



GROWTH MANAGEMENT DEPARTMENT
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MINOR SITE PLAN APPLICATION

Application: (\$600) Fire Review Fee (\$150.00/review) Revisions (*\$25/revised drawing file up to \$125)

****PROJECT INFORMATION:**

Project Name: _____ Location of Site: _____
 Parcel Number: _____ Site Area: _____ Existing Bldg. Area: _____
 Detailed description of project: _____

 Property Owner of Record: _____ Daytime Phone #: _____
 Property Owner Mailing Address: _____
 City: _____ State: _____ Zip: _____

****ELECTRONIC PLAN SUBMISSION – ACCOUNT INFORMATION:**

The Applicant will have all permissions to access comments, markups and uploading of files into the project. Applicant's email address will be used as the login ID to access your account in our ePlans system.

#Applicant Name: _____

#Applicant Email Address: _____

Important: Applicants can now invite others to the project directly from the Applicant Upload task form. Invitation can be to either the applicant or the public inquiry group. Instructions for adding others to these groups are on the form. If added to the applicant group, only one member may accept the task. The public inquiry is for view only with no notifications or permissions.

#Applicant is the one responsible for making changes to the plans based on review comments and has all view and task permissions.

**** APPLICANT CONTACT INFORMATION (DESIGN PROFESSIONAL RESPONSIBLE FOR CHANGES AND COMPLETING TASKS):**

Business Name: _____
 Business Address: _____
 City/State/Zip Code _____
 Business Telephone Number: _____
 Contact Person: _____ Direct Telephone Number: _____
 Email Address: _____

SITE PLAN SUBMITTAL NOTES:
 Drawing files shall be sized as 36 X 24 and uploaded in a landscape orientation. Each sheet of the plan set shall be uploaded as a single drawing file. Revised drawing files are required to retain the same file name as when initially submitted. When revised drawing files are uploaded, a response to comments will need to be uploaded into the document folder stating staff's original comment and then the response as to how it was addressed. *Electronic re-submittals are based on the number of drawing files revised (\$25/file) up to a maximum of \$125.00 for each review beginning with the third submittal. **Required information to be considered a completed application.

Required Information:

The following information shall be reflected on all plans submitted for review:

Sec. 122-222. General contents of minor site plans.

- (a) A minor site plan shall include the following information:
 - (1) Name, address and phone number of the developer.
 - (2) Land use and zoning of the property.
 - (3) An existing layout of the property, with any proposed additions clearly shown.
 - (4) Total area of the property in square feet.
 - (5) Existing impervious area in square feet.
 - (6) Proposed new impervious area in square feet.
 - (b) A statement describing the proposed new improvements to the site.
 - (c) Minor site plans shall be prepared, signed and sealed by a Florida registered professional engineer, architect, landscape architect, or professional surveyor and mapper.
- (Ord. No. 5743, § 4, 10-16-07)

Sec. 122-223. Specific information required on minor site plans.

- (a) *Legal description.* The site plan must be submitted with a copy of the deed or tax certificate showing the PID number of the parcel.
- (b) *Property lines.* Property lines must be shown with bearings and dimensions of the boundary.
- (c) *Adjacent streets.* Adjacent streets must be shown and identified.
- (d) *Setbacks.* Building setbacks shall be shown and dimensioned.
- (e) *Existing and proposed structures.* Location and size of existing and proposed structures shall be shown.
- (f) *Topography.* May use the city's aerial topography in lieu of actual field surveyed topography.
- (g) *Easements.* Location and width of all easements affected by the proposed development shall be shown.
- (h) *Grease traps or new utilities.* Location and size of any new utilities, including grease traps, etc. shall be shown.
- (i) *Fire hydrants.* Show location of existing fire hydrants within 500 feet of proposed development.
- (j) *Parking areas.* Show location and dimensions of any proposed new parking areas.
- (k) *Driveways.* Show relationship of new improvements to existing driveways, show any new driveways.
- (l) *Handicap facilities.* Show any new handicap facilities, i.e. parking stalls, accessibility to buildings, etc.
- (m) *Landscaping and/or tree removal.* Show any landscaping required and any tree removal, with remediation, that may be required.
- (n) *Sidewalks.* Show any new onsite sidewalks.
- (o) *Trash pickup.* Show any changes to dumpster location.
- (p) *Signs.* Show any additions or changes to onsite signage.