

Article 1

Article 2 Application Type and Standards Requirements

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Sec. 2.9.1 Applicability.

- A. Conceptual Plans are required for PUD rezoning and SUP applications. Should applicant elect to submit a Master Plan for a PUD rezoning application, then a Conceptual Plan submittal is not required.
- B. Conceptual Plans may be used to support pre-application meetings and other development applications.

Sec. 2.9.2 Submittal requirements.

- A. Conceptual Plans for PUD rezoning or other development applications shall be submitted to the Office of the County Engineer. Conceptual Plans for SUPs shall be submitted to the Growth Management Department.
- B. A fee in the amount established by resolution of the Board of County Commissioners shall accompany the application. The fee schedule is available at the Office of the County Engineer or at http://www.marioncountyfl.org/Transportation/Transportation_development_review.aspx.
- C. The parcel number.
- D. A location map depicting the project site.
- E. An aerial map depicting the project site.
- F. A conceptual layout of the project.
- G. Any special details for which the applicant is seeking input from the County.
- H. If a Conceptual Plan is required for PUD rezoning and SUP applications, refer to those applications for additional submittal requirements, such as setbacks and other zoning details.
- I. A digital version of the plan in a format pre-approved by the Office of the County Engineer, if

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available.

Sec. 2.9.3 Review and approval.

- A. Conceptual Plans required for PUD rezoning applications shall be reviewed by the Development Review Committee and concurrence provided as to the details shown including access, setbacks, layout, density, public infrastructure and available services or further direction shall be provided, including direction to resubmit. DRC shall recommend to the Zoning Commission and the Board of County Commissioners approval, approval with conditions, or denial.
- B. Conceptual Plans required for SUP applications shall adhere to that review and approval process.
- C. All other Conceptual Plans shall be reviewed by the Development Review Committee and concurrence provided as to the details shown including access, setbacks, layout, density, public infrastructure and available services. These Conceptual Plans shall be reviewed by staff and a decision rendered by the Development Review Committee within 10 working days from the submittal deadline.

Sec. 2.9.4 Completion and closeout.

- A. Conceptual Plans for PUD rezoning and SUP applications shall be valid as consistent with their approvals by the Board of County Commissioners.
- B. Conceptual Plans used to support pre-application meetings and other development applications shall be valid for five years.

Division 10 Master Plan

Sec. 2.10.1 Applicability.

- A. Master Plans shall be submitted for all multi-phase development projects.
- B. Master Plans submitted in lieu of Conceptual Plans for PUD rezoning applications, shall follow the procedures outlined under Conceptual Plans.

Sec. 2.10.2 Submittal requirements.

- A. Master Plan applications shall be submitted to the Office of the County Engineer.
- B. A fee in the amount established by resolution of the Board of County Commissioners shall accompany the application. The fee schedule is available at the Office of the County Engineer or at http://www.marioncountyfl.org/Transportation/Transportation_development_review.aspx.
- C. Development Review Plan Application available at the Office of the County Engineer or at http://www.marioncountyfl.org/Transportation/Transportation_development_review.aspx.
- D. Location map showing, at minimum, collector and arterial roads within one mile of the development.
- E. An aerial map of the site with the master layout of the development.
- F. A copy of the FIRM or FIRMette with project boundary outlined.
- G. A copy of the NRCS Soil Survey with project boundary outlined, and a summary description of the associated soils.
- H. A copy of the USGS Quad map showing the contributing watershed and with project boundary

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outlined.

- I. A copy of a National Wetland Inventory map with project boundary outlined.
- J. An Environmental Assessment for listed species, vegetative communities and ???SAM/CHRIS/
- K. Karst feature assessment on the project site and offsite within 100 feet of the project boundary.
- L. A Traffic Impact Analysis shall be provided which is based on the maximum estimated traffic generation of the proposed development. The study level of the analysis shall comply with the County Traffic Impact Analysis Guidelines available at the Office of the County Engineer or at the following site http://www.marioncountyfl.org/Transportation/Transportation_development_review.aspx.
- M. Current boundary survey and existing topographic survey (one foot contour intervals) based upon accepted vertical datum. Surveys will be less than 12 months old and accurately reflect current site conditions, meeting standards set forth in Florida Administrative Code 5J-17. Alternate topographic data may be accepted if pre-approved by the Marion County Land Surveyor.
- N. Hydraulic modeling of the water and sewer systems that will be servicing the project.
- O. A digital version of the plan in a format pre-approved by the Office of the County Engineer.

Sec. 2.10.3 Review and approval procedures.

- A. The review time frame for each submittal for this application is 10 working days.
- B. The Development Review Committee shall review Master Plans, other than those submitted for PUD rezoning applications, with staff comments and approve, approve with conditions, or provide further direction to the applicant.
- C. Master Plans submitted in lieu of Conceptual Plans for PUD rezoning applications shall be reviewed by the Development Review Committee and final approval shall be held pending the outcome of the PUD rezoning application. The Board of County Commissioners will approve or deny these Master Plans and any amendments determined to be significant by the Development Review Committee.
- D. One approved plan shall be returned to the applicant.

Sec. 2.10.4 Completion and close out.

- A. Master Plans, other than those submitted for PUD rezoning applications, shall be valid for five years with a one time extension of two years if requested by the applicant and approved by the Development Review Committee.
- B. Master Plans submitted in lieu of Conceptual Plans for PUD rezoning applications shall be valid as consistent with its approval by the Board of County Commissioners.

Division 11 Mass Grading Plan

Sec. 2.11.1 Applicability.

