



**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 Requirements Checklist: Residential**

This form must accompany site plan submissions. Any revised submissions must also have the original marked Site Plan Submission Requirements checklist attached. (Effective 10/1/14)

**AT THE TIME OF PERMIT APPLICATION SUBMISSION**

Site Plans submitted with building permit application **will be accepted for compliance review** (per MC Sect 138-25(3)) **IF:**

**Permit Types:**

- Addition-Residential
- FEMA Funded Residence
- Mobile Home
- Mobile Home-Affordable
- Mobile Home-Replacement
- Single Family:
  - Afford to Market Rate
  - Afford Fee Exempt
  - Afford Inclusionary
  - Affordable Housing
  - Conventional
  - Employee Housing
  - From Guest House
  - From MH
  - Modest Housing
  - Modular
  - Replace

- \_\_\_ **A.** Survey dated 12 months or less if conditions (i.e. structures, flood zone, easement, deed restrictions, etc.) have not changed.  
 If survey is older than 12 months, please initial this acknowledgement statement:  
 \_\_\_ *I have submitted a survey that is older than 12 months and confirm that structural, flood, easement, and other nonstructural related attributes have not changed since the date of the survey attached. I understand if it is determined upon review that there have been changes I must provide a new survey for this permit application within a timely matter to prevent the application from expiring.*
  - \_\_\_ **B.** The site plan shall be prepared and sealed when required by law by a professional architect or engineer.
  - \_\_\_ **C.** Plans drawn to a scale of one inch equals ten (1"=10') or twenty (1"=20') feet 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:**
- \_\_\_ **D.** Title indicating property address (if available), real estate (RE) #, legal description, date, revision date(s) if applicable, north arrow and graphic scale;
  - \_\_\_ **E.** Boundary lines of site, and, if applicable, interior property lines transecting the site and mean high-water lines (shown in accordance with Florida Statutes); all attributes from boundary survey;
  - \_\_\_ **F.** Locations and dimensions of all existing and proposed structures, including paved areas, the need for parking spaces and clear site triangles;
  - \_\_\_ **G.** Setback and Flood Zone lines as required by the Land Development Code;
  - \_\_\_ **H.** 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); Location of fire hydrants or fire wells;
  - \_\_\_ **I.** Outside Agency Approval Stamp on site plans as appropriate;
  - \_\_\_ **J.** 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

**Effective 10/1/14**    ✓ = 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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**Additional documentation to the Site Plan, as impacted by development:**

- \_\_\_ **K.** Drainage plan including existing and proposed topography, all drainage structures, retention areas, drainage swales and existing and proposed permeable and impermeable areas;
- \_\_\_ **L.** Outside Agency Approval Letters as appropriate;
- \_\_\_ **M.** Pre- and Post- Construction grade elevation 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 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. (per MC Sect 138-25(3))

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

- \_\_\_ **N.** Location, size and species of required Street Tree (114-104);
- \_\_\_ **O.** 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);
- \_\_\_ **P.** Delineation of habitat types to demonstrate buildable area on the site, including any champion and specimen trees identified and any potential species that may 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);
- \_\_\_ **Q.** Size and type of buffer yards and parking lot landscaping areas, including the species and number of plants;
- \_\_\_ **R.** Design Criteria: Exposure category is assumed to be "D" unless "C" or "B" can be demonstrated according to FBC 1609.4.3. Provide a map with maximum distance of structure from all shorelines.
- \_\_\_ **S.** A table providing:
  - Total amount of area and upland area of the site;
  - Amount of impervious and pervious area.
  - Calculations for land use intensity, open space ratio, and off-street parking.

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