



# SITE PLAN PERMIT REVIEW GUIDE

1. **Zoning:** (Circle applicable zoning district)  
PC AP AGR AR RE RT RS RM CN CC CG CLO CHO CRE IL IG IPF PO  
PUD MUPD MXPD PIPD MHPD RVPD TND TMD TTD
2. **Future Land Use:** (Circle applicable FLU designation)  
AP AGR CON SA RR-20 RR-10 RR-5 RR-2.5 LR-1 LR-2 LR-3 MR-5 HR-8 HR-12  
HR-18 CL-0 CL CH CR IND INST PARK U/T
3. **Are the Zoning District and Future Land Use compatible?** (Art 3, Chap 3: Tables [3.C.1.A-4](#); [3.E.1.B-9](#); or [3.F.1.E-31](#))  
YES \_\_\_\_\_ NO \_\_\_\_\_ (if not, rezoning, or change in land use may be required)
4. **Tier:** (Circle applicable tier)  
U/S (Urban Suburban) EX (Exurban) R (Rural) AGR (Ag Reserve) G (Glades) CON (Conservation)
5. **Overlays:** (Circle applicable overlay) ([Art 3 Chapter B](#))  
AZO COZ GAO IOZ LOSTO LWRCCO NEO NBOZ PBAIO RTO SCG CFO SR-80  
TAPO WCRAO
  - a. Review applicable overlay requirements. Each overlay has its own development regulations, in addition to standard code requirements.
6. **Neighborhood Plan:** \_\_\_\_\_
7. **Proposed Use** \_\_\_\_\_  
(Standard Districts: Article 4, Chap A, [Table 4.A.3.A-1](#); PDD's: Article 3, Chap E, Tables [3.E.1.B-21](#) and [3.F.1.F-44](#))  
P (Permitted Use) D (DRO) A (Conditional Use A) B (Conditional Use B) R (Requested Use)
  - a. Review the Use Matrices to make sure the proposed use is permitted and/or has its proper approvals. Uses that do not have the applicable approvals will have a "Hard Hold" placed on the building permit review.
8. **Supplementary Use Standards, Article 4.B** Within this section, specific uses may have additional code requirements and or restrictions, for example additional setbacks, architectural requirements, and square footage thresholds.
9. **Thresholds for Projects Requiring Development Review Officer (DRO) Approval Article 4.A, Table 4.A.3.A-2.**
  - a. Proposed developments, exceeding these thresholds, based on the Zoning District, will require DRO approval.
  - b. A development that is existing and did not require a DRO approval previously, can be subject to this approval requirement if the proposal is to expand and/or increase square footage.
  - c. Uses that are permitted in a zoning district, may need a DRO approval if it exceeds the thresholds in the table.
10. **Permit review documentation.** Surveys, [Plats](#), Site Plans, [Certified Site Plan](#), [Conditions of Approval](#), Regulating Plan, Civil, Landscape, Architectural, Structural, Mechanical, Electrical, Plumbing, etc...
  - a. All documents shall be signed and sealed.
  - b. Documents are required to be consistent with one another.
11. **Site Plans**
  - a. **Current copies of [Certified Site Plan](#) and [Conditions of Approval](#)**  
YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_
    - i. Conditions of approval, placed by the BCC may only be superceded by the BCC. Amending a condition requires an applicant to go back through the Zoning Review process.
    - ii. Construction documents must match the approved site plan and be in compliance with conditions of approval. Non-compliance with code, conditions, and site plan requirements will cause a delay in the issuance of a building permit.
  - b. **Result Letter for Certified Site Plans.** Two copies of the current letter to be provided by applicant.
  - c. **Setbacks** Article 3 [Table 3.D.1.A-16](#) or Article [3.E](#) each PDD has it's own Setback table
    - i. **Base Building Line (BBL)** [Article 3.D.1.D](#) All setbacks and improvements (including landscaping and parking) are measured from the BBL. The [Thoroughfare Right of Way ID Map](#) shows Major Streets within the County. The Land Development Division may only approve a waiver from the BBL requirement. Should Land Development approve a BBL waiver, the applicant must provide two copies of the approval letter.
    - ii. **Roof Overhangs.** [Article 3.D.1.D.5.A.16](#) Maximum roof overhang into a setback is 2.5'. Some of the Overlay districts may allow for a greater encroachment.
    - iii. Setbacks are for structures over 3 feet in height, unless otherwise specified in the ULDC.
    - iv. Additional setbacks are required for structures over 35' in height. Article [3.D.1.E.2](#)

- d. **Floor Area Ratio and Building Coverage.** Table [3.D.1.A-16](#) for standard districts; Article [3.E](#) each PDD has it's own FAR and Building Coverage table;
- e. **Dumpster Location and Elevations.** Setbacks per [Article 5.B.1.A.8](#)
- f. **AC, Ground mounted.** 1 of 3
  - i. AC equipment located on the ground must be screened from view in a manner compatible with the architecture of the building, or equivalent landscape material.
  - ii. Equipment located on the ground may not be located within the required landscape areas.

## 12. Surveys and Plats

- a. Surveys must be abstracted and show all existing conditions, above and below ground.
- b. They shall be less than one year old at time of a permit application.
- c. The survey should match an approved plat.
- d. All Planned Developments (PDD's) are required to be platted prior to the issuance of a building permit. The exceptions to this requirement are listed in [Article 3.E.1.G.1a](#)
- e. Platting requirements are listed in [Article 11](#). If there are any questions on whether a project needs to be platted contact Land Development.
- f. Lots which were previously platted and have changed configuration since time of plat approval, or developments which consist of multiple lots, may be required to re-plat property or waiver of plat approval through the Land Development Division.
- g. Permit applications which are submitted prior to final plat approval, will be required to submit revised surveys, which include plat book and page, and copies of the approved plat, prior to the issuance of the permit.

## 13. Civil Plans. Consists of Paving, Grading, Water, Utilities, Striping and Signage, and cross section pages.

- a. **Easements.**
  - i. **Locate all existing and proposed easements.** For Example: L.A.E (Limited Access easement) U.E. (Utility Easement); D.E. (Drainage Easement); L.B.E (Landscape Buffer Easement)
  - ii. **Easements and required landscaping buffers.** Unless restricted by Condition of approval, the maximum easement encroachment into a required landscape buffer is five (5) feet. Easement encroachment of more than five feet requires relocation of the easement.
  - iii. **Easements and required landscape interior or terminal islands.** Trees, Palms and shrubs are required in these islands. Easements traversing these islands may conflict with this requirement. Plant material located in an island, within an easement requires a [Utility Release Agreement](#) and a [Removal Agreement](#) to be signed and recorded. Should the easement holder not allow the encroachment, relocation of the easement will be required.
  - iv. **Easements and Roof overhangs.** Roof overhangs within easements will require a [Release Agreement](#) and [Removal Agreement](#) to be signed and recorded. Should the easement holder not allow the encroachment, the building must shift or removal of the roof overhang will be required.
  - v. **Water lines, Sewer lines, and Exfiltration.** Coordination between landscape plans and civil plans are necessary. Encroachment into landscape buffers per Art 7.D.12.C.
  - vi. **Easements and structures.** Easements that conflict with the location of permanent structures must be abandoned/relocated. Applicant must provide a copy of the OR Book and Page for the easement abandonment.
- b. **Cross Sections.** Review cross-sections of buffer areas for discrepancies with landscape conditions of approval. Cross-sections typically show property line, buffer location, easement overlaps, berm heights, and or retention/detention areas. Berms and retention areas shall maintain required slopes.
- c. **Parking.** [Article 6](#)
  - i. **Layout.** Parking is required to match the Certified Site Plan (if applicable). Discrepancies between construction plans and CSP will require the applicant to amend the site plan or amend their construction documents so they are consistent.
  - ii. **Number.** Confirm number of off-street parking and loading requirements by use type. Table [6.A.1.B-1](#). Required number of handicap parking spaces is located in Table [6.A.1.D-2](#).
  - iii. **Dimensions.** Table [6.A.1.D-3](#) and Figure [6.A.1.D-8](#). Parking spaces that overhang into landscape area may not overhang into required landscape buffers/islands.
  - iv. **Queuing distance.** [Art 6.A.1.D.14](#)
  - v. **Access.** [Article 6.A.1.D.15](#)
  - vi. **Queuing Standards for drive thru establishments.** Article [6.A.1.D.16](#)
  - vii. **Loading.** [Article 6.B](#). Also, review building elevations for conflicts with vertical clearance.
  - viii. **Circulation.** [Article 6.A.1.D.14.b.1](#)
- d. **Finished Grade.** Refer to Florida State Building Code Definitions. Note height of structures is based on a finished grade starting point.
- e. **Pedestrian Circulation.** Article [6.A.1.D.2.c](#) and [6.A.1.D.14.b.2](#) and Article [11.E.1.A.1](#) and [11.E.2.B](#)
- f. **Terminal and interior landscape islands.**
  - i. **Dimensions.** Article 7 Chapter C [Table 7.C.3-1](#)
  - ii. **Maximum separation/spacing.** Article 7 Chapter C [Table 7.C.3-1](#) Parking which includes the handicap and access aisle may have fewer spaces in a row, in order to comply with the maximum distance between landscape islands. Angled parking affects maximum distance between islands.
  - iii. **Easements.** Release agreements or relocation of a traversing easement may be required to comply with landscape requirements.