Mass Grading Plans are not required, but may be submitted for review and approval at the option of the applicant. If this option is selected, it shall be submitted for review and approval prior to the submittal and approval of a Major Site Plan or Improvement Plan when clearing, earth

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moving, excavation or grading the site or portions of the site are intended, including temporary or permanent construction of the stormwater ponds, swales, ditches or piping, prior to the construction of other improvements. When submitting a Mass Grading Plan, the applicant shall adhere to the minimum standards and submittal requirements of the intended future Major Site Plan or Improvement Plan application.

Sec. 2.11.2 Submittal requirements.

- A. Mass Grading Plan applications shall be submitted to the Office of the County Engineer.
- B. A fee in the amount established by resolution of the Board of County Commissioners shall accompany the application. The fee schedule is available at the Office of the County Engineer or at http://www.marioncountyfl.org/Transportation/Transportation_development_review.aspx.
- C. Development Review Plan Application available at the Office of the County Engineer or at http://www.marioncountyfl.org/Transportation/Transportation_development_review.aspx.
- D. Stormwater calculations and supporting documentation including geotechnical reports/studies.
- E. Location map showing, at minimum, collector and arterial roads within one mile of the development.
- F. An aerial map of the site with the master layout of the development.
- G. A copy of the FIRM or FIRMette with project boundary outlined.
- H. A copy of the NRCS Soil Survey with project boundary outlined, and a summary description of the associated soils.
- I. A copy of the USGS Quad map showing the contributing watershed and with project boundary outlined.
- J. A copy of a National Wetland Inventory map with project boundary outlined.
- K. An Environmental Assessment for listed species, vegetative communities and **???**SAM/CHRIS/
- L. Karst feature assessment on the project site and offsite within 100 feet of the project boundary.
- M. Current boundary survey and existing topographic survey (one foot contour intervals) based upon accepted vertical datum. Surveys will be less than 12 months old and accurately reflects current site conditions, meeting standards set forth in Florida Administrative Code 5J-17. Alternate topographic data may be accepted if pre-approved by the Marion County Land Surveyor.
- N. A digital version of the plan in a format pre-approved by the Office of the County Engineer.

Sec. 2.11.3 Review and approval procedures.

- A. The review time frame for this application is 10 working days.
- B. The Development Review Committee shall review this application with staff comments and approve, approve with conditions, or provide further direction to the applicant.
- C. One approved plan shall be returned to the applicant.
- D. Permitting by other agencies. All requirements of the applicable Water Management District, the Florida Department of Environmental Protection, and any other local, State or Federal agency shall be met as evidenced by a valid permit or exemption. Any waivers granted by Marion County do not exempt the applicant from obtaining the appropriate permits from the other agencies.

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Sec. 2.11.4 Completion and close out.

- A. Mass Grading Plans shall be valid for two years with a one year extension if requested by the applicant and approved by the Development Review Committee.
- B. As Built/Record Survey meeting standards set forth in Florida Administrative Code 5J-17 shall be submitted with the engineer's certification for final inspection. After all work is completed, inspected, and accepted by the County, a letter of completion will be issued to the applicant.

Division 12 **Division of Land**

Sec. 2.12.1 Applicability.

- A. General: All divisions of land into three or more lots, parcels, tracts, tiers, blocks, sites, units, or any other division of land shall be platted in accordance with applicable provisions of Chapter 177, Florida Statutes and **Divisions 13 and 15** of this Code, unless otherwise identified as an exception.
- B. Exceptions.
 - (1) A parent tract, which is 20 acres in size or greater on February 13, 1992, may be subdivided one time each calendar year into one additional tract, provided that the tract created and the remaining parent tract are at least ten acres in size. Minimum access onto a road or street shall be 40 feet wide, meet driveway spacing requirements and may be provided by deed or exclusive easement.
 - (2) Creation of equal or larger building sites from parcels or lots of record.
 - (a) The combination of all or a portion of previously created parcels of record where the newly created or residual parcels are consistent with the Comprehensive Plan and comply with all applicable zoning district dimensional criteria or, where applicable, the regulations governing non-conformities.
 - (b) The combination of all or a portion of previously platted parcels of record are exempt where none of the newly created or residual parcels contain less area than the original parcels of record being combined and no streets of any kind or public right-of-way easements are created, changed or extinguished. The minimum lot dimensional criteria of the zoning code must be met.
 - (3) Boundary adjustments. Any conveyance between adjoining landowners if:
 - (a) The purpose of the conveyance is to adjust or settle the common boundary line between adjoining landowners; and
 - (b) The deed of conveyance or other legal instrument is recorded in the official records of Marion County; and
 - (c) The resulting parcel(s) conform to the applicable zoning district dimensional criteria and are consistent with the Marion County Comprehensive Plan.
 - (4) Conveyance to government. Any division of land for the purpose of conveying land to any federal, state or local government entity or agency or public utility, provided such conveyance is accepted by the grantee by an instrument recorded in the public records of

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- (5) Division by order of court. Any division of land by order of a court of competent jurisdiction.
- (6) Corrective instrument. Any conveyance for the purpose of correcting an error made in the language used in an original conveyance.
- (7) Ten acre tracts in the Rural Lands. Any division of land where all parcels resulting from the division contain ten acres of land or more, all parcels have 330 feet of frontage on a paved, County maintained road that is not designated as a collector or arterial roadway, and no right-of-way, public easements or streets are created.
- (8) Platting of a portion of a tract. Platting of a portion of a parcel or tract under the terms and procedures of this chapter, shall not constitute a splitting of that parcel or tract.
- (9) Family Division. A parcel of record as of January 1, 1992 that is located in the rural land area may be subdivided for use of immediate family members for their primary residences, provided that the tract divided and the remaining parent tract are at least one acre in size. In the Urban Area a parcel of record as of January 1, 1992 which is low density residential property exceeding two acres in size may be divided for the use of immediate family members for their primary residences up to the maximum density of one dwelling unit per gross acre. Immediate family is defined as grandparent, parent, step-parent, adopted parent, sibling, child, step-child, adopted child, or grandchild. A parcel of record shall not be allowed to be divided more than three times as a family division. Minimum access onto a road or street shall be 40 feet and may be provided by deed or by non-exclusive easement. No subdivision to the same family member more than once every five years shall be permitted. Any subdividing of a parcel of record for the purpose of family division shall require a Waiver Request.

