre-application meeting or in subsequent reviews if a pre-application meeting is not held	
10	☐	AGENCY APPROVALS	Provide County traffic performance standards (TPS) letter	Sec. 94-579
11	☐		Provide FDOT driveway pre-application letter, if applicable	
12	☐		Provide County driveway letter, if applicable	
13	☐	TRANSIT STATUS and UPGRADE	Coordinate with PalmTran on nearby bus stop and provide bus stop easement and construct bus shelter as needed. If HOTEL/HOSPITALITY development, check for nearby transit facilities and request shuttle service in case (if mixed use PD, extend service to COMMERCIAL and RESIDENTIAL as well)	WPB Comp Plan TE Objectives 1.1.1, 1.1.4, 2.4.5
14	☐	BICYCLE FACILITIES	Provide bicycle facilitiies consistent with the City's Bicycle Masterplan. NOTE: this is only applicable to City owned Streets (Not County, nor State)	WPB Comp Plan TE Policies 2.3.5(i); Objectives 2.4.1, 2.4.2, 2.4.3, 2.4.4, 2.4.5
15	☐		Provide wider sidewalk and/or on-road bikelanes along bicycle routes. NOTE: this is only applicable to City owned Streets (Not County, nor State)	WPB Comp Plan TE Policies 2.3.5(i); Objectives 2.4.1, 2.4.2, 2.4.3, 2.4.4, 2.4.5
16	☐	SAFETY	Safe access for all modes of transportation should be evaluated and improvements should be provided	WPB Comp Plan Vision 6; Objectives 2.1.1, 2.3.3, 2.3.6, 2.4.5; Policies 2.3.2(a), 2.3.3(a), 2.3.3(d), 2.3.6(a), 2.3.6(b), 2.4.5(a)
17	☐	ADA COMPLIANCE	ADA compliance a. Show location and dimensions of ADA curb ramps b. Provide or upgrade ADA curb ramps where required	US Access Board
18	☐		Accessible parking spaces should be located the closest to the building entrance	
19	☐	PLANNED DEVELOPMENT (PD)	All planned developments should be consistent with the comprehensive plan	Sec. 94-33, 94-207
20	☐		Innovative elements should be used to encourage transportation modes other than single occupancy vehicles	
21	☐		Additional requirements will be determined by the City Traffic Engineer	
22	☐	MICRO-UNITS	Refer to City code on various transportation requirements for micro-units in Downtown	Sec. 94-106(a)(8a)
23	☐	Number of Vehicle Parking Spots	Please provide the required number of parking spaces per City Code Sec. 94-486	Sec. 94-486
24	☐	Number of Vehicle Parking Spots	Please provide the required number of parking spaces per City Code Sec. 94-486. If uses are not listed, see Sec. 94-486	Sec. 94-111
25	☐	Number of Vehicle Parking Spots	It is not recommended to have the number of parking spaces significantly over the required minimum	
26	☐	Shared Parking	Shared parking is allowed. See City code for details	Sec. 94-484

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27	☐	Parking Space Dimensions	In general, 8.5 feet x 18 feet for standard and 8 feet x 16 feet for compact. See City code for details	Sec. 94-485(n)
28	☐	Number and Dimensions of Loading Spaces	In general, for small commercial/industrial (less than 20k sqft) and office (less than 100k sqft) developments, loading zone dimension is 10x25 feet. Any other is 10x50 feet. See City code for details	Sec. 94-485(p)
29	☐	Number of Loading Spaces	For lots more than 50,000 square feet, follow the same same requirements as in Sec. 94-485(p)	Sec. 94-111(m)
30	☐	Number of Loading Spaces in Site Plans	Indicate the required loading spaces on site plan and on site data table, including dimensions	
31	☐	Parking Space Overhang	Provide 2-foot overhang in vehicular parking spaces, indicate and dimension such feature on site plans	
32	☐	Parking & Loading Maneuvering	Vehicles should not backup from the right-of-way onto the site nor backup from the site onto right-of-way (except alley)	Sec. 94-485(j)
33	☐	Parking & Loading Maneuvering	All parking & loading maneuvers should be contained on-site. No maneuvering off-street.	Sec. 94-485(m)
34	☐	Use of On-street Loading Space	Loading could be on-street with City approval	Sec. 94-111(m)
