



City of Ocala

GROWTH MANAGEMENT DEPARTMENT

201 SE 3rd Street, 2nd Floor

Ocala, FL 34471

CONTACT: Development Coordinator
Telephone (352) 629-8335

STEP 3: APPLICATION FOR
IMPROVEMENT PLAN APPROVAL

PROJECT INFORMATION:

Parcel ID Number: _____ Project Acreage: _____

Proposed Name of Development: _____

Zoning: _____ Lots (min): Width _____ Depth _____ Area _____ No. of Lots _____

ELECTRONIC PLAN SUBMISSION:

The Applicant will have all permissions to access comments, markups and uploading of files into the project and completing tasks. Applicant's email address will be used as the login ID to access your account in our ePlans system. Contact information for the applicant in this section and under Information below is for the person responsible for submitting and completing tasks in ePlans.

#Applicant Name: _____

#Applicant Email Address: _____

Contact Person with daytime phone # _____

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.

INFORMATION:

APPLICANT: Name: _____ **DEVELOPER:** Name: _____

Business Address: _____ Business Address: _____

City/State/Zip Code _____ City/State/Zip Code: _____

Telephone Number: _____ Telephone Number: _____

Email Address: _____ Email Address: _____

ENGINEER: Name: _____ **SURVEYOR:** Name: _____

Business Address: _____ Business Address: _____

City/State/Zip Code _____ City/State/Zip Code: _____



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Telephone Number: _____

Telephone Number: _____

Email Address: _____

Email Address: _____

STATUS OF REGULATORY PERMITS:

- | | |
|---------------------------|---------------------------------|
| 1. WATER MANAGEMENT _____ | 2. NPDES NOTICE OF INTENT _____ |
| 3. FDEP WATER _____ | 4. FDEP SANITARY _____ |
| 5. FDOT UTILITY _____ | 6. FDOT DRIVEWAY _____ |
| 7. FDOT DRAINAGE _____ | 8. COUNTY UTILITY _____ |
| 9. COUNTY DRIVEWAY _____ | |

PROPOSED ROAD LENGTH: _____ linear feet

FEMA FLOOD PLAIN: IS PROPERTY IN OR AFFECTED BY A FLOOD PLAIN? ____ YES ____ NO

If yes, provide base flood elevation (BFE) _____

OTHER SUBDIVISION PROJECT INFORMATION: (to be submitted with this Application):

- | | |
|---|------------------|
| 1. IS PROJECT TO BE BUILT PRIOR TO RECORDING FINAL PLAT? | ____ YES ____ NO |
| 2. IF NO, DETAILED CONSTRUCTION 'PROBABLE COST' ESTIMATE FOR ALL IMPROVEMENTS CERTIFIED BY PROJECT ENGINEER OF RECORD | ____ ATTACHED |
| 3. DRAINAGE CALCULATIONS | ____ ATTACHED |
| 4. DRAFT DEVELOPER'S AGREEMENT | ____ ATTACHED |

SUBDIVISION REVIEW FEES:

1. *Pre-Conceptual Plan:* \$500.00
2. *Conceptual Plan:*

1 to 15 Lots	\$350.00 plus \$17.50 per lot or parcel
16 Lots or more	\$700.00 plus \$17.50 per lot or parcel
3. *Improvement Plan:* \$1,000.00 plus \$30.00 per 100 feet of road
4. *Final Plat:*

1 to 15 Lots	\$450.00 plus \$17.50 per lot or parcel
16 Lots or more	\$850.00 plus \$17.50 per lot or parcel
5. *Developer's Agreement:* \$1,500.00



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**STEP 3: IMPROVEMENT PLAN
APPLICATION CHECK LIST**

NOTE TO APPLICANT: Use the symbol "✓" to indicate items completed. Write "NA" for all items that do not apply.

PROJECT INFORMATION:

Parcel ID Number: _____

Proposed Name of Development: _____

This checklist must be completed, signed and submitted along with the Subdivision Plans and other supporting documentation to the City Growth Management Department.

Except as otherwise noted, refer to Section 114-36 through 114-37 of the Land Development Regulations (LDR) for regulatory authority and other information on the items below.

