

Minimum Site Plan Requirements

1 & 2 Family-Dwellings

New Construction, Additions, and detached Accessory Structures

ProjectDox ePlan Review Checklist

City of Gainesville
Department of Sustainable Development
Building Division
bldg@cityofgainesville.org

Date: _____

A Site Plan is a key component when applying for a permit to improve residential property. All existing conditions and proposed improvements must be provided on the site drawing. The site plan must be provided separately from other drawings.

This checklist is provided to ensure a quality site plan is submitted by the applicant, which in return will expedite the review and approval process to issue the building permit.

(March 2020)

Project Address & Description: _____

Permit Number: _____ **Zoning District:** _____ **Historic District:** _____

The Alachua County Property Appraiser's Web Site can provide information on the parcel - <https://www.acpafl.org/>

Property surveys provide information required on the site drawing.

Provide Existing Parcel Elements:

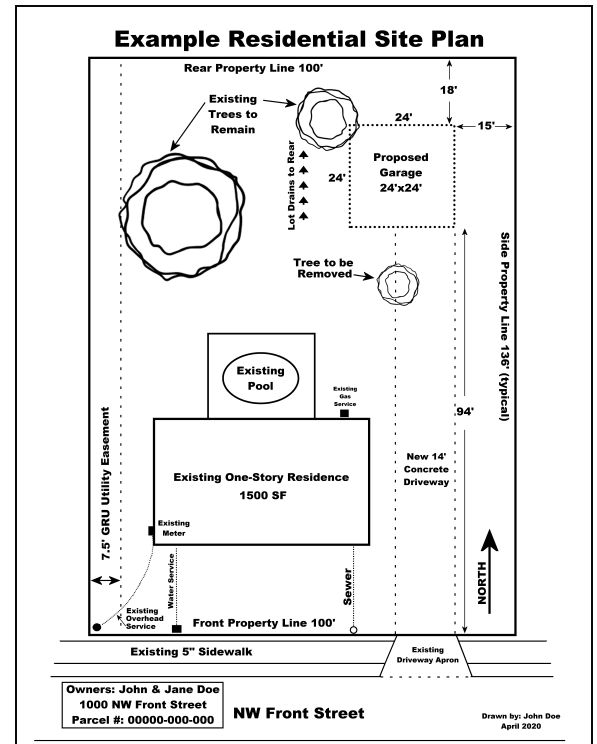
- | | |
|---|---|
| <input type="radio"/> Name of Property Owner | <input type="radio"/> Public Utility Easements |
| <input type="radio"/> Parcel Number | <input type="radio"/> Drainage Easements |
| <input type="radio"/> 911 Address | <input type="radio"/> Electric Meter Location |
| <input type="radio"/> Parcel / Property Lines | <input type="radio"/> Overhead Electrical Service |
| <input type="radio"/> Lot Dimensions | <input type="radio"/> Buried Electrical Service |
| <input type="radio"/> Front Street or Road | <input type="radio"/> Transformer Locations |
| <input type="radio"/> Adjacent Streets & Roads | <input type="radio"/> Gas Meter Location |
| <input type="radio"/> Driveway(s) | <input type="radio"/> Water Meter Location |
| <input type="radio"/> Directional Arrow - North | <input type="radio"/> Sewer Cleanout |
| <input type="radio"/> Existing Buildings | <input type="radio"/> Septic Tank - Drainfield |
| <input type="radio"/> Existing Structures | <input type="radio"/> Buried Fuel / Storage Tanks |
| <input type="radio"/> Existing Sidewalks in ROW | <input type="radio"/> Wetland & Surface Water |
| <input type="radio"/> Existing Trees | <input type="radio"/> Flood Hazard Areas |

Provide Proposed Improvements & Elements

- ☐ Show all proposed Building(s)
- ☐ Show distances from proposed Building(s) to Property Lines
- ☐ Show all proposed Structure(s) (pools, carports, enclosures, walls, etc.)
- ☐ Show distances from proposed Structure(s) to Property Lines
- ☐ Show all proposed Public ROW Curb Cuts & Driveways
- ☐ Show distances from proposed Driveway(s) to Property Lines
- ☐ Show the location of proposed Septic Tank - Drainfield
- ☐ Show the location of all proposed Fuel / Storage Tanks
- ☐ Show the location of all proposed buried Public Utilities
- ☐ Show all existing Trees to be removed - Permit Required
- ☐ Show proposed Site Drainage - Use Directional Arrows

Minimum Drawing Standards for Site Plans

- ✓ Minimum Sheet Size - 11"x17"
- ✓ Drawings Must be to Scale
- ✓ Must be Drawn with Straight Edge or CAD - No Freehand
- ✓ Plans must be Legible & Clear
- ✓ The Shape of the Parcel must be Accurately Shown
- ✓ Show all Existing elements and Proposed Improvements
- ✓ Designer's Name & Contact Info must be on Plans
- ✓ 4" x 4" Blank Area at top-right Corner on Drawing



NOTE: A missing or incomplete Site Drawing will delay the review and approval process. - Please be thorough in your submittal.

Staff Comments: