

**City of Maitland - Community Development**

Phone: 407-539-6258

1776 Independence Lane Maitland, FL 32751

Fax: 407-539-6275

**\*\*\* PERMIT FEES ARE COLLECTED IN CASH OR CHECK ONLY \*\*\***

**SITE PERMIT APPLICATION**

*(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.

Date Rec'd: \_\_\_\_\_ Rec'd by: \_\_\_\_\_ Permit#: \_\_\_\_\_

Job Address: \_\_\_\_\_ Suite#: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Parcel#: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_

Scope of work: \_\_\_\_\_ Valuation of work: \_\_\_\_\_

**Contractor Information:**

Business Name: \_\_\_\_\_ Address: \_\_\_\_\_

Qualifier Name: \_\_\_\_\_ State License Number: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

Sec.                      Tw.                      Rng.                      Par.

**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:

**Requirements for Application:** (10 sets of plans should be attached).

1. Vicinity map drawn to a noted scale and showing:
  - The location of the property subject to the petition; Legend and date of drawing
  - Relationships to surrounding streets; and
  - Existing zoning and land use on the site and surrounding areas (within five hundred (500) feet).
2. Site plan drawn to a noted scale and to include:
  - Boundary survey and the legal description of the property prepared by a surveyor registered by the State of Florida under a surveyor's seal with the date of certification not in excess of one year. Provide gross and net land area which may be provided on a separate sheet.
  - Street address (if applicable);
  - North arrow and noted scale;
  - Required yard and setback information;
  - Required off-street: parking detail (number and location), loading areas, service and refuse areas;
  - The layout of bikeways and pedestrian ways;
  - Locations of ingress/egress to property (existing and proposed);
  - Open space (provide total acreage for open space); (provide a description of what areas have been counted in the calculation);
  - 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, 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).
  - Accessible parking, including details, location and accessible route to building with elevations;
  - Location and proposed dimension of sidewalk(s) and walkway(s) and connections to facilities in adjacent developments;
  - Any proposed streets, alleys and access easements and, include any connections to adjacent property(ies); Internal traffic circulation patterns;

3. 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.
4. Grading concept plan/utility service plan to include:
  - Proposed contour lines or point/spot elevations; and extending twenty-five (25) feet beyond the property boundary. Existing contour lines screened as background.
  - Existing utilities on or adjacent to the site, including connection details.
- Note finished floor elevation and perimeter, relative to proposed, existing, or either addition
  - Plan(s) to include footprint of existing and proposed site improvements for evaluating the grading and drainage systems.

All plans are to be drawn at a scale of one (1) inch equals one hundred (100) feet or greater.

5. Landscape plan pursuant to Chapter 8 Landscape, Treescape, Streetscape: The landscape plan shall be drawn at a noted scale of at least 1" = 30' and be signed and sealed by a landscape architect.
  - Proposed landscape areas, including berms and buffers (reference species type, dimensions and character at planting, as well as spot elevations and contours for berms);
  - Irrigation plan (note G.P.D./usage);
  - Plan must include screening and buffering (reference, type, dimensions, and character) and interior parking and service areas.
6. Topography plan indicating existing contours at one-foot intervals, based on U.S. Geodetic Datum and extending twenty-five (25) feet beyond the property boundaries. The topographic map must delineate the mean high water elevations for each water body and the one-hundred-year flood elevations throughout the site, if applicable. Jurisdictional wetland lines shall be surveyed, flagged and illustrated, if applicable. Topography plan may be included on the grading/drainage plan.
7. Vegetation map (for applications with property one (1) acre or larger). A map of existing vegetation species, caliper, and character, and including all threatened, endangered or species of special concern and all preservable trees six (6) inches D.B.H. or more in diameter.
12. Signs and lighting, (existing and proposed locations, elevations, and typical sections) if any. Provide height and overall square footage for each sign proposed; provide elevations, type, height, location and illumination data for lighting proposed.

*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.*

*(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.*

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