



City of Ocala
Growth Management Department
201 S.E. 3rd Street, 2nd Floor
352-629-8404 | www.ocalafl.gov | gmd@ocalafl.gov

MINOR SITE PLAN APPLICATION

Application: **(\$1,250)** Fire Review Fee **(\$150.00/review)** Revisions **(*\$50/revised drawing file up to \$250)**

*PROJECT INFORMATION:

Project Name: _____	Site Location: _____	Site Area: _____
Parcel Number: _____	Existing Bldg. SF: _____	Proposed Bldg. SF: _____
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 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 (\$50/file) up to a maximum of \$250.00 for each review beginning with the third submittal. **Required information to be considered a completed application. **Applicant Upload task must be completed and review fee paid before the plan review can commence.**

Sec. 122-213.- Exceptions; waivers; additional requirements for certain developments.

(b) Minor site plans are defined as nonsubstantial expansions, alterations or changes that are generally those modifications to a developed site that present a minor impact on the drainage requirements, the impervious area of the site, on-site parking, on-site circulation, access to the site and the existing trees and landscaping. Minor site plans are reviewed within seven working days after receipt of a complete application and required fees. A site plan review meeting with staff is not required, and minor site plans shall comply with the requirements of sections 122-222 and 122-223 instead of the requirements of sections 122- 215 and 122-216. The building official shall make the determination to allow a proposal to be processed as a minor site plan, provided the following minimum requirements are met:

- (1) The proposal does not include any new buildings, unless there are existing buildings on the site and the new buildings have a building area less than five percent of the building area of all existing buildings on the site.
- (2) The proposal does not include an increase of the greater of: (a) more than 4,000 square feet of total impervious area; or (b) construction of building square footage equivalent to five percent of the existing building area.
- (3) The proposal does not include a reduction in the amount of open space of more than five percent from the amount on the approved site plan, or a change in the area of designated open space that results in the minimum site shade tree requirements not being met.
- (4) The proposal does not include any new driveways.

(Ord. No. 2019-37, 4-16-19)

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.
- (7) The upper right-hand corner of each drawing file shall be left blank for the electronic approval stamp. Dimensions for the approval stamp can be found

in the applicant guide for electronic submittals.

- (8) A vicinity map, including scale and north arrow, oriented in the same direction as the site plan.
 - (9) Date, north arrow, and a graphic scale of not less than one inch equals 50 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.