## 14. Architectural Plans

- a. **Floor Plan/Foundation Plans**

- i. **Square footage.** [Art 1.1](#) Square footage must match the approved site plan and Concurrency approval. It is measured from outside of wall to outside of wall, including staircases and elevators. Projects exceeding approved square footage or thresholds established by the ULDC will cause a delay in the issuance of permit.
  - ii. **Recesses and Projections.** Floor plans will show recess/projections as require under [Article 5.C Design Standards](#)
- b. Roof Plans**
- i. Roof plans will show location of ac and mechanical equipment. Cross sections will show how they are screened.
  - ii. Review roof type for compliance with [Article 5.C Design Standards](#).
- c. Building Elevations**
- i. Is the development subject to Architectural Review? [Article 5.C Design Standards](#)  
YES \_\_\_\_ NO \_\_\_\_ (if so, Contact Zoning Division, Architectural Review Section)  
Elevations must be in compliance with approved elevations.
  - ii. **Height.** Measurement of height is from finished grade not finished floor. Review Conditions of approval and Overlay Districts, as more restrictive requirements may apply. Finished Grade can be confirmed on the civil plans.
  - iii. **Bay Doors and Loading Areas.** Location of bay doors is restricted in some overlay areas. Relocation may be required depending on proposed location. Orientation towards streets and residential districts may require relocation or additional screening.
  - iv. **Downspouts** [Article 5.C Design Standards](#)
  - v. **Windows** [Article 5.C Design Standards](#)
  - vi. Compatibility for existing buildings. [Article 5.C Design Standards](#)
  - vii. Fenestration, Materials and Colors [Article 5.C Design Standards](#)
- d. Cross Sections**
- i. Verify Roof overhangs. Overhangs may encroach setbacks as allowed by code. Release Agreements are required for overhangs within utility/drainage easements.
  - ii. Sign locations and area calculations.
- e. Pedestrian Amenities and Focal Point Details** [Article 5.C Design Standards](#) or [Article 3.E.2.B.2](#) Some developments have specific requirements for pedestrian amenities and focal points. Review applicable condition of approval.
- f. Signage.** [Article 8](#)
- i. **Master Sign Plan.** (MSP) All projects requiring DRO and Architectural Review approval must have a MSP. Signs shall be permitted according to that plan. Changes to proposed signage, must amend the MSP.
- g. Perimeter Walls.** Construction type effects landscape buffer. Walls located in five or ten-foot buffers must be panel wall construction. Walls with footers conflict with required landscaping in these buffer widths.
- \_\_\_\_ 15. **Landscape Plans.** [Article 7](#). Review conditions of approval for requirements in addition to standard code. [Table 7.C.3-1 Minimum Tier Requirements](#)
- a. **Foundation Plantings** Coordinate with building elevations, check conflict with overhangs and plant heights.
  - a. **Perimeter Buffers**
  - b. **Terminal and Interior Islands**
  - c. **Pervious Area**
  - d. **Easement Encroachment**
- \_\_\_\_ 16. **Electrical Plans.** Most projects have conditions of approval for site lighting. Verify compliance. [Article 5.E.4.E](#).
- a. **Site Lighting Elevations.** Elevations should be measured from finished grade to highest point. When the luminaire is set on top of the pole, the measurement needs to include the luminaire.
  - b. **Photometric Plans.** Foot-candles can be no more than 0.33 at a residential property line. Foot-candles shall be shown the property line.
  - c. **Wall Mounted lighting** Cut sheets to be provided. Lighting should be compatible with architecture.
- \_\_\_\_ 17. **Mechanical Plans.** Cross sections are necessary to show all roof-mounted equipment is screened from view. Screening of equipment shall be compatible with the architecture when roof mounted.
- a. AC equipment: note location, review screening for compliance
  - b. Mechanical equipment: note location, review screening for compliance
- \_\_\_\_ 18. **Concurrency.**
- a. Projects that have a DRO approval will have a Concurrency Number noted on the Certified Site Plan.
  - b. Projects not requiring a DRO approval will need to have Concurrency approval prior to submitting a permit application. Two copies of the result letter shall be provided with the building permit application.
  - c. Changes in square footage affect Concurrency approval. Applicant will need to contact Concurrency Section for increases or decreases in square footage.
- \_\_\_\_ 19. **Planning Approval.**
- a. For residential developments not subject to DRO approval, the applicant shall provide a letter of approval from the Planning Department with regard to the proposed density.
- \_\_\_\_ 20. **Variance/Special Permit.** Development, which has Variance or Special Permit approval, shall submit a copy of the result letter and approved site plan, prior to submittal of a building permit application.