35	☐	Parking Aisle Width	In general, 24 feet for 90-degree parking (for both one-way and two-way aisles), and less for angled and parallel parking (minimum 12 feet). See City code for details	Sec. 94-485(j)(2) Figure XV-2 Column D
36	☐	Backup and Turnaround Space	A minimum 3-foot backup space and dedicated pull-in area equivalent to one parking space should be provided for turnaround at the terminus of a dead-end aisle	Sec. 94-111(c)
37	☐	Terminal and Interior Island Dimensions	In general, terminal and interior islands shall be 8-foot wide, and interior islands shall be provided every 10 parking spaces. Exceptions apply, see City code for details	Sec. 94-443(c)
38	☐	Terminal Island Turning Radii	Minimum radius at terminal island(s) is 2.5 feet	Sec. 94-443(c)
39	☐	Garage Slope of the Ramps	In general, not more than 16% for non-parking ramps and 6% for parking ramps. Other requirements apply. See City code for details	Sec. 94-111(g)
40	☐	Garage Parking Space Clearance to Walls and Columns	Extra 1 to 2 feet. See City code for details	Sec. 94-111(c)
41	☐	Garage Turning Radii	Verify turning radii are sufficient for vehicles to turn up/down the ramps in garage	
42	☐	Number of Bike Parking Spots	In general, 1 secured bike parking per 15 auto spaces + 1 bike parking per 100 feet of site frontage for the public. See City code for details	Sec. 94-111(i), 94-113(d)(9)
43	☐	Number of Bike Parking Spots	For commercial developments, including hotel uses, a minimum of one shower and changing facility shall be provided to be available for all tenants and shall be located within the building, or within 200 feet of the building entrance, for developments greater than 50,000 square feet in gross building area. NOTE: Downtown Masterplan Area only	Sec. 94-111(i)
44	☐	Number of Bike Parking Spots	In general, 1 bike for 20 auto spaces. See City code for details. NOTE: non-Downtown	Sec. 94-485(g)
45	☐	Number of Bike Parking Spots on Site Plans	Indicate the required bicycle parking spaces on site plan and on site data table	
46	☐	Delivery Operations	Check for parking, route and schedule	
47	☐	Distance to Stop Bar or Crosswalk	At least 20 to 30 feet	MUTCD Fig. 3B-21

48	☐	Distance to Stop Bar or Crosswalk	At least 20 to 30 feet	F.S. 316.1945
49	☐	Distance to Railroad Track	At least 50 feet	F.S. 316.1945
50	☐	Distance to Fire Hydrant	At least 15 feet	F.S. 316.1945
51	☐	Parking Feasibility	On-street parking may be restricted if the roadway width does not exceed 20 feet (both sides) or 30 feet (one side)	Sec. 86-60
52	☐	Parking Dimension	Parking space should be 8-foot wide measured from edge of travel lane to face of curb (including gutter)	
53	☐	Parking Removal	Please coordinate with Parking Administration for the process and fee of removing on-street parking spaces	Ordinance to be provided
54	☐	Valet	Payments will be required to use on-street parking spaces for valet drop-off or pick-up. Please coordinate with Parking Administration for the process and fee. NOTE: Downtown Masterplan Area only	Sec. 94-111(l)
55	☐	Alley Traffic Direction	Can be two ways	
56	☐	One Way Streets & Alleys	Check if in the list	Sec. 86-166
57	☐	Autoturn Requirements	Provide Autoturn for delivery, garbage, and service vehicles for the following: a. Driveway access/egress b. Internal circulation c. Maneuvers to/from loading zone	
58	☐	Entry Gate Setback	A minimum of 20 feet entirely within the site and not interfere with sidewalk. Any gate at the driveway should be set back at least 20 feet from the back of sidewalk, edge of pavement and the property line whichever is greater. NOTE: Downtown Masterplan Area only	Sec. 94-111(p)
59	☐	Entry Gate Setback	Should not interfere with vehicular traffic lanes, sidewalks and bicycle lanes. Any gate at the driveway should be set back at least 25 feet from the back of sidewalk and edge of pavement.	Sec. 78-1
60	☐	Entry Gate Setback	Not causing any vehicles to stop, stand or park on a sidewalk	F.S. 316.1945
61	☐	Stacking Capacity at Primary Drive-through Facilities	5 vehicles	Sec. 94-486