Sec. 2.12.2 Submittal Requirements.

- A. Applicants requesting approval of division(s) of land excepted from platting requirements above shall submit a request to the Zoning Manager along with a survey and legal description depicting the division(s).
- B. Applicants requesting a Family Division shall request from the Zoning Manager, on a DRC waiver request form provided by the Zoning Division, an eligibility determination for such division(s) and shall demonstrate that the proposed division(s) is for a qualified family member(s). A DRC waiver request form including the affirmative eligibility determination and other submittal requirements of Sec 2.8.2 shall be submitted to the Office of County Engineer for DRC review. .

Sec. 2.12.3 Review and approval procedures.

- A. Excepted division of land above shall be reviewed by the Zoning Division for compliance with this section.
- B. Family divisions are routed for review by DRC Staff as a waiver request. Based on review comments the DRC shall make a recommendation to the Board of County Commissioners for approval, approval with conditions or denial.

Sec. 2.12.4 Completion and closeout.

- A. Excepted divisions of land above. The Zoning Manager shall issue a letter of approval or denial

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along with a reason for such denial. An approval letter will include authorization for the division of land and the land may then be conveyed and/or improved.

- B. Family Divisions. DRC recommendation is forwarded to the Board of County Commissioners for final approval determination.
 - (1) If approved, the family members shall complete a Family Division Affidavit confirming the intent of the division(s) for an immediate family members' primary residence. The Family Division Affidavit form is available from the Zoning Division. The affidavit must be signed and notarized by all involved parties.

The Family Division Affidavit and copy of recorded deed transferring ownership of the property shall be provided to the Zoning Division. The Family Division(s) will expire two years after Board of County Commissioners approval unless execution of the Family Division Affidavit and property transfer has occurred or extended time is granted by the Board of County Commissioners.

Division 13 Preliminary Plat

Sec. 2.13.1 Applicability.

The Preliminary Plat shall be submitted for each development that involves dividing property into three or more lots, tracts, parcels, etc. and where road, drainage or utility infrastructure has to be constructed.

Sec. 2.13.2 Submittal requirements.

- A. Preliminary Plat applications shall be submitted to the Office of the County Engineer.
- B. A fee in the amount established by resolution of the Board of County Commissioners shall accompany the application. The fee schedule is available at the Office of the County Engineer or at http://www.marioncountyfl.org/Transportation/Transportation_development_review.aspx.
- C. The Development Review Application Form is available at the Office of the County Engineer or at http://www.marioncountyfl.org/Transportation/Transportation_development_review.aspx.
- D. Verification that a copy of the Preliminary Plat was provided to each municipality within one mile of the project.
- E. Verification that a copy of the Preliminary Plat was provided to each utility for the purpose of determining the location and configuration of utility easements needed for installation and maintenance. Easement requirements of each utility shall be indicated by the utility on one print, or by letter indicating sufficiency as shown on the Preliminary Plat..
- F. Location map showing, at minimum, collector and arterial roads within one mile of the development.
- G. An aerial map of the site with the layout of the development.
- H. A copy of the FIRM or FIRMette with project boundary outlined.
- I. A copy of the NRCS Soil Survey with project boundary outlined, and a summary description of the associated soils.
- J. A copy of the USGS Quad map showing the contributing watershed and with project boundary

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outlined.

- K. A copy of a National Wetland Inventory map with project boundary outlined.
- L. An Environmental Assessment for listed species, vegetative communities and **??SAM/CHRIS/**
- M. Karst feature assessment on the project site and offsite within 100 feet of the project boundary.
- N. A Traffic Impact Analysis shall be provided which is based on the maximum estimated traffic generation of the proposed development if a Master Plan has not been submitted. The study level of the analysis shall comply with the County Traffic Impact Analysis Guidelines available at the Office of the County Engineer or at the following site http://www.marioncountyfl.org/Transportation/Transportation_development_review.aspx. This analysis may indicate the need for offsite improvements which must be submitted as a separate Improvement Plan application.
- O. Current boundary survey and existing topographic survey (one foot contour intervals) based upon accepted vertical datum. Surveys shall be less than 12 months old and accurately reflect current site conditions, meeting standards set forth in Florida Administrative Code 5J-17. Alternate topographic data may be accepted if pre-approved by the Marion County Land Surveyor.
- P. A digital version of the plan in a format pre-approved by the Office of the County Engineer.

Sec. 2.13.3 Review and approval procedures.

- A. The review time frame for each submittal for this application is 10 working days.
- B. The Development Review Committee shall review this application with staff comments and approve, approve with conditions, or provide further direction to the applicant.
- C. One approved plan shall be returned to the applicant.

Sec. 2.13.4 Completion and close out.

