



Plot/Site Plan Information

Department of Growth Management

April 2012

Plot/Site plan requirements are found in the Okaloosa County Land Development Code, Ordinance 91-1, as amended.

1A.03.03 Review Procedures: All persons wishing to obtain a development order or permit authorizing development activities within the unincorporated area of the County must comply with the following procedures.

1. **Development Permits:** The following development activities because of their size or nature may require a permit but may not be required to undergo the extensive review process required by this Section. These include, but may not be limited to, the following.
 - a. Construction of single-family or duplex dwellings; or the placement of one mobile home or manufactured housing unit on an individual lot or parcel of land when such activity is not part of a larger, common plan of development.
 - b. Construction, placement, or location of accessory buildings, structures, or uses.
 - c. Interior remodeling that occurs totally within an existing building or structure provided there is no change of use or increase in density or intensity.
 - d. Renovations, expansions, or similar activities involving an increase in the size or square footage of any structure, including parking areas, provided such activity is less than 10% of the area of the existing structure or 1,000 square feet, whichever is less.
 - e. Any development activity which the Planning Official, after consultation with the Public Works Director and Water and Sewer Director, determines to be of minor impact not necessitating the issuance of a development order.
2. **Plot Plan:** Development activities listed in a. through e., above, shall be authorized through the issuance of the requisite permits (which as used in this context includes building, mechanical, plumbing, electrical, right-of-way, and other life/safety permits) without need of a development order. Except for activities described in s.1A.03.03.1.c. above, all applications for permits pursuant to this section are required to submit a plot plan which, for purposes of this Section is a survey, drawing, or sketch that shows the development plan for a single-family or duplex dwelling, mobile home or manufactured house, or an accessory structure. A plot plan is intended to show the characteristics of the site to be developed relative to the provisions of this Code and must be provided in sufficient clarity to allow adequate review. Additional requirements will apply to the actual construction of any buildings or structures pursuant to the Florida Building Code. The following requirements shall apply to all plot plans:
 - a. **Form:** Plot plans must be shown on a sheet not smaller than 8 1/2 X 14 inches in size drawn to a scale of sufficient detail so as to provide for proper review with the scale of the drawing and north arrow shown.
 - b. **Application and Permit Required:** Any plot plan must be accompanied by an application form to be provided by the Department. The application and plot plan may be submitted on their own, or as part of a building permit application. In any case, a building permit will be required prior to the construction of any building or structure on a lot or parcel, except for certain farm buildings as specified by law.
 - c. **Required Information:** A plot plan may be drawn on one or more sheets. All plot plans must include the following information.
 - i. Address and/or legal description of the lot or parcel on which the regulated development activity is proposed.
 - ii. The boundaries and shape of the lot or parcel.
 - iii. The dimensions (depth, width) in feet of all property lines.
 - iv. Location and orientation of all proposed buildings or structures to be built or placed on the lot or parcel.

- v. Distances of all existing and proposed principal buildings [houses], and any accessory structures, from property lines.
 - vi. Location and names/numbers of adjacent streets or highways; alleys, or easements; and, any adjacent drainage facilities or structures.
 - vii. Location and dimensions of any rights-of-way, easements, or other similar encumbrances on the property.
 - viii. The finished floor elevation (foundation) of the principle building.
 - ix. Elevations of the crown(s) of adjacent road(s) must be shown at points
 - x. Location of all zoning or other required setback areas
- d. **Large Parcels; Acreage:** The Planning Official, or designee, may vary from the requirements of paragraph 3 above for large parcels or acreage when it is obvious that the requirements will be met or exceeded.
- e. **Accessory Structures:** Plot plans for accessory structures may be drawn on an existing survey when the following information is provided.
- i. Property dimensions [depth, width] along property lines.
 - ii. Description of the structure to be built.
 - iii. Location of the structure on the lot or parcel.
 - iv. Exact dimensions of the structure.
 - v. Distances from the sides of the structure to the nearest property lines and to any other buildings or structures.

