



Construction Services Division

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**Residential
 Site Plan Requirements**

Section 1

Residential projects are defined a property used as a single family dwelling (detached & semi-detached) or two unit family dwelling (duplex).

Section 2

General Information:

The degree of detail required on site development plans varies depending on the complexity, area and size. For that reason, the following requirements have been established. The requirements given are deemed to be the minimum necessary for an adequate evaluation to be made. More detail and/or information may be required due to special conditions or peculiarities of a particular site. For more information, please contact Construction Services Division at 813-274-3100.

Section 3

Site Plan General Requirements:

1. All plans required to be blended with the building plans as one package. Minimum sheet size requirements is 18" X 24" and must provide the following information:
2. Site Plans required minimum scale acceptable is 1" = 10' for sites less than or equal to 80' X 120'. For larger sites, 1" = 20' may be utilized. For special conditions, greater detail at an appropriate larger scale may be required.
3. The name, address, and telephone number of the Contractor or Homeowner responsible for plan preparation needs to be indicated on the plan.
4. Indicate barricade/root pruning that will be completed on private property and right-of-way. Indicate proposed trees requesting to be removed.
- 5 Coordinate with ARC, BLC, or Zoning if approval is required.
6. Existing and proposed finished floor elevations for living and non-living areas indicated and referenced to the street crown elevation. Living area minimum 1.5' and non living minimum 1.0' above center line. (Flood prone areas and Overlay Districts may require finished floors to be greater.)
7. Show all impervious areas, existing/proposed structures, A/C pad, sidewalks, pools, driveways, aprons, decks and walls, roof ridge lines, and arrows indicating runoff directions. Any existing or proposed gutters, down sprouts and ADS (Advanced Drainage System) pipes must also be shown.
8. Square footage lot, existing and proposed impervious lot coverage. New residences and existing residences within 2 years after the date of the finale for the C/O are required to comply with the following: (A Plan Developed Subdivision which has master plans on storm water runoff is not required comply with retention on the lot.)
 - a. Impervious areas for a single-family residence shall be limited to fifty (50) percent of the site. Size whose impervious percentage exceeds (50) percent will be required to retain the first one-half (1/2) inch of run-off for the site. Additional pools or structures added within two years of the C/O will be included in the percentage calculated.
 - b. Any proposed or required retention areas along with volume calculations, dimensions and details.
9. Setbacks: For structures, accessory, HVAC & pool equipment, pools, fences, breezeways, apron & driveway, and Architectural projections.
10. Structural height from finish grade.
11. Driveway width, Apron width, and corner clearance shown.
12. Cross-section of property and improvements, showing relationships of swales, foundation, finished floor slab and 10' beyond property line. Generally, the cross section shown should be through the area where improvements are nearest to adjacent property. More than one (1) may be appropriate.
13. For Plan-developed subdivisions, the following note must be placed on the building/site plans and signed by the contractor or an authorized representative.
 - a. "It's is understood and agreed that this lot is to be developed in strict accordance with the approved subdivision grading and drainage plan."
 - b. Please include the signature, company name and date.
14. Refuse receptacle(s) and screening enclosure(s).

Specific Information by project size:

New Residences and projects with a footprint of 1000 square feet and over:

Complete survey (1) copy of the survey referenced to NAVD with embossed seal and original signature of a licensed Florida Land Surveyor. (Site plans with a Plan Developed Subdivision are not required to have the embossed seal and signature.) A Complete Survey must include the following items at appropriate scale: (Note minimum sheet size for Sealed Complete Survey does not apply provided all items required are legible.)

- * Adequate property legal description and legend unless all items clearly identified by note. Show lot dimensions.
- * Property elevations at all corners and at 25' intervals to extend 10' beyond all property lines (min). Properties within flood prone areas where equivalent storage is required must have a survey with elevations provided on a ten (10) foot interval grid. (Plan Development Subdivision required to show approved master-grading elevation.)
- * Street elevations at high point (edge of pavement, centerline, or both). Type of pavement (asphalt, concrete, shell, and dirt). Street elevations required at property corners and at 50' intervals (min) of all adjacent streets and alleys. (Corner lots required 2 streets).
- * All easements: e.g.: Drainage, TECO, Sanitary Sewer, Water, Telephone, Cable TV
- * Drainage: inlets, manholes, culverts, rivers, lakes, ponds, ditches, and swales. Include sizes and direction of flow.
- * Locations of wetlands, on or adjacent to site shown and the setback labeled on plan.
- * All existing structures that are to remain: Buildings, driveways, sidewalks, pools, patios, fences, wells, septic tanks, w/drain fields, A/C pads, stoops, and walls.
- * All trees 5 - inch caliper and over on property and within 20' of property lines. Show specie and diameter. (Measured at 4.5' above grade) (Note: Include code trees that were required for planting.) If there is no existing protected tree a Tree Removal and Site Clearing Statement is required to be signed.

Note: It is specifically the intent of these survey requirements that adequate information be provided so that an accurate evaluation can be made of the potential impact on adjacent properties.

Additions and/or changes with a footprint greater than 500 square feet (total) and less than 1.000

Site plan must incorporate all information as shown for a Complete Survey, but does not require a seal and signature. Site elevation may be relative to an assumed site elevation, unless the development is within a flood prone area.

Additions and/or changes with a footprint of 500 square feet or less.

Site plan must incorporate all information as shown for a complete survey, but does not require a seal and signature, and does not require site elevation, unless the development is within a flood prone area.