

**Okeechobee County Community Development Department**  
**1700 NW 9<sup>th</sup> Avenue, Suite A • Okeechobee, FL 34972**  
**Phone: (863) 763-5548 • Fax: (863) 763-5276**  
**planning@co.okeechobee.fl.us**

**Application for Site Plan Review**

Final/Construction    Preliminary/Conceptual    Site Plan    Plat    Planned Development

Final name of project: \_\_\_\_\_

Applicant: \_\_\_\_\_ Property owner: \_\_\_\_\_

Description of project including all proposed uses, number of residential units/lots and square feet of each nonresidential use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phasing schedule and description: \_\_\_\_\_  
\_\_\_\_\_

Location/address of project: \_\_\_\_\_

Current/prior use of property: \_\_\_\_\_

Description/square feet of existing structures on property: \_\_\_\_\_  
\_\_\_\_\_

Source of potable water: \_\_\_\_\_

Method of sewage disposal: \_\_\_\_\_

Total project area in square feet: \_\_\_\_\_ or acres: \_\_\_\_\_

Existing impervious surface: \_\_\_\_\_ square feet \_\_\_\_\_ acres \_\_\_\_\_ % of site

Additional impervious surface: \_\_\_\_\_ square feet \_\_\_\_\_ acres \_\_\_\_\_ % of site

Proposed total impervious surface: \_\_\_\_\_ square feet \_\_\_\_\_ acres \_\_\_\_\_ % of site

Current/Proposed zoning: \_\_\_\_\_ Comp. plan future land use: \_\_\_\_\_

Flood zone: \_\_\_\_\_ BFE: \_\_\_\_\_ NAVD FIRM panel number: \_\_\_\_\_

Parcel identification numbers: \_\_\_\_\_  
\_\_\_\_\_

## Application for Site Plan Review

**Final Name of project:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mobile/other: \_\_\_\_\_ Fax: \_\_\_\_\_

**Contact person:** \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mobile/other: \_\_\_\_\_ Fax: \_\_\_\_\_

**Property owner:** \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mobile/other: \_\_\_\_\_ Fax: \_\_\_\_\_

**Engineer:** \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mobile/other: \_\_\_\_\_ Fax: \_\_\_\_\_

**Surveyor:** \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mobile/other: \_\_\_\_\_ Fax: \_\_\_\_\_

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**Checklist/Submittal Requirements for Site Plan Technical Review Committee**

- \_\_\_\_\_ 1. Filing Fee.
- \_\_\_\_\_ 2. 14 copies of Application (pages 1-2) with all PINs listed; 2 copies of this page.
- \_\_\_\_\_ 3. 14 signed and sealed 24" x 36" copies and 1 digital\* copy (.pdf) of each sheet of the site plan drawings. Site plans must be folded with the project name visible. Additional sets of final site plan drawings must be submitted after site plan approval.
- \_\_\_\_\_ 4. 14 copies of a floor plan for each building illustrating all proposed uses clearly indicating all public entrances and showing all other door and window locations.
- \_\_\_\_\_ 5. 14 copies of a drawing or table showing the square feet of each use in each building. All proposed uses for all buildings must also be clearly identified on the drawings.
- \_\_\_\_\_ 6. 14 copies of location map and recent aerial with site identified if not depicted on site plan cover sheet.
- \_\_\_\_\_ 7. 2 sealed copies of boundary and topographic survey with legal description of site.
- \_\_\_\_\_ 8. 2 copies of signed and sealed drainage calculations.
- \_\_\_\_\_ 9. 4 copies of driveway location map indicating distance between on-site driveways and distance between subject driveways and nearest driveways or street intersections in either direction on the same side of the street. Also show all driveways across the street.
- \_\_\_\_\_ 10. 2 hard copies and 1 digital\* copy of a Traffic Impact Analysis for projects generating more than 30 new weekday a.m. or p.m. peak-hour two-way trips or as otherwise specified in Article V of the County land development regulations; or 3 copies of a traffic statement specifying the trip generation rate for projects under that threshold.
- \_\_\_\_\_ 11. 2 copies of Engineering Department site plan review and construction plan form (pages 4-5), with all items indicated as included or not applicable.
- \_\_\_\_\_ 12. 1 copy of current deed.
- \_\_\_\_\_ 13. For major developments and preliminary plats, after site plan review submit 16 folded copies and one digital\* copy (.pdf) of site plan or preliminary plat drawings for distribution to Planning Board. Copies must be 24" by 36" or may be 11" by 17" if approved by the department.
- \_\_\_\_\_ 14. For preliminary plats, after Planning Board meeting submit 16 folded copies of preliminary plat drawings for distribution to Board of County Commissioners. Copies must be 24" by 36" or may be 11" by 17" if approved by the department.