SAMPLE PLOT DRAWINGS

- Sample 1:** Interior subdivision lot 85' X100', showing the required information, dimensions, setbacks, and elevations.
- Sample 2:** Corner (double frontage) subdivision lot, 75' X 100', showing the required information, dimensions, setbacks, and elevations.
- Sample 3:** Metes and bounds lot, 100' X 100', showing the required information, dimensions, setbacks, including shoreline (ordinary high water), and elevations including flood zones and base flood elevation.

For further information, please contact one of our offices:

1804 Lewis Turner Blvd
Fort Walton Beach, FL 32547
850-651-7180

812 E James Lee Blvd (US 90 E)
Crestview, FL 32539
850-689-5080

PLOT/SITE PLAN

SAMPLE 1

Builder/Contractor: _____ Homeowner: _____

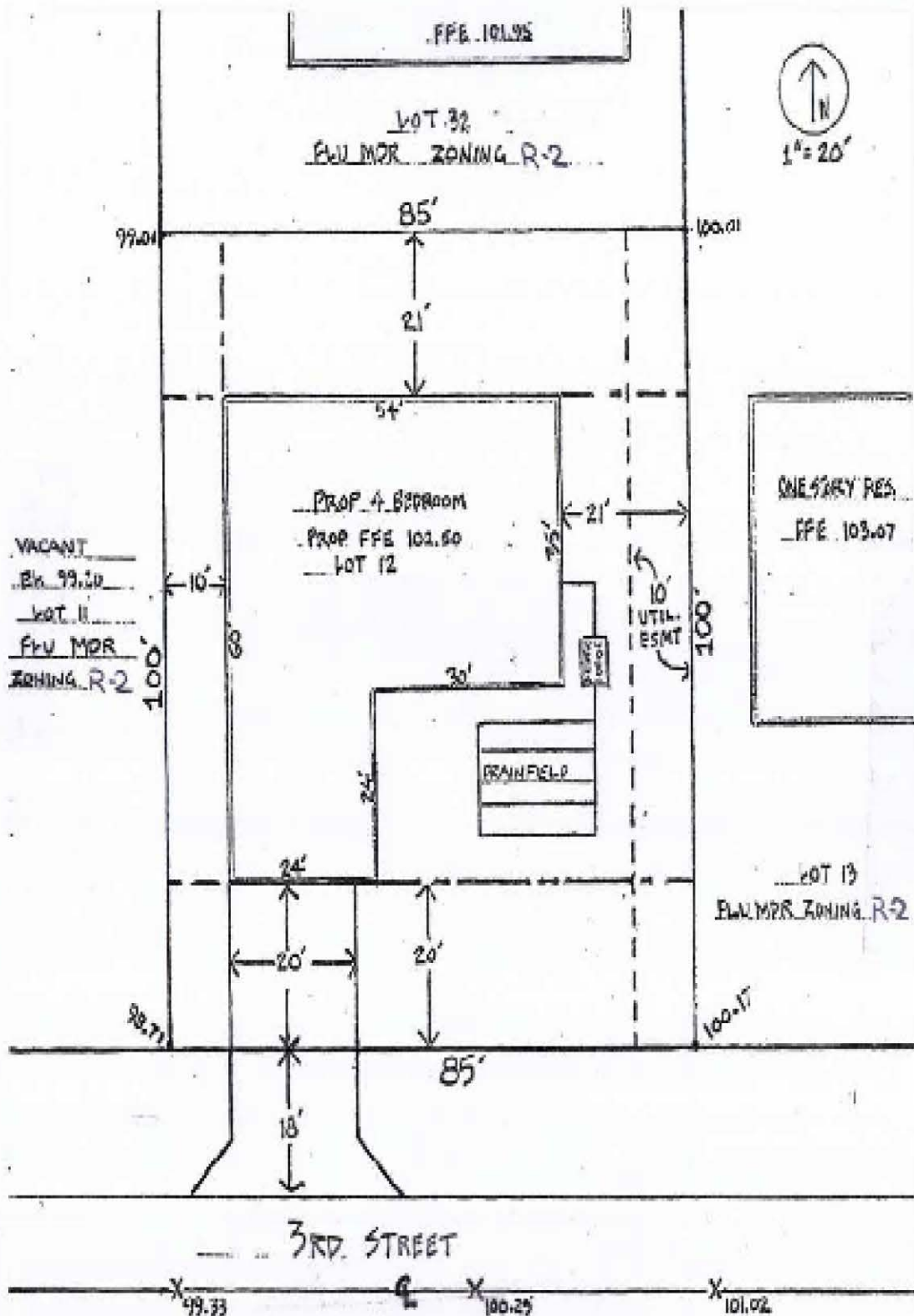
Telephone: _____ FAX: _____ Telephone: _____ FAX: _____

