

Kennedy Space Center Spaceport Integration and Services Site Planning Instructions

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1.0 INTRODUCTION

This document establishes instructions and guidelines for coordination and approval of Site Plans at Kennedy Space Center (KSC) to identify potential constraints and their resolution in a consistent and comprehensive manner, and establish policy for KSC personnel, contractors, and commercial partners to obtain Site Plan support. The Site Plan process provides the means of locating a proposed land-use or facility and ensures a timely review of requests for all development on KSC property. The use of a consistent process allows evaluation of a project's consistency with long-range planning and budget efforts, maximizes efficient use of resources, and provides the opportunity for an informed decision to be made by the approving authority.

Stakeholders/reviewers include both civil servant and contractor functional and operational personnel. Examples include, but are not limited to, Safety, Environmental, Security, Fire, Real Property, Master Planning, IT/Comm, Customer Advocates, Space Force, and Facility Managers.

2.0 SCOPE AND APPLICABILITY

Site Plans must be in accordance with the Center Master Plan (CMP) and include site utility locations, grading, pavement, and hardscape and landscape features. The process is coordinated between Spaceport Integration and Services Infrastructure Branch and KSC NASA Master Planning to review for siting any and all plans for new construction or modification to existing structures on KSC property, which includes the KSC Visitor Center (VC), Merritt Island National Wildlife Refuge (MINWR) and Canaveral National Seashore, leased properties with non-NASA customers (government and commercial partners), and off-site, remote properties operated by KSC.

A site plan request is required for, but not limited to, the following:

a. New facilities and construction or modifications of previously undisturbed areas

(1) Relocating, modifying, or extending existing facilities (equipment pads, ramps, loading docks, antennas, cell phone towers, gazebos, docks, boat ramps, etc.)

(2) Equipment placement (such as transformers, switch boxes, lift stations, showers, eyewashes, radars, and emitters)

(3) Permanent tanks, pumps, and generators

(4) Solar arrays and wind generators

(5) Concrete slabs (25 sf or greater, or any size if not associated with an existing structure)

(6) Event and other tents (to be in place 30 days or more)

(7) Signs and markers, displays, memorials, statues (not to include Department of Transportation (DOT) traffic signs)

(8) Trailers and storage boxes (including temporary Conex Boxes and Petroleum, Oil & Lubricant (POL) lockers)

- (9) Construction trailers, material staging areas, and laydown yards
- (10) Roads, parking areas, bridges, sidewalks, and other impervious surfaces
- (11) Cut and fill, or grading
- (12) Trees and major landscaping

b. Easements and Utilities

- (1) National Aeronautics and Space Administration (NASA) and other Government utilities
- (2) Commercial utilities (will also require an easement)
- (3) Expansion of existing utility corridors and easements
- (4) Utility systems (government or commercial) that cross the Banana River or Indian River or other bodies of water
- (5) Utilities that cross under the Crawlerway, Shuttle Landing Facility (SLF), or railroad
- (6) Potable water wells
- (7) Septic tanks and drain fields
- (8) Drainage ditches and storm water management systems
- (9) Groundwater wells (including St. Johns River Water Management District (SJRWMD) wells, and air sparge systems and monitoring wells installed by NASA Remediation and external, non-NASA organizations)

c. New/revised Quantity Distance (QD) site plans

d. Airspace obstructions

e. Fences and gates or modifications

f. Bollards, barricades, and access changes

g. Levees, dunes, and wetland mitigation (add, remove, or modify)

h. Change of land use

j. Short-term use permits/licenses granted to partners (for right of access to conduct site analysis for future development)

A site plan is not typically required for:

- a. Repair or replacement within existing footprint without change to land use

- b. Equipment bollards not limiting vehicle access
- c. DOT-approved road signs
- d. Temporary event or way-finding signs
- e. Event tents (in place less than 30 days)
- f. Temporary storage containers, located a minimum of 25 feet from other structures, and in place less than 30 days (outside of hurricane season)
- g. Re-paving existing roadways
- h. Local environmental groundwater monitoring wells (typically an individual, internally installed monitoring well, not part of a larger mediation project)

The NASA Site Planning Officer in the Spaceport Integration and Services Infrastructure Branch reserves the right to determine the need for a Site Plan or to dismiss the requirement for a Site Plan on a case-by-case basis.

3.0 PROCESS

Site Plan requests shall be submitted via Electronic Work Request (EWR) to the facilities/institutional support contractor, indicating "SITE PLAN" in the title to ensure proper routing. The request should include as much detail as possible, including a general sketch of the planned location(s) for the job, impact of non-approval or delay, specific information related to the areas of potential concerns identified below, and timeline for the project. Requester should **allow at least 15 business days** for the processing and review cycle.

Site Plan requests shall be reviewed by KSC NASA Master Planning for conformance to KSC policy and the Center Master Plan (CMP). The review cycle considers areas of potential concern including QD, Radio Frequency (RF) emissions, potential radiation hazards, Impact Limit Lines (ILL) for launch activities, Line of Sight (LOS), airfield constraints, environmental requirements, wetlands and coastline restrictions, historic sites and archaeological sites, hazardous waste, wildlife habitat restrictions, and whether an agreement, or amendment to an existing agreement, is required. The NASA Site Planner will provide final approval after review and concurrence from Real Property Accountability Officer (RPAO), KSC Master Planning, safety, environmental, health, security, fire, and affected facilities and program representatives.

Each identified reviewer will receive an initial email with the specific map(s) and project information requesting input by a specific date, typically 10 business days. If no input is received, a follow-up email is sent as a reminder. If no response is received, concurrence without comment is assumed.

