



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: **FOUNDATION (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"> • Foundation/Piling • Pilings 	_____ A.	-Prepared and sealed by a professional architect, engineer, or any other professional licensed in the State of Florida to prepare site plans -Survey required IF outside the existing footprint
Job Types: <ul style="list-style-type: none"> • Concrete Cap, Concrete Slab (not load bearing) • Curbing • Foundation/Piling • Paving Driveway • Pilings 	_____ B.	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>
	_____ C.	Title indicating property address (if available), real estate (RE) #, legal description, date, revision date(s) if applicable, north arrow and graphic scale
	_____ D.	Boundary lines of site, and, if applicable, interior property lines transecting the site and mean high-water lines (shown in accordance with Florida Statutes)
	_____ E.	Locations and dimensions of all existing and proposed structures, including paved areas, numbered parking spaces, FL Accessibility (Ch 11), Vehicle Loading (Commercial Only)
	_____ F.	Setback and Flood Zone lines as required by the Land Development Code
Job Types: <ul style="list-style-type: none"> • Concrete Cap, Concrete Slab (not load bearing) • Foundation/Piling • Piling 	_____ G.	In a Table provide Future Land Use Map (FLUM), Land Use District (Zoning) and Tier designation
	_____ H.	In a Table provide Flood zones pursuant to the Flood Insurance Rate Map panel number
Job Types: <ul style="list-style-type: none"> • Concrete Cap, Concrete Slab (not load bearing) • Foundation/Piling • Piling 	_____ I.	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.

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:

✓ = Accepted for review	N/A= Not Required	* = Required
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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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Job Types: <ul style="list-style-type: none"> • Concrete Cap, Concrete Slab* (not load bearing) • Curbing • Foundation/Piling • Paving Driveway 	____ J.	Drainage plan including existing and proposed topography, all drainage structures, retention areas, drainage swales and existing and proposed permeable and impermeable areas *Concrete Cap; Concrete Slab (Only if outside of foot print)
Job Types: <ul style="list-style-type: none"> • Concrete Cap, Concrete Slab (not load bearing) • Curbing, Paving Driveway • Foundation/Piling 	____ K.	Outside Agency Approval Letters on plans as appropriate: ACOE, DEP, So. FL Water District;

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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2. SITE PLANS ACCEPTED FOR REVIEW:

Site Plans will be forwarded to a plans examiner for review of compliance 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 development:*

Job Types: <ul style="list-style-type: none"> • Concrete Slab (not land bearing) • Foundation/Piling • Paving Driveway • Pilings 	_____ L.	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: <ul style="list-style-type: none"> • Concrete Cap, Concrete Slab (not land bearing) • Curbing • Foundation/Piling • Paving Driveway • Pilings 	_____ M.	IF NOT UNDER EXISTING "FOOTPRINT": 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);
	_____ N.	IF NOT UNDER EXISTING "FOOTPRINT": 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);
Job Types: <ul style="list-style-type: none"> • Concrete Cap, Concrete Slab *, ** (not land bearing) • Curbing *, ** • Foundation/Piling *, ** • Paving Driveway *, ** 	_____ O.	In a Table provide * Total amount of area <u>and</u> upland area of the site ** Amount of impervious and pervious 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.

= Accepted for review
 = 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.