Preliminary Plats shall be valid for five years with a one-time extension of one year if requested by the applicant prior to expiration and approved by the Development Review Committee.

Division 14 Improvement Plan

Sec. 2.14.1 Applicability.

Improvement Plans shall be submitted for construction such as public or private roads, road modifications, traffic signal installations/modifications, offsite road improvements, and other offsite linear type construction such as utility and stormwater installations and/or extensions. Offsite improvements and traffic signal installations/modifications shall be submitted as a separate application.

Sec. 2.14.2 Submittal requirements.

- A. Improvement Plan applications shall be submitted to the Office of the County Engineer.
- B. A fee in the amount established by resolution of the Board of County Commissioners shall accompany the application. The fee schedule is available at the Office of the County Engineer or at http://www.marioncountyfl.org/Transportation/Transportation_development_review.aspx.
- C. The Development Review Application Form is available at the Office of the County Engineer or

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at http://www.marioncountyfl.org/Transportation/Transportation_development_review.aspx.

- D. Stormwater calculations and supporting documentation including geotechnical reports/studies.
- E. Location map showing, at minimum, collector and arterial roads within one mile of the development.
- F. An aerial map of the site with the master layout of the development.
- G. A copy of the FIRM or FIRMette with project boundary outlined.
- H. A copy of the NRCS Soil Survey with project boundary outlined, and a summary description of the associated soils.
- I. A copy of the USGS Quad map showing the contributing watershed and with project boundary outlined.
- J. A copy of a National Wetland Inventory map with project boundary outlined.
- K. An Environmental Assessment for listed species, vegetative communities and **???**SAM/CHRIS
- L. Karst feature assessment on the project site and offsite within 100 feet of the project boundary.
- M. Current boundary survey and existing topographic survey (one foot contour intervals) based upon accepted vertical datum. Surveys will be less than 12 months old and accurately reflects current site conditions, meeting standards set forth in Florida Administrative Code 5J-17. Alternate topographic data may be accepted if pre-approved by the Marion County Land Surveyor.
- N. Hydraulic modeling of the water and sewer systems that will be servicing the project.
- O. A digital version of the plan in a format pre-approved by the Office of the County Engineer.

Sec. 2.14.3 Review and approval procedures.

- A. The review time frame for each submittal for this application is 15 working days.
- B. An inspection fee based on the miles of roadway to be inspected shall be paid prior to plan approval. The fee shall be the amount established by resolution of the Board of County Commissioners. The fee schedule is available at the Office of the County Engineer or at http://www.marioncountyfl.org/Transportation/Transportation_development_review.aspx.
- C. The County Engineer shall review this application with staff comments and approve, approve with conditions, or provide further direction to the applicant.
- D. For public road subdivisions, notice of compliance or exemption from the water management district regulations must be received prior to commencement of construction.
- E. A construction permit shall be issued by the Office of the County Engineer at the time of plan approval or prior to commencing construction in the case of offsite improvements.
- F. One approved plan shall be returned to the applicant.

Sec. 2.14.4 Completion and close out.

- A. Improvement Plans shall be valid for five years with a one-time extension of two years if requested by the applicant and approved by the Development Review Committee..
- B. Pre-Construction Conference.
 - (1) A pre-construction conference shall be scheduled by the Office of the County Engineer for offsite improvements.

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- (2) Maintenance of Traffic plans for offsite improvements and signal installation shall be submitted at the pre-construction conference to be approved by the County Engineer.
 - (3) Applicant shall notify Office of the County Engineer for onsite improvement work two weeks prior to commencing construction..
- C. All subdivision improvements shall be constructed in accordance with approved plans.
- D. As-Built Submittal.
- (1) Two sets of As-Built/Record Survey signed and sealed by a professional surveyor or mapper meeting standards set forth in Florida Administrative Code 5J-17 shall be submitted prior to final inspection along with a digital version of the plan in a format pre-approved by the Office of the County Engineer...
 - (2) Inspection and material testing of all improvements shall be submitted in one report with the As-Built/Record Survey.
 - (3) Certification of Final Completion. When all required improvements have been constructed, the applicant shall so advise the Office of the County Engineer and submit a request for final inspection with a certification of final completion. The certification form is available at the Office of the County Engineer or at http://www.marioncountyfl.org/Transportation/Transportation_development_review.aspx. After all work is completed, inspected, and accepted by the County, a letter of completion will be issued to the applicant.
- E. For public road subdivisions, the applicant is required to provide for the inspection of the surface water management system by a Florida Registered Professional Engineer to assure that the system is properly constructed and maintained. The inspection shall occur within 30 days of project completion. The County shall be copied on all inspection reports required by the governing Water Management District permit for operation and maintenance.
- F. For public road subdivisions, a maintenance agreement with a security limited to an irrevocable letter of credit or bond only in the amount of ten percent of the original construction cost of subdivision improvements shown on the approved Improvement Plans. The agreement shall be approved by the Board of County Commissioners. The maintenance agreement form is available at the Office of the County Engineer or at http://www.marioncountyfl.org/Transportation/Transportation_development_review.aspx. Subdivision improvements shall be maintained by the Developer for a minimum period of two years from the date of construction completion acknowledged by the Office of the County Engineer and 60 percent occupancy.
- G. For public road subdivisions, the applicant shall complete the transfer of ownership documentation with the governing Water Management District including payment of any required Water Management District fees, upon review and approval by the County.
- H. For private road subdivisions, documentation shall be submitted as to maintenance responsibilities and the name of the entity responsible for such maintenance with the appropriate legal documents.

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Division 15 **Final Plat**

Sec. 2.15.1 Applicability.