If an issue is identified by a reviewer, either as a "Concur – Subject to Comments" or "Non-Concur" response, every attempt will be made to resolve the concern, up to and including recommendations for re-siting. Non-concurrence issues that cannot be resolved will be referred to the Facility Management Board (FMB) for final resolution as depicted in KDP-KSC-P-1303, Site Planning.

Once approved by the NASA Site Planner, the Site Plan is valid for two (2) years, unless otherwise stated. If the project is not initiated within that period or requirements change, a new Site Plan is required. Site Plans for QD will typically not have an expiration date, but can be revisited at the request of NASA Safety. The approval Avoid Verbal Orders (AVO) contains a summary of conditions/restrictions identified by stakeholders during the review process.

4.0 GENERAL SITING CRITERIA

The following siting criteria are general in nature. Site specific minimum clearance requirements can be increased or decreased at the discretion of the approval authority or pertinent coordinating office.

- Placing new facilities within existing developed areas is preferred over undeveloped areas. Placement should be consistent with the KSC CMP and group facilities of like function together.
- Utility lines being added on KSC property shall be either perpendicular or parallel to existing building(s) and/or roadways to facilitate future utility locate processes.
NOTE: It is recognized that there will be instances where wetlands or other circumstances may not allow this condition to be met, but this should be the standard.
- Main roads (Kennedy Parkway, NASA Causeway, Saturn Causeway, Phillips Parkway, the SLF Tow Way, and the Crawlerway) shall have a setback of 100 feet from the edge of the pavement preserved for utilities and storm water drainage systems. Construction of facilities, including paved parking lots, is discouraged within main road utility setbacks.
- Secondary roads shall have a utility and storm water drainage system setback of 50 feet. Construction of facilities, including paved parking lots, is discouraged within secondary road utility setbacks.
- A clearance of 18 inches to 3 feet is required between a trailer or Conex Box to a curb to ensure mowing and maintenance can be performed.
- If any archaeological material (e.g., artifacts and/or cultural features or human remains) is found, work must stop immediately, and the discovery reported to KSC's Cultural Resources Manager (CRM).

4.1 Fire and Life Safety

Fire and Life Safety Initial Considerations (primarily for structures) may require:

- Provide Point of Contact for the site, Primary and Alternate
- Provide structural dimensions, material or construction type, and use of each structure (what will be housed/stored in them)
- Hazardous Materials/Flammable Liquids storage, points of use, or processes

- Expected duration of structure - identify whether Permanent or Temporary, and provide expected duration on-site for Temporary structures.
- All structures must have a 25-foot minimum separation distance from other structures and tree line or dense vegetation, but requirements may vary based on the type of structure/use.
- Emergency access routes:
 - Fire access roads – 20-foot minimum width, able to support 80,000 lb truck, improved surface (does not have to be paved but must be compacted to support the vehicle)
 - Cul-de-sacs must have 40-foot curb-turn radius
- Identify closest fire hydrant location and distance
- Electrical service type and location for temporary structure – identify whether commercial, generator, or both
- Sanitary service type and location for temporary structure – identify whether Grey/Black tank, Porta-Jon, Sanitary Tie-in
- Storage Conex / Containers – Identify general type of intended storage. If hazardous material, provide quantities, hazard class, and typical container type(s). If the Conex is intended to be used for office space, treat as a structure.
- Within secured areas, there shall be a minimum distance of 33 feet from any facility to the nearest fence and 33 feet from the fence to the brush line. When siting a fence line for a NASA critical asset, the fence shall be 50 feet from the asset (facility) and a 33-foot clear zone shall be maintained on the interior and exterior of the fence.

5.0 Facility Management Board (FMB)

Site Plans for new construction, facilities, and infrastructure may be required to be presented to the Facility Management Board (FMB). If related to commercial partner requests, it will be for information only as the agreement governs associated construction activity. Laydown yards, temporary trailers/Conex Boxes, land clearing, QD arcs, and work related to environmental projects, such as monitoring wells, borings, etc., will typically not be presented to FMB.

6.0 REFERENCE DOCUMENTS

AC 70/7460-1M, FAA Advisory Circular Obstruction Marking & Lighting
CFR 14, Part 77, Objects Affecting Navigable Airspace
KDP-KSC-P-1303, Site Planning
[NPD 8810.2, Master Planning for Real Property](#)
[NPD 8820.2, Design and Construction of Facilities](#)
[NPR 8810.1, Master Planning Procedural Requirements](#)
[NPR 8820.2, Facility Project Requirements](#)
[KNPR 1860.2, KSC Non-Ionizing Radiation Protection Program](#)
[KNPR 2570.1, KSC Radio Frequency Spectrum Management Procedural Requirements](#)
[KNPR 8715.3, KSC Safety Practices Procedural Requirements](#)

[KNPR 8830.1, Facility Asset Management Procedural Requirements](#)
[KDP-P-1870, Master Plan Amendment Process](#)
[KSC Form 21-608, KSC Environmental Checklist](#)
[ENG-I-MP01, Site Plan Work Instructions](#)

SSCMAN 91-710, Range Safety User Requirements Manual – Space Systems Command
Range Safety Requirements and Procedures

EW-127-1, Eastern and Western Range Safety Requirements

NASA-STD-8719.11, Rev B, Safety Standard for Fire Protection and Life Safety

NFPA 1, Fire Code

NFPA 101, Life Safety Code

NFPA 241, Standard for Safeguarding Construction, Alteration, and Demolition Operations

NFPA 400, Hazardous Materials Code