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: Commercial/Multi-Family Development
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

AT THE TIME OF PERMIT APPLICATION SUBMISSION:

Survey Required

Site Plans submitted with building permit application will be accepted for compliance review if:

___ A. Prepared and sealed by a professional architect, engineer, or any other professional licensed in the State of Florida to prepare site plans;

___ B. Drawn to a scale of one inch equals ten feet (1”=10’) unless another working scale is approved in advance of submittal by the Building Official/Planning Director. Please try to use hatching or clouding instead of color legends to distinguish areas

At a minimum, drawn to depict the following on the Site Plan, as impacted by development:

___ 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;

___ F. Setback and Flood Zone lines as required by the Land Development Code;

___ G. The location of existing public utilities, including location of the closest available water supply system or collection lines and the closest available wastewater collection system or collection lines (or on-site system proposed to meet required County and State wastewater treatment standards);

___ H. Outside Agency Approval/Stamp on site plans as appropriate

___ I. A table providing:

☐ Future Land Use Map (FLUM), Land Use District (Zoning) and Tier designation;

☐ Flood zones pursuant to the Flood Insurance Rate Map panel number;

At a minimum, detailed on additional documentation to the Site Plan, as impacted by development

___ J. Drainage plan including existing and proposed topography, all drainage structures, retention areas, drainage swales and existing and proposed permeable and impermeable areas

___ K. Outside Agency Approval Letters/Stamps as appropriate

___ L. 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.

= 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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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, as impacted by development:

___M. Buffer yards/parking lot landscaping areas, as required by the Land Development Code, incl. the species & number of plants per area (114-128);

___N. 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);

___O. 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);

___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.

___Q. A table providing:
   - Total amount of area and upland area of the site;
   - Type and square footage of all nonresidential floor area;
   - Type and number of all residential dwelling units;
   - Amount of impervious and pervious area

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

☑ = 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.