Parcel Description:

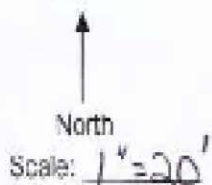
Subdivision: _____ Lot: _____ Block: _____ Plat Book: _____ Page: _____

Unrecorded: Yes ☐ No ☐ Parcel ID #: _____

Lot Address: _____



Legends/Symbols:



Zoning:

FLUM Category: MDR
Zoning District: R-2

Flood:

Flood Zone: X
Base Flood Elevation: N/A
Community Panel #: _____
Effective Date: 12-2-2002

Setbacks:

Front: 20'
Left Side: 7.5'
Right Side: 7.5'
Rear: 10'
Other: N/A

PLOT/SITE PLAN

SAMPLE 2

Builder/Contractor: _____

Homeowner: _____

Telephone: _____ FAX: _____

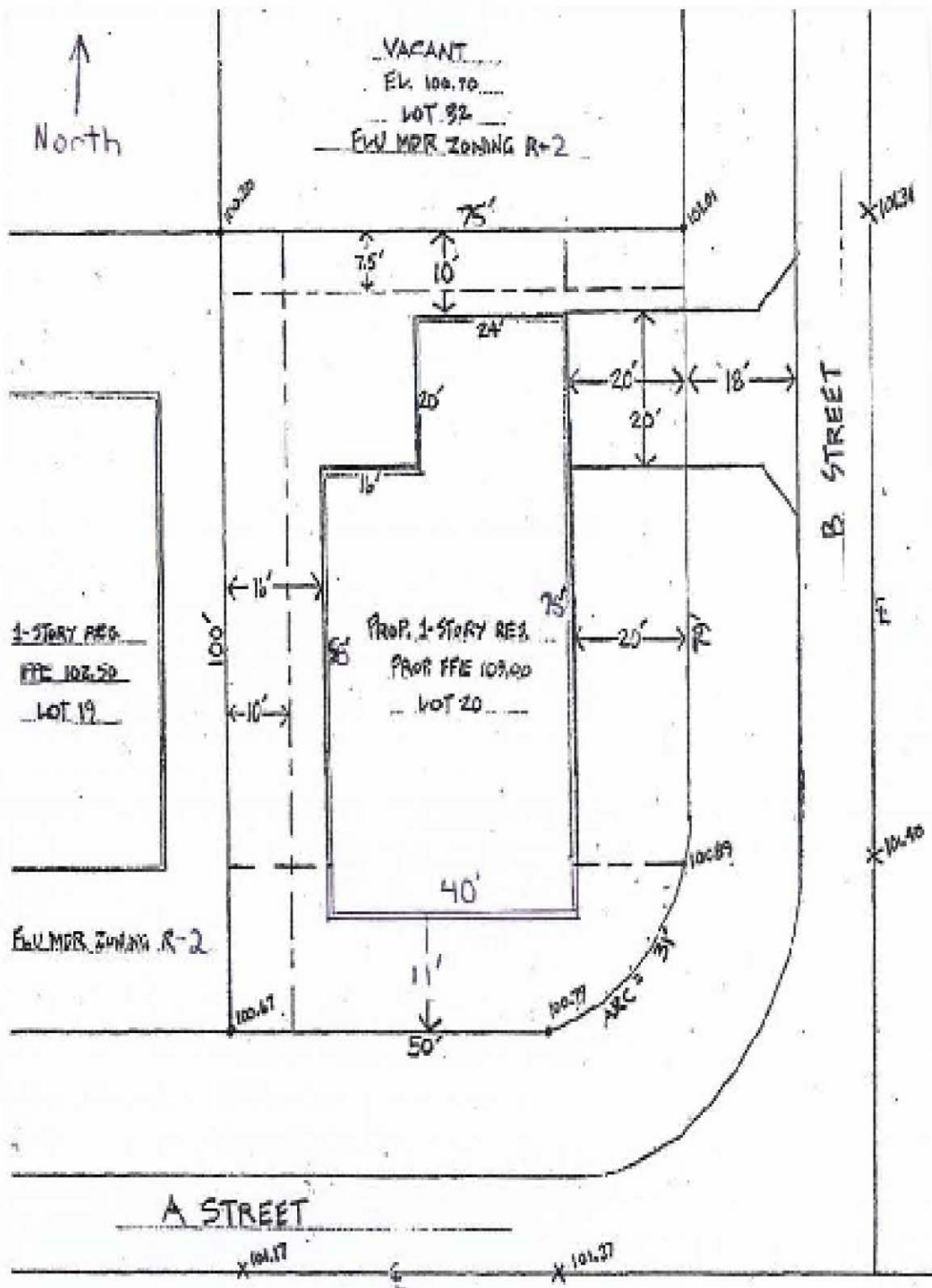
Telephone: _____ FAX: _____

Parcel Description:

Subdivision: _____ Lot: _____ Block: _____ Plat Book: _____ Page: _____

Unrecorded: Yes ☐ No ☐ Parcel ID #: _____

Lot Address: _____



Legends/Symbols:

North
Scale: 1" = 20'

Zoning:

FLUM Category: MDR
Zoning District: R-2

Flood:

Flood Zone: X
Base Flood Elevation: N/A
Community Panel #: _____
Effective Date: 12-2-2002

Setbacks:

Front: 20'
Left Side: 7.5'
Right Side: 7.5'
Rear: 10'
Other: _____

PLOT/SITE PLAN

SAMPLE 3

Builder/Contractor: _____

Homeowner: _____

Telephone: _____ FAX: _____

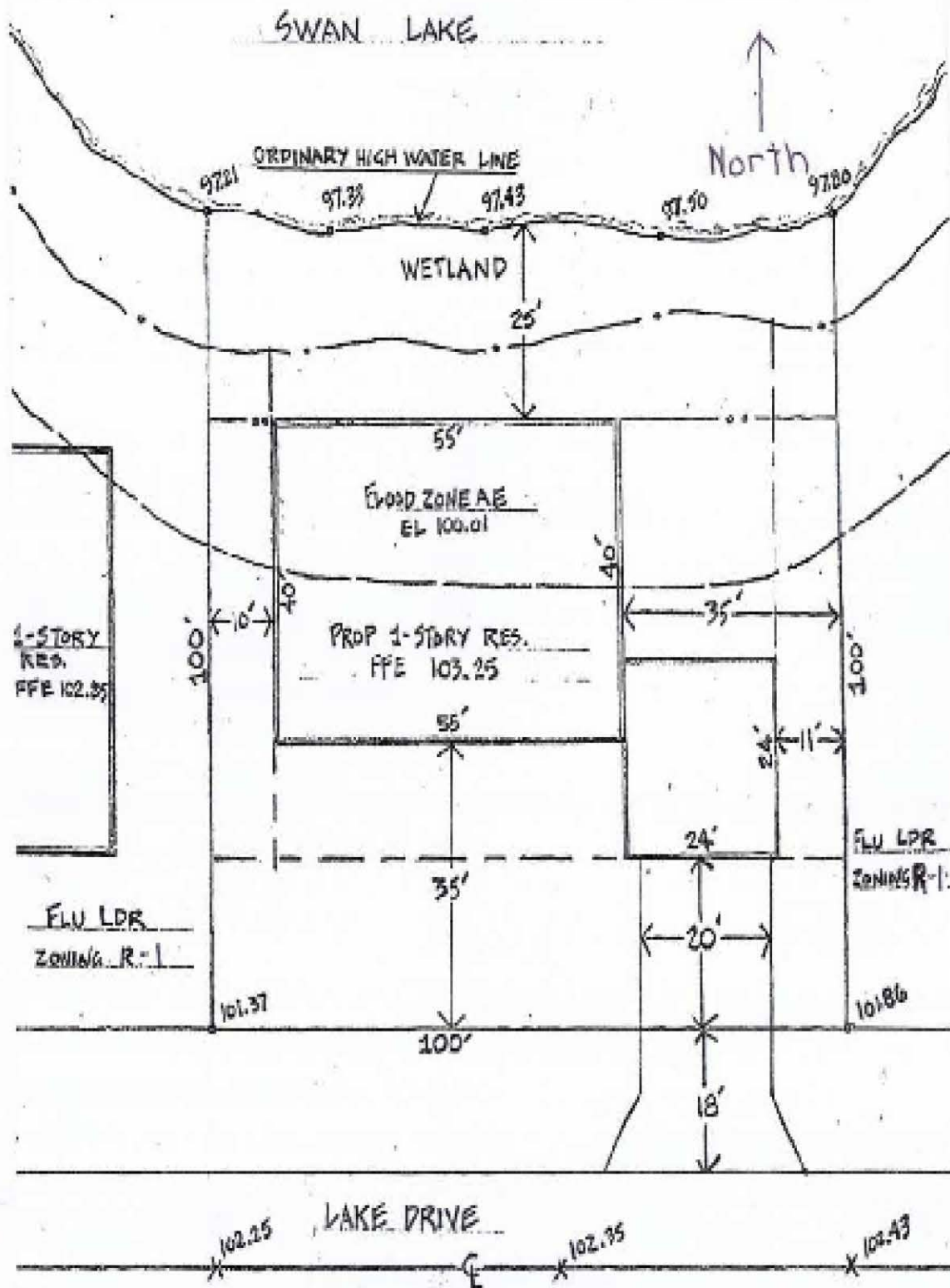
Telephone: _____ FAX: _____

Parcel Description:

Subdivision: _____ Lot: _____ Block: _____ Plat Book: _____ Page: _____

Unrecorded: Yes ☐ No ☐ Parcel ID #: _____

Lot Address: _____



Legends/Symbols:

North
Scale: 1" = 20'

Zoning:

FLUM Category: LDR
Zoning District: R-1

Flood:

Flood Zone: AE
Base Flood Elevation: 100.1
Community Panel #: 12091C0200H
Effective Date: 12-2-2002

Setbacks:

Front: 20'
Left Side: 10'
Right Side: 10'
Rear: 10'
Other: High Water 25'

PLOT/SITE PLAN

Builder/Contractor: _____
Telephone: _____ FAX: _____

Homeowner: _____
Telephone: _____ FAX: _____

Parcel Description:

Subdivision: _____ Lot: _____ Block: _____ Plat Book: _____ Page: _____

Unrecorded: Yes ☐ No ☐ Parcel ID #: _____

Lot Address: _____

Legends/Symbols:

↑

North

Scale: _____

Zoning:

FLUM Category: _____

Zoning District: _____

Flood:

Flood Zone: _____

Base Flood Elevation: _____

Community Panel #: _____

Effective Date: _____

Required Setbacks:

Front: _____

Left Side: _____

Right Side: _____

Rear: _____

Other: _____