62	☐	Analysis Requirements	Provide queueing analysis for the gated entry	
63	☐	Pedestrian Circulation	Provide pedestrian paths to/from the public sidewalk and within the site	Sec. 94-35(c)(7),(8),(9)
64	☐	Number of Driveways	In general, for residential use less than 75 units or other uses less than 300 parking spaces, only 1 access per right-of-way; otherwise 2 accesses per right-of-way. No matter what, maximum 4 access points.	Sec. 94-312(1)
65	☐	Permitted Driveway Locations	Curb cuts are only permitted on certain streets (Table IV-11).See City code for details	Sec. 94-111(o)
66	☐	Driveway Spacing	In general, at least 125 to 245 feet. See City code for details	Sec. 94-312(2)
67	☐	Driveway Spacing	Driveway spacing should be at least 10 feet	Sec. 94-111(o)
68	☐	Corner Clearance	In general, at least 50 to 75 feet. See City code for details	Sec. 94-312(2)
69	☐	Driveway Width	Driveway width should be no more than 25 feet and shall be kept at a minimum to minimize negative impact to pedestrians	Sec. 94-111(o)

70	☐	Driveway Width	Driveway width should be minimized. Two-way driveway greater than 25 feet could be provided only when absolutely necessary and justified with Autoturn, in which case diagonal hatching should be used to delineate driveway lanes for passenger cars	Sec. 94-35(c)(10)
71	☐	Driveway Design	Driveways need to maintain sidewalk level	Sec. 94-113(d)(10)
72	☐	Cross-access	Cross-access should be provided whenever feasible	Sec. 94-312(2)(c)
73	☐	Visibility Triangle	Show the required 20-foot visibility triangle. The 20-feet should bemeasured from property line at any roadway intersections. See City code Sec. 94-305 for details on measurement. NOTE: non-Downtown - ONLY APPLIES TO CORNER LOTS	Sec. 94-305(e)
74	☐	Visibility Triangle	Show the required 20-foot visibility triangle. The 20-feet should be measured from back of curb at any roadway intersections, except in residential subdistricts where it should be measured from property line. NOTE: Downtown Masterplan Area only - ONLY ON CORNER LOTS	Sec. 94-113(c)
75	☐	Sight Distance on State Roadways	Varies, see FDOT Design Manual for details	FDM 212.11, 212.11.5, 212.11.6
76	☐	Port Cochere	See City code section Sec. 94-111(n)(3) for Port Cochere design and dimension requirements	Sec 94-111(n)(3)
77	☐	Sidewalk Width	Provide a minimum of 5-foot sidewalk along site frontage	Sec. 78-8
78	☐	Sidewalk Width	Provide a minimum of 8-foot sidewalk along site frontage. Sidewalk should be a minimum of 5-foot within residential districts. NOTE: Downtown Masterplan Area only	Sec. 94-113(d)(1)
79	☐	Sidewalk Easement	Provide easement for sidewalk outside public right-of-way	
80	☐	Easement at Corner Lot	For corner lot, provide corner clip for sidewalk and utility easement for future signal equipment. NOTE: at least 20'	
81	☐	Impact from Dumpster Doors	Verify that dumpster doors do not block sidewalk when opened	
82	☐	Staircase Location with respect to Sidewalk	Staircase exit should be near public sidewalk for fire safety	
83	☐	Plan Elements	DIMENSIONS for all road elements (e.g. aisle, parking, travel lane, driveway, sidewalk, etc.) should be shown on either the Civil or Architectural site plans	
84	☐		Show curb cuts and driveways on opposite side of street on site plan	
85	☐		Show and indicate driveways adjacent to the site on site plan	
86	☐		Show full right-of-way width and right-of-way width from centerline on site plan	
87	☐		Provide photometric analysis	
88	☐		Provide conceptual signing and pavement marking plan	
89	☐	Building Setback	Verify future roadway setback per City code Sec. 94-305	Sec. 94-305
90	☐	Engineering Details	If any pavement cuts are performed, the road shall be milled/resurfaced at min of 1 inch for full lane width of the travel lane(s) encroached by the trench area, including a transition area of 50 feet on each side of the trench. NOTE: City roads only	WPB Engineering Standards

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