

Checklist—Minimum Site Plan Requirements 1 & 2 Family Dwellings

New Construction, Additions, and detached Accessory Structures

building-zoning@palatka-fl.gov

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 pursuant to Palatka Municipal Codes 38-72; 74-11; 94-33 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. Please submit through CitizenServe on the Putnam County website: https://main.putnam-fl.com/?page_id=127

Project Address and Parcel Number: _____

Permit Number: _____ **Zoning District:** _____ **Historic District:** _____ (Y/N)

The Putnam County Property Appraiser's website can provide information on the parcel - <https://pa.putnam-fl.com/>

**Use the Property Search and the GIS Mapping tools.

Provide Existing Parcel Elements:

- Name of Property Owner
- Parcel Number
- 911 Address
- Parcel/Property Lines
- Lot Dimensions
- Front Street or Road
- Adjacent Street & Roads
- Driveways
- Directional Arrow (North)
- Existing Buildings
- Existing Structures
- Existing Sidewalks
- Existing Trees
- Drainage Easements
- Electric Meter Location
- Overhead Electrical Service
- Buried Electrical Service
- Parking
- Flood Zone Classification
- Finished Floor Elevation
- Wetland and Surface Water
- Flood Hazard Areas
- Storm Water Management
- All Setback

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 Right-of-Way Curb Cuts & Driveways
- Show distances from proposed Driveway(s) to Property Lines
- Show proposed Site Drainage – use directional arrows (see examples) Public Utility Easements

Minimum Drawing Standards for Site Plans

- ✓ Minimum Sheet Size 11"x17"
- ✓ Drawings must be to Scale
- ✓ Must be Drawn with Straight Edge or CAD
- ✓ Plans must be Legible and Clear
- ✓ The Shape of the Parcel must be accurately Shown
- ✓ Show all existing elements and Proposed Improvements
- ✓ Designer's Name & Contact Information must be on the Plans.

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

SITE PLAN ILLUSTRATION