The Final Plat shall be submitted for each development that involves dividing property into three or more lots, tracts, parcels, etc. in compliance with **Florida Statutes 177** for approval and recording in the public records of Marion County.

Sec. 2.15.2 Submittal requirements.

- A. Final Plat applications shall be submitted to the Office of the County Engineer.
- B. A fee in the amount established by resolution of the Board of County Commissioners shall accompany the application. The fee schedule is available at the Office of the County Engineer or at http://www.marioncountyfl.org/Transportation/Transportation_development_review.aspx.
- C. The Development Review Application Form is available at the Office of the County Engineer or at http://www.marioncountyfl.org/Transportation/Transportation_development_review.aspx.
- D. Attorney's opinion of title or a title company certificate, not more than 20 days old at the time of submittal to the County.
- E. Legal documents such as Declaration of Covenants and Restrictions, By-Laws, Articles of Incorporation, resolutions, etc.
- F. Copy of control field notes and/or GPS observation and reduction information in a digital or hard copy form with closure report showing adjustment to Florida State Plane Coordinate System.
- G. If improvements are not completed, an Improvement Agreement containing the estimate of cost of subdivision improvements as shown on the approved Improvement Plans. The Improvement Agreement form is available at the Office of the County Engineer or at http://www.marioncountyfl.org/Transportation/Transportation_development_review.aspx. A security, limited to an irrevocable letter of credit or bond only, shall be provided in the amount of 120 percent of the estimated cost of improvements.
- H. A digital version of the plan in a format pre-approved by the Office of the County Engineer.

Sec. 2.15.3 Review and approval procedures.

- A. The review time frame for each submittal for this application is 10 working days.
- B. The Development Review Committee's approval shall be presented to the Board of County Commissioners for final action. The Board's approval shall expire 90 calendar days from the date such approval was granted unless within such period the plat is duly recorded in the public records of Marion County. The Board of County Commissioners may extend this date.
- C. The improvement agreement shall be approved by the Board of County Commissioners.
- D. Upon approval by the Board, the signed plat shall be returned to the Office of the County Engineer for recording.

Sec. 2.15.4 Completion and close out.

- A. The Final Plat cannot be recorded until the appropriate fees for recording of the plat and all accompanying documents have been submitted to the Office of the County Engineer.
- B. No Final Plat shall be accepted for filing by the Clerk of the Circuit Court until it has been

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approved by the Board of County Commissioners as indicated on the plat by the signatures of the Chairperson and Clerk.

- C. After the Final Plat has been recorded, the Clerk of the Circuit Court will release the original plat to a printing company of the Developer's choice. The printing company shall, at the Developer's expense, furnish and deliver two Mylar (2 mil. thickness) prints and five paper prints (to include two 24 inches × 36 inches, three 11 inch × 17 inch) and two electronic files in an acceptable format to the Clerk of the Circuit Court. All prints shall be of acceptable, recordable quality.

Division 16 Minor Site Plan

Sec. 2.16.1 Applicability.

- A. When any of the Minor Site Plan thresholds are exceeded, a Major Site Plan is required.
- B. A Minor Site Plan shall be submitted for review and approval prior to the issuance of a Building Permit or prior to the construction of site improvements when proposed improvements are in compliance with the following thresholds:
 - (1) If collectively, all existing and proposed impervious surfaces are less than 35 percent of the gross site area or less than 9,000 square feet of impervious ground coverage.
 - (2) If the combined driveway trip generation is less than 50 peak hour vehicle trips.
 - (3) The project is not in the ESOZ and subject to the site plan requirements in **Sec????**.
 - (4) The site improvement does not increase flooding of public properties, or the concentration of stormwater discharge onto public property.
- C. The following improvements do not require a Minor Site Plan submittal and shall proceed through the Building Permit process only.
 - (1) A Building Permit for the development of interior alterations to an existing structure which does not result in additional paved parking or other impervious area to be provided.
 - (2) A Building Permit for the development of or exterior alterations to a single-family residence, when existing and proposed improvements do not exceed 35 percent of the gross site area or the design criteria of the approved and permitted subdivision.
 - (3) A Building Permit for the development of exterior alterations to an existing structure other than a single-family residence, which does not increase the existing roof area and/or which does not result in additional paved parking or other impervious area to be provided.
 - (4) A Building Permit for change of use or occupancy of a multi-family, commercial, industrial or institutional structure where the previous use and proposed use is a conforming use and which does not increase the existing roof area and/or which does not result in additional paved parking or other impervious area to be provided.
 - (5) Special Event Permits, Temporary Use Permits and Home Occupation Permit.
 - (6) A Building Permit for development on agricultural lands, when existing and proposed improvements are less than 9,000 square feet or 35 percent of the gross site area.
 - (7) A Building Permit for the construction of a sign.

Sec. 2.16.2 Submittal requirements.

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- A. Minor Site Plans shall be submitted to the Zoning Division.
- B. A fee in the amount established by resolution of the Board of County Commissioners shall accompany the application. The fee schedule is available at the Zoning Division or at www.marioncountyfl.org.
- C. Six sets of site plans.
- D. A modified Environmental Assessment for listed species, vegetative communities and **???**SAM/CHRIS, if required.
- E. Karst feature assessment on the project site and offsite within 100 feet of the project boundary.

Sec. 2.16.3 Review and approval procedures.

