



Marion County Building Department
2710 East Silver Springs Boulevard
Ocala, Florida 34470
Phone: (352) 438-2400 Fax: (352) 438-2401
On the Web: www.marioncountyfl.org/building.htm

Site Plan Instructional Information

What is a site plan?

A site plan is a drawing that shows the size and location of existing and proposed construction on a site, including utilities, drainage details, easements, vehicle access and in some cases the landscaping.

Which permit applications require a site plan?

All permits for new buildings or structures, or additions to buildings or structures that require a Zoning Department, Right of Way, or Health Department review must include a site plan.

Is there a specific form required for the site plan?

No. The site plan may be submitted on any size paper, as long as it is drawn to scale and contains all of the required information.

What information is required on the site plan?

All site plans must:

- Be drawn to scale (scale must be shown on the document)¹
- List the dimensions of the property
- Identify all streets abutting the property
- Show all existing and proposed improvements
- Specify shortest distance from proposed improvements to property lines
- Detail all existing and proposed driveways, sidewalks, and easements
- Indicate the front of the property

Projects with a proposed septic tank and/or well also require:

- Illustration of existing and proposed septic systems and/or wells, including the shortest distance to property lines (septic tank system approximately 60'x15')
- Listing of all lakes, streams, canals or standing bodies of water within 75' of the property
- Showing proposed and existing wells within 75' of the property
- Identification of the public water service point (meter) and water line location
- Showing the location of any public well servicing multiple residences, within 200' of the property

¹ If your property is larger than one acre it may be difficult to draw the entire property to scale and still show the necessary details. In this case, please submit a survey of the entire property, and draw to scale a one-acre section of the property showing the proposed structure(s) and septic system as specified on this form.

- Showing the location of all drainage features such as retention areas, swales, ditches (often located along the roadway)²
- Details of any significant slope in the drain field area of the property, with arrows pointing down slope

Any incomplete site plan will delay the processing of the permit application.

How many site plan copies are required?

Four site plans are required to be submitted with your permit application. Three additional site plans are required when a septic tank or well is included in the project.

Does the site plan need to be prepared by—and sealed by—an engineer or surveyor?

1. Residential site plans **do not need** to be prepared and sealed by an engineer or surveyor.
2. Commercial site plans **usually do need** to be prepared and sealed by an engineer, unless the scope of the project is very minor. Call the Zoning Department, (352) 620-7408, for clarification on whether the scope of work you are planning is considered a minor building project.

Where can I locate my driveway on a corner lot?

A driveway on a corner lot is limited to the minor street. Furthermore, there is a limitation as to how close the driveway may be located to the intersection (minimum 50' or ½ the lot width, whichever is less.) This is measured from the Point of Tangency (PT) of the pavement, not the lot line. This dimension must be shown on your site plan. For additional information on this issue contact the Right of Way Permitting Division of the Marion County Engineering Department, (352) 671-8687.

Updated: October 2008

² All parts of the septic system must be installed at least 15' from the top of swales and ditches.

Permit # _____

SITE PLAN

State of Florida Department of Health & Marion County Building, Zoning and 9-1-1 Management

Parcel No. _____ Scale: _____

All roads bordering property must be identified, and front door clearly indicated. The property dimensions indicated on this site plan *must match* your legal description. On what road does your driveway come out to? _____

_____ Structure is 50' or more from frontage road **-OR-**

_____ Access to, or vision of, front door is/will be obstructed in some way (e.g., fence, ditch) **-OR-**

_____ Corner lot. If your lot is a corner lot, which street does your front door face? _____

FOUR COPIES OF YOUR SITE PLAN ARE REQUIRED WHEN SUBMITTING A PERMIT APPLICATION.

****INCLUDE THREE [3] ADDITIONAL COPIES IF YOUR PROJECT REQUIRES DEPARTMENT OF HEALTH REVIEW.****

DRAW OR ATTACH COPY OF SITE PLAN. CLIP REQUIRED NUMBER OF ADDITIONAL COPIES TO THIS APPLICATION.

Site Plan Submitted By: _____ Date: _____

OFFICIAL USE — ZONING

PLAT BOOK: _____ PAGE: _____ ZONING CLASS: _____ MAP #: _____

ESOZ: _____ FLOOD ZONE: _____ MAP #: _____ ELEVATION: _____ TAZ: _____

NOTES: _____

MINIMUM SETBACKS: FRONT: _____ REAR: _____ SIDE: _____ SIDE: _____