



Staff: _____ RE# _____ - _____ Permit# _____ Date: _____

MONROE COUNTY GROWTH MANAGEMENT BUILDING DEPARTMENT

Middle Keys/Main Office: 2798 Overseas Highway, Marathon, FL (305) 289-2501

Upper Keys Office: 102050 Overseas Highway, Key Largo, FL (305) 453-8800

Lower Keys Office: 5503 College Road, Key West, (305) 295-3990

Site Plan Submission Requirements: **RENOVATION (Commercial or Residential)**

This form must accompany site plan submissions. Any revised submissions must also have the original marked Site Plan Submission Requirements checklist attached. Submit Three (3) Sets of Plans.

1. AT THE TIME OF PERMIT APPLICATION SUBMISSION:

Site Plans submitted with building permit application will be accepted for compliance review if at a minimum, drawn to depict the following **on the Site Plan, if site is impacted by the type of development:**

Job Types: <ul style="list-style-type: none">• Electric• Elevator• Handicap Ramp• Lawn Sprinkler• LP Gas• Porch/open• Refrigeration• Remodel Com Ext/Int• Remodel Res Ext/Int• Stairs• Tie Downs	_____ A.	Drawn to a scale designated on the site plan or survey/drawing. <i>Please try to use hatching or clouding instead of color legends to distinguish areas</i>
	_____ B.	Title indicating property address (if available), real estate (RE) #, legal description, date, revision date(s) if applicable, north arrow and graphic scale
	_____ C.	Boundary lines of site, and, if applicable, interior property lines transecting the site and mean high-water lines (shown in accordance with Florida Statutes)
	_____ D.	Locations and dimensions of all existing and proposed structures, including paved areas, numbered parking spaces, FL Accessibility (Ch 11), Vehicle Loading (Commercial Only)
	_____ E.	Setback <u>and</u> Flood Zone lines as required by the Land Development Code
	_____ F.	In a Table provide Future Land Use Map (FLUM), Land Use District (Zoning) <u>and</u> Tier designation
Job Types: <ul style="list-style-type: none">• Remodel Com Ext/Int• Remodel Res Ext/Int	_____ G.	Pre- and Post- Construction grade elevation and statement specifying that no new structures shall exceed or otherwise violate the height and floodplain management limitations; "A" Zone elevation from top surface of first floor; "V" Zone bottom surface of lowest horizontal structural member
Job Types: <ul style="list-style-type: none">• Elevator, Handicap Ramp• LP Gas• Porch/open• Refrigeration• Remodel Com Ext/Int• Remodel Res Ext/Int• Stairs, Tie Downs	_____ H.	In a Table provide Flood zones pursuant to the Flood Insurance Rate Map panel number

Site Plans submitted with building permit application will be accepted for compliance review if at a minimum, **detailed on additional documentation to the Site Plan, if site is impacted by the type of development:**

Job Types: <ul style="list-style-type: none">• Stairs• Porch/open• Remodel Com Ext/Int• Remodel Res Ext/Int• Refrigeration	_____ I.	Drainage plan including existing and proposed topography, all drainage structures, retention areas, drainage swales and existing and proposed permeable and impermeable areas
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✓ = Accepted for review

N/A= Not Required

★ = Required

As reasonably required, if deemed necessary to complete a full review of the application, the planning director may request additional information or coordination letters from other agencies.



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2. SITE PLANS ACCEPTED FOR REVIEW

Site Plans will be forwarded to a plans examiner for compliance review with all items on this document including the items below.

At a minimum, drawn to depict the following on the Site Plan, if site is impacted by the type of development:

Job Types: • Elevator • Handicap Ramp • Stairs	_____J.	Commercial Only: Buffer yards/parking lot landscaping areas, as required by the Land Development Code, incl. the species & number of plants per area (114-128); Street Tree (114-104)
Job Types: • Elevator • Handicap Ramp • Lawn Sprinkler • LP Gas • Porch/open • Refrigeration • Remodel Com Ext/Int • Remodel Res Ext/Int • Stairs	_____K.	Extent and area of wetlands, open space preservation areas and conservation easements. If wetland area unknown, wetland delineation can be acquired (Prior to Submittal) through private contractor or by county biologist (fee \$60/hr per MC Ordinance 134-2011);
	_____L.	Delineation of habitat types to demonstrate buildable area on the site, including any heritage trees identified and any listed species that may potentially use the site (certified by an approved biologist and based on the most current professionally-recognized mapping by the U.S. Fish and Wildlife Service);
	_____M.	Provide Total amount of area <u>and</u> upland area of the site (exception: Elevator)
	_____N.	Provide amount of impervious and pervious area (exception: Lawn Sprinkler)
Job Types: • Elevator • Refrigeration • Remodel Com Ext/Int	_____O.	In a Table provide Type <u>and</u> square footage of all nonresidential floor area
IF Structural	_____P.	Design Criteria: Exposure category is assumed to be "D" unless "C" or "B" can be demonstrated according to 2010 FBC 1609.43. Provide a map with maximum distance of structure from all shorelines.
Job Types: • Remodel Res Ext/Int	_____Q.	In a Table provide Type <u>and</u> number of all residential dwelling units

NOTE:

Fire Prevention Site Plan Review requires where applicable:

Location of fire hydrants or fire wells, Fire Access, Driving/Turning Radius, Overhead power lines, Fences/Gates, Parking Areas

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✱ = Required

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