- A. When Minor Site Plans are found to conform to the requirements of **Article 6, Minimum Plan Requirements**, the Minor Site Plan will be processed by the Zoning Division.
- B. The review time frame for each submittal for this application is 10 working days.
- C. Zoning Division shall route Minor Site Plans to the applicable County review staff.
- D. The Zoning Manager shall review this application with staff comments and approve, approve with conditions, or provide further direction to the applicant
- E. Permitting by other agencies: All requirements of the applicable Water Management District, the Florida Department of Environmental Protection, and any other local, State or Federal agency shall be met as evidenced by a valid permit or exemption. Any waivers, exemptions or partial exemptions granted by Marion County do not exempt the applicant from obtaining the appropriate permits from the other agencies.
- F. Three sets of approved project plans shall be returned to the applicant.

Sec. 2.16.4 Completion and close out.

- A. Building permit issuance, subsequent final inspection and certificate of occupancy shall constitute the completion of the Minor Site Plan and Building Permit Site Plan process.
- B. The approval of the Minor Site Plan shall expire in two years or the duration of an unexpired building permit obtained within that time period.

Division 17 Major Site Plan

Sec. 2.17.1 Applicability.

- A. A Major Site Plan shall be submitted for review and approval prior to the issuance of a Building Permit or prior to the construction of site improvements when proposed improvements exceed the following thresholds:
 - (1) If collectively, all existing and proposed impervious surfaces equal or exceed 35 percent of the gross site area or 9,000 square feet of impervious ground coverage.
 - (2) If the combined driveway trip generation meets or exceeds 50 peak hour vehicle trips.
 - (3) If a 24 inch or equivalent pipe or larger is utilized to discharge stormwater runoff from the project area.

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- B. Improvements which result in an increase in flooding of public properties or concentration of stormwater discharge onto public property shall not be subject to submittal of a complete Major Site Plan but instead shall be subject to stormwater compliance as follows:
 - (1) Demonstrate to the Office of the County Engineer that proposed and existing development will not adversely affect public property and will not generate stormwater runoff in excess of pre-development runoff. Demonstration can be provided through sketches, pictures, site maps, etc. and can be confirmed through a scheduled and coordinated site visit
 - (2) Provide erosion control. Temporary erosion control shall be provided as needed throughout construction and permanent erosion control shall be established prior to the project being considered successfully closed and completed by the County, including but not limited to the issuance of any Certificate of Occupancy associated with the property.
 - (3) Submit a finalized sketch which shows the proposed improvements and stormwater controls and includes a signed and dated statement from the owner that the owner understands and complies with required stormwater controls.
- C. Improvements on large parcels of property such as, but not limited to, farms, woodlands, commercial nurseries or sod farms, which equal or exceed 35 percent of the gross site area or 9,000 square feet of impervious ground coverage, shall not be subject to submittal of a complete Major Site Plan but instead shall be subject to stormwater compliance as follows:
 - (1) Demonstrate to the Office of the County Engineer that proposed and existing development will not adversely affect adjacent property and will not generate stormwater runoff in excess of pre-development runoff. Demonstration can be provided through sketches, pictures, site maps, etc. and can be confirmed through a scheduled and coordinated site visit. Stormwater controls can be provided through a combination of natural retention areas with excess capacity and/or constructed stormwater systems.
 - (2) Provide erosion control. Temporary erosion control shall be provided as needed throughout construction and permanent erosion control shall be established prior to the project being considered successfully closed and completed by the County, including but not limited to the issuance of any Certificate of Occupancy associated with the property.
 - (3) Submit a finalized sketch which shows the proposed improvements and stormwater controls and includes a signed and dated statement from the owner that the owner understands and complies with required stormwater controls.
- D. Improvements related to bona fide agricultural uses that meet all of the following conditions are exempt from the requirements of a Major Site Plan:
 - (1) Are on a parcel greater than or equal to two acres.
 - (2) Are 200 feet from any property line.
 - (3) If collectively all existing and proposed surfaces are less than three percent of the gross site area and do not exceed 30,000 square feet of impervious ground coverage.
 - (4) Do not increase any offsite drainage.
 - (5) Do not contribute offsite drainage to a documented drainage problem.
- E. Exemptions or partial exemptions from a Major Site Plan do not make the applicant exempt from any other sections of this Code.

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Sec. 2.17.2 Submittal requirements.

- A. Major Site Plan applications shall be submitted to the Office of the County Engineer. Multi-phase Major Site Plans shall include one sheet showing independent, stand alone phasing and shall not be subject to a separate Master Plan application.
- B. A fee in the amount established by resolution of the Board of County Commissioners shall accompany the application. The fee schedule is available at the Office of the County Engineer or at http://www.marioncountyfl.org/Transportation/Transportation_development_review.aspx.
- C. Development Review Plan Application available at the Office of the County Engineer or at http://www.marioncountyfl.org/Transportation/Transportation_development_review.aspx.
- D. Stormwater calculations and supporting documentation including geotechnical reports/studies.
- E. Location map showing, at minimum, collector and arterial roads within one mile of the development.
- F. An aerial map of the site with the master layout of the development.
- G. A copy of the FIRM or FIRMette with project boundary outlined. If project includes floodplain, site plan requirements in **Sec. ??** shall be met.
- H. A copy of the NRCS Soil Survey with project boundary outlined, and a summary description of the associated soils.
- I. A copy of the USGS Quad map showing the contributing watershed and with project boundary outlined.
- J. A copy of a National Wetland Inventory map with project boundary outlined.
- K. An Environmental Assessment for listed species, vegetative communities and **??SAM/CHRIS**
- L. Karst feature assessment on the project site and offsite within 100 feet of the project boundary.
- M. Current boundary survey and existing topographic survey (one foot contour intervals) based upon accepted vertical datum. Surveys will be less than 12 months old and accurately reflects current site conditions, meeting standards set forth in Florida Administrative Code 5J-17. Alternate topographic data may be accepted if pre-approved by the Marion County Land Surveyor.
- N. A Traffic Impact Analysis shall be provided which is based on the maximum estimated traffic generation of the proposed development if a Master Plan has not been submitted. The study level of the analysis shall comply with the County Traffic Impact Analysis Guidelines available at the Office of the County Engineer or at the following site http://www.marioncountyfl.org/Transportation/Transportation_development_review.aspx. This analysis may indicate the need for offsite improvements which must be submitted as a separate Improvement Plan application.
- O. Hydraulic modeling of the water and sewer systems that will be servicing the project.
- P. A digital version of the plan in a format pre-approved by the Office of the County Engineer.

