

City of Maitland
Site Plan Permit

Date: _____

File No. _____

(check all that apply)

Fees: Site improvements permit (multi-family residential or non-residential only) - 1% of total site development, excluding building costs, with a minimum fee of \$100.

Re-Inspection Fee: Begins with third inspection at a fee of \$20.00 per inspection.

- Mandatory Pre-Construction meeting. Contact Project Coordinator at (407) 539-6258 for scheduling.
- Check(s) must be made payable to The City of Maitland.

Total Fee _____

Owner(s): _____ Phone: _____

Address: _____

Contractor: _____ Phone: _____

Engineer: _____ Phone: _____

Address: _____

Sec. Twn. Rng. Par.

Legal Description of Property: _____

Description of Revisions: _____

I hereby certify that to the best of my knowledge and belief, all information supplied with this application is true and accurate.

SIGNATURE: _____

DATE: _____

Approval:

City Official _____

DATE: _____

Mailing Address: City of Maitland, 1776 Independence Lane, Maitland, Florida 32751 (Contact Community Development at 539-6258).

Requirements for Application: (20 sets of City-approved plans should be attached.)

- ◇ Must submit a Site Plan drawn to a noted scale.
- ◇ A boundary survey and the legal description of the property prepared by a surveyor registered by the State of Florida under a surveyor's seal and certified to the City, and including total acres of site;
- ◇ Street address (if applicable);
- ◇ North arrow and noted scale;
- ◇ Required yard and set back information;
- ◇ Required off-street: parking detail (number and location), loading areas, service and refuse areas. Provide square foot requirement for off-street parking for each individual area and as a percentage of total site area;
- ◇ The layout of bikeways and pedestrian ways;
- ◇ Locations of ingress/egress to property (existing and proposed);
- ◇ Open space (provide total for open space);
- ◇ Details for handicap parking space, aisle, and ramp. Location of handicap parking and accessible route to building with elevations;
- ◇ Recreation areas (if applicable);
- ◇ Permeable surface area (describe and provide total in text form as well);
- ◇ Existing and proposed building(s) located on site and indicate structural height, and, total and per floor square footage; indicate floor area ratios in text form; Type of construction distance to other structures and property lines;
- ◇ Width, pavement type, and laneage of all existing, proposed, and all adjacent rights-of-way;
- ◇ Clearly identify existing and proposed land uses on site; and
- ◇ Items to be demolished should be noted.
- ◇ For littoral zone parcels, you must submit a topographic map delineating the mean high water elevations for each water body and the 100-year flood elevations throughout the site (if applicable).
- ◇ For parcels with (1) acre or larger, you must submit a vegetation map including the existing vegetation type, caliper (DBH), and character, and all threatened, endangered or species of special concern and all preserveable trees (1) foot or more in diameter.
- ◇ A landscape/irrigation plan drawn at the same scale as the site plan.
- ◇ A transportation plan that shows the major roads in the project, along with traffic controls and any mass transit systems provided, bikeways and pedestrian walkways.

(All plans are to be drawn at a scale of at least 1" - 100')

**The site plan may be submitted in one or more drawings that have a uniform scale.*

Note: All preserved trees and vegetation shall be barricaded consistent with approval plans throughout construction. If silt fencing is required it shall be provided throughout construction. If after 48 hours notice, barricades or silt fencing are not in place, the Building Official or City Official may immediately stop work on site.

