



City of Ocala  
Growth Management Department  
201 S.E. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor  
352-629-8404 | [www.ocalafl.gov](http://www.ocalafl.gov) | [gmd@ocalafl.gov](mailto:gmd@ocalafl.gov)

## SITE PLAN APPLICATION

### **\*\*PROJECT INFORMATION:**

Project Name: \_\_\_\_\_ Location of Site: \_\_\_\_\_  
Parcel Number: \_\_\_\_\_ Site Area: \_\_\_\_\_ Building sq.ft.: \_\_\_\_\_  
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.

### **SITE PLAN REVIEW:**

\$2,500 for sites with buildings under 30,000 sf.  
\$2,500 plus \$.0175 per square feet for buildings over 30,000 sf  
Fire Department Review - \$150.00

**\*The initial fee includes the first submittal and first revision. Electronic re-submittals are based on the number of drawing files revised (\$80/file) up to a maximum of \$1,000.00 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.**