Sec. 2.17.3 Review and approval procedures.

- A. The review time frame for each submittal for this application is 10 working days.
- B. The Development Review Committee shall review this application with staff comments and approve, approve with conditions, or provide further direction to the applicant.

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- C. One approved plan shall be returned to the applicant.
- D. Upon approval by the Development Review Committee, a Building Permit may be issued and such approval is authority for applicant to proceed with the site improvements shown on the approved Major Site Plan.
- E. Permitting by other agencies: All requirements of the applicable Water Management District, the Florida Department of Environmental Protection, and any other local, State or Federal agency shall be met as evidenced by a valid permit or exemption. Any waivers, exemptions or partial exemptions granted by Marion County do not exempt the applicant from obtaining the appropriate permits from the other agencies.

Sec. 2.17.4 Completion and close out.

- A. Major Site Plans shall be valid for two years with a one time extension of one year if requested by the applicant and approved by the Development Review Committee.
- B. Connection to any stormwater facility which is public or will become public, the applicant is required to provide for the inspection of the surface water management system by a Florida Registered Professional Engineer to assure that the system is properly constructed and maintained. The inspection shall occur within 30 days of project completion. The County shall be copied on all inspection reports required by the governing Water Management District permit for operation and maintenance.
- C. The development of any improvements made pursuant to an approved Major Site Plan shall be inspected and approved by the Office of the County Engineer prior to the issuance of a Certificate of Occupancy.
- D. The applicant shall notify the Office of the County Engineer for onsite improvement work two weeks prior to commencing construction..
- E. All improvements shall be constructed in accordance with approved plans.
- F. As-Built Submittal.
 - (1) Two sets of As-Built/Record Survey signed and sealed by a Professional Surveyor or Mapper meeting standards set forth in Florida Administrative Code 5J-17 shall be submitted prior to final inspection along with a digital version of the plan in a format pre-approved by the Office of the County Engineer...
 - (2) Inspection and material testing of all improvements shall be submitted in one report with the As-Built/Record Survey.
- G. Certification of Final Completion. When all required improvements have been constructed, the applicant shall so advise the Office of the County Engineer and submit a request for final inspection with a certification of final completion. The certification form is available at the Office of the County Engineer or at http://www.marioncountyfl.org/Transportation/Transportation_development_review.aspx. After all work is completed, inspected, and accepted by the County, a letter of completion will be issued to the applicant.
- H. Execute utility easement agreements prior to close out.

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Division 18 Stand Alone Permits

Marion County Departments may implement an application for specific activities related to a development, implementation, or operation process addressing specific requirements of the Marion County Land Development Code, or to manage Marion County's participation in other state and regional agency procedures or operations. An application shall be obtained from the administering department.

Sec. 2.18.1 Right-of-Way Utilization Permit

- A. Applicability.
 - (1) A Right-of-Way Utilization Permit is required for all construction, herbicide/pesticide spraying, tree clearing, and all temporary private use of public right-of-way.
 - (2) Exemptions: Permits are not required for routine maintenance, or minor alterations such as changes in communication cables, transformer capacity, wire size at secondary and primary circuits or adding wires to an existing circuit of a one mile segment or less of an existing permitted utility system without impacting traffic flow.
- B. Submittal requirements.
 - (1) A permit application shall be submitted to the Office of the County Engineer before construction begins. The application can be obtained at the Office of the County Engineer or at <http://www.marioncountyfl.org/MCBCCForms.aspx>.
 - (2) A fee in the amount established by resolution of the Board of County Commissioners shall accompany the application. The fee schedule is available at the Office of the County Engineer or at www.marioncountyfl.org.
 - (3) Two sets of Project Plans or a digital copy of the plan shall be submitted with the permit application.
- C. Review and approval procedures.
 - (1) Once the plans have been approved and accepted and all required submittals have been obtained and processed a Right-of-Way Utilization Permit will be issued.
 - (2) After the permit has been issued, a site inspection shall be scheduled by applicant for the project start date. Periodic inspections will be made during the project.
- D. Completion and close out.

A notification of completion shall be submitted to the Office of the County Engineer so that a final inspection can be scheduled. At final completion, the right-of-way shall be restored to its original condition or better.

Sec. 2.18.2 Driveway Connection Permit

- A. Applicability.

A Driveway Connection Permit is required for any development or construction activity accessing County right-of-way.
- B. Submittal requirements.
 - (1) A permit application shall be submitted to the Office of the County Engineer before construction begins. The application can be obtained at the Office of the County Engineer

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or <http://www.marioncountyfl.org/MCBCCForms.aspx>. If the applicant is submitting through the Building Permit process, a separate application is not required.