**STEP 3: SUBDIVISION APPLICATION PACKAGE SHALL CONTAIN,
AT A MINIMUM, THE FOLLOWING INFORMATION**

1. _____ Completely fill-out the 'Step 3 - Application for Improvement Plan Approval' form
2. _____ Indicate on the application whether plan is to be submitted electronically
3. _____ Provide a check made payable to the City of Ocala per the fees established through resolution adopted by City Council with the yearly budget
4. _____ Provide the name and address of the individual or company that prepared the plan
5. _____ Provide a location map, showing location of development in reference to other areas of the city
6. _____ Provide a statement for ownership and maintenance of utilities, roads, and drainage
7. _____ North arrow, graphic scale, written scale (horizontal and vertical), date, basis of bearings
8. _____ Name of property owner and/or agent
9. _____ Include copy of approved conceptual plan
10. _____ Property boundaries with angles and distances
11. _____ Conditions on the property, including all existing watercourses, drainage ditches, bodies of water, marshes, rock outcroppings, isolated preservable trees one foot or more in diameter, and any other significant features

Updated: 10/01/21

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12. _____ Existing streets, alleys on or adjacent to the site including name, ROW widths, pavement widths and established centerline elevations
13. _____ Existing property lines, easements and rights of way and the intended purpose for which rights of way and easements have been established
14. _____ Location, names, and widths of all proposed streets, alleys, rights of way, easements and the purpose of the easements
15. _____ Road design shall meet all requirements of the Florida Department of Transportation Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Green Book), current edition (i.e. PT, PC for horizontal, K value for vertical, etc.)
16. _____ Proposed lot lines with approximate dimensions, lot numbers and block designations, if applicable
17. _____ Proposed open areas, drainage retention areas, etc.
18. _____ Topographic information of the tract, datum 1988, 1 foot contour interval min. including a minimum of topography 50 feet beyond the property boundary
19. _____ Subsurface conditions, including soil borings results in proposed DRA's
20. _____ Proposed drainage facilities with drainage summary
21. _____ Utility locations, existing and proposed, on and adjacent to development
22. _____ Fire hydrants shall be spaced no further than 500 feet apart. Distance is measured by the emergency vehicle route. Ref: NFPA 24:7.2.1, NFPA 1: Table 1.3
23. _____ Maintain clearances around fire hydrants of seven and one half feet (7'6") in front of and to the sides with a four feet (4') clearance to the rear. Ref: NFPA 1:18.3.4.1
24. _____ Install fire hydrants with steamer connection facing the roadway. Ref: NFPA 14:4-3.5.4
25. _____ Fire hydrants shall be factory painted red. Ref: City of Ocala Volume III Water and Sewer Construction Manual
26. _____ Center of fire hydrant steamer connection shall be not less than 18 inches or more than 24 inches above final grade. Ref: NFPA 24:7.3.3



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27. _____ Fire mains and fire hydrants shall be installed, completed, pressure tested, receive FDEP clearance, acceptably flow tested, and placed in service prior to vertical building construction. Ref: LDR Section 114-65 (e) & NFPA 241:8.7.2.3
28. _____ Landscaping shall not interfere with the clearance requirements of the fire hydrants. Ref: NFPA 18:3.4.1 & NFPA 1:13.1.3
29. _____ Rights of way, tracts, DRA's or other properties to be dedicated to the Public
30. _____ Typical street cross-section with proposed utility locations
31. _____ Specifications for the required improvements to be constructed, i.e. streets, curb and gutter, sidewalks, storm inlets, storm pipe, DRA's, water system, sanitary sewer system, lift station (if applicable), etc.
32. _____ Plan and profile sheets of the streets, storm drainage conveyance system, water system, and sanitary sewer collection system.
33. _____ Construction details, i.e. street cross-section, storm inlets, manholes, water valves, street signs, regulatory signs, pavement markings, etc.
34. _____ Provide copies of all permits obtained from regulatory agencies prior to start of construction
35. _____ List of conditions and/or variances from City Council approval of Step 2
36. _____ Details of any and all off-site infrastructure improvements required by the traffic study shall be included in the improvement plan submittal
37. _____ Electronic file of all engineering drawings of the subdivision infrastructure improvements in .dwg format (*To be submitted once all comments are addressed*)
38. _____ Master Plan showing comprehensive 'Site Accessibility' plan for all sidewalks, handicap ramps and special emphasis cross-walk locations.
39. _____ Provide a draft copy of the Developer's Agreement in electronic, word compatible, format. Draft agreement shall include all exhibits for review