- (2) A fee in the amount established by resolution of the Board of County Commissioners shall accompany the application. The fee schedule is available at the Office of the County Engineer or at www.marioncountyfl.org.
 - (3) A driveway location and construction plan shall be submitted with the permit application. Included on the plan shall be the driveway width, radius, location, road name, north arrow and distance of the proposed driveway from other existing driveways and adjacent roads.
- C. Review and approval procedures.
- (1) Once the required submittal items are obtained, a site inspection shall be performed to verify that the location of the driveway is acceptable.
 - (2) A permit shall be issued once all items are reviewed and approved.
 - (3) A driveway form-up inspection shall be scheduled when notified by the applicant.
- D. Completion and close out.
- (1) A notification of completion shall be submitted to the Office of the County Engineer so that a final inspection can be scheduled. At final completion, the right-of-way shall be restored to its original condition or better and the constructed driveway shall meet all requirements per the approved permit.
 - (2) Driveways must be found satisfactory before a Certificate of Occupancy can be issued.
 - (3) It is the property owner's responsibility to maintain the driveway for safety and proper drainage.

Sec. 2.18.3 Stormwater Connection

- A. Applicability.
- An application is required for any connection to or expansion of a County stormwater facility, including but not limited to drainage retention areas or conveyance systems, not previously designed or permitted to consider the applicant's improvements.
- B. Submittal requirements.
- (1) Stormwater Connection applications shall be submitted to the Office of the County Engineer.
 - (2) Fees and costs shall be per Resolution No. 10-R-271, or as amended thereafter.
 - (3) The applicant shall minimally submit the following:
 - (a) Plans, calculations and applications in support of proposed improvements adhering to the applicable Sections within this Article.
 - (b) All supporting documents per Resolution No. 10-R-271, or as amended thereafter.
- C. Review and approval.
- (1) The review time frame for each submittal for this application is 10 working days.
 - (2) Stormwater Connection applications shall be reviewed by the Office of the County Engineer.
 - (3) The applicant shall enter into an appropriate agreement with the County to be approved by the Board of County Commissioners per Resolution No. 10-R-271, or as amended thereafter.

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- (4) Permitting by other agencies: All requirements of the applicable Water Management District, the Florida Department of Environmental Protection, and any other local, State or Federal agency shall be met as evidenced by a valid permit or exemption. Any waivers granted by Marion County do not exempt the applicant from obtaining the appropriate permits from the other agencies.

D. Completion and closeout.

Completion and close out shall be per the improvement application that the Stormwater Connection application supports and per the terms of the agreement.

Sec. 2.18.4 Tree Removal Permit

A. Applicability.

- (1) A stand alone Tree Removal Permit is required for the removal of trees not included in approved development applications.
- (2) A Tree Removal Permit is required for all proposed tree removal with the following exceptions:
 - (a) The removal of trees for the purpose of bona fide agricultural uses. Issuance of an agricultural exemption by the County Property Appraiser may serve as prima facie evidence for a bona fide agricultural pursuit.
 - (b) The removal of trees which have a DBH of less than six inches except those trees which have been designated replacement and conservation trees pursuant to **Section 8.2.10.f.(1)**, herein.
 - (c) The removal of trees on an individual parcel of record used or to be used for single-family dwellings.
 - (d) The removal of trees associated with the County's construction, rehabilitation or routine maintenance of roads and drainage systems within public right-of-ways or easements.
 - (e) Tree removal for the construction of firebreaks, firelines, and surveying.
 - (f) The removal of trees which pose an immediate and direct threat to persons or property, and the removal of trees that are dead or dying due to natural causes.
 - (g) Transplanting of any size tree within the same property.
 - (h) Removal of exotic tree species as listed in the Florida Exotic Pest Plant Council's List of Invasive Plant Species, as amended.

B. Submittal requirements.

- (1) Tree Removal Permit application can be obtained from **(insert common form/application location)**
- (2) A fee in the amount established by resolution of the Board of County Commissioners shall accompany the application. The fee schedule is available at the Office of the County Engineer or at http://www.marioncountyfl.org/Transportation/Transportation_development_review.aspx.
- (3) The application shall include either a site plan or recent aerial photograph of the location where the trees are to be removed and the proposed locations of replacement trees.

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C. Review and Approval.

- (1) The review time frame for each submittal for this application is five days.
- (2) The Landscape Architect shall review this application and approve, approve with conditions, or provide further direction.
- (3) Conditions that may result in denial of the permit include, but are not limited to, the following:
 - (a) The tree's age, size, rarity, uniqueness, historic value, status as a specimen tree, or other outstanding quality.
 - (b) The proposed method of removal and the effect on surrounding protected trees or existing vegetation.

D. Completion and closeout.

- (1) After approval of the application the Landscape Architect shall issue a Tree Removal Permit.
- (2) Stand alone Tree Removal Permits shall expire one year from date of issuance. Trees authorized to be removed may not be removed after the permit expires unless a new permit is obtained pursuant to this subsection.

Sec. 2.18.5 Other Stand Alone Permits

A. Applications for Marion County Departments include the following:

- (1) Marion County Utilities
 - a. Potable Water Service Connection Permit;
 - b. Sanitary Sewer Service Connection Permit;
- (2) Marion County Zoning Division
 - a. 4-H/FFA Animal Exemption;
 - b. Agricultural Building Permit Exemption;
 - c. Electric Substation Preemption;
 - d. Green Yards Certification;
 - e. Home Occupation Permit;
 - f. Mining;
 - g. Property Division Authorization;
 - h. Special Event Permit;
 - i. Temporary Sign Permit; and
 - j. Temporary Use Permit.