\* Digital files may be submitted on disk or emailed to [planning@co.okeechobee.fl.us](mailto:planning@co.okeechobee.fl.us).

See the county's land development regulations, particularly Article 13, for more detailed information regarding site plan preparation and submission requirements. Applicants are encouraged to meet with the Community Development Department, the County Engineer and utility providers prior to submitting a site plan for review by the Site Plan Technical Review Committee.

**Applications will not be reviewed by the Site Plan Technical Review Committee until the application is complete and the application fee has been paid. A representative of the applicant must be at the TRC meeting or the project will not be reviewed.**

**Okeechobee County Engineering Department  
1700 NW 9<sup>th</sup> Avenue, Suite E • Okeechobee, FL 34972**

**For Engineering Department information,  
contact the Community Development Department  
Phone: (863) 763-5548 • FAX: (863) 763-5276**

<b>Engineering Department Site Plan Review and Construction Plan Checklist</b>			
	<b>Submit all items below, or indicate as not applicable:</b>	<b>Yes</b>	<b>N/A</b>
1	Signed and sealed boundary and topographic survey. All elevations relative to NGVD 1929, or NAVD 1988 with applicable conversion.		
2	SFWMD/SJRWMD General or Individual Permit, Notice of General Permit, No Notice General Permit, Or Letter Modification		
3	NPDES permit (1 acre or greater)		
4	DEP water distribution permit		
5	DEP wastewater collection permit		
6	DEP WWTP permit		
7	DEP WTP permit		
8	HRS septic tank permit		
9	FDOT connection permit		
10	Plans signed and sealed by a Florida Registered Professional Engineer		
11	Engineering Plans containing the following: <ul style="list-style-type: none"> <li>• cover sheet containing project name and engineer's contact information</li> <li>• location map, aerial</li> <li>• plan index as needed</li> <li>• paving, grading, drainage, utility, water and sewer plans with accompanying details sufficient to construct the project as further specified below</li> </ul>		
12	Phasing plan		
13	Finished floor elevation and elevations of adjacent roadways		
14	Identification of the wet season water table via acceptable methods for establishing control elevation(s)		
15	(Continued)		

<b>Engineering Department Site Plan Review and Construction Plan Checklist</b>			
	<b>Submit all items below, or indicate as not applicable:</b>	<b>Yes</b>	<b>N/A</b>
16	Water quantity calculations: <ul style="list-style-type: none"> <li>• 100-year 3-day design storm event (zero discharge) and NFIP base flood elevation (BFE) determination where applicable for establishment of minimum finished floor elevations</li> <li>• Flood plain compensation calculations where applicable</li> <li>• 25-year, 3-day design storm event (allowable discharge and minimum perimeter grade)</li> <li>• 10-year, 1-day design storm event (minimum road crown elevation)</li> <li>• 5-year, 1-day design storm event (minimum parking lot elevation)</li> </ul>		
17	Water quality calculations as identified in the County LDRs and the SFWMD permit information manual. Certified hydraulic conductivity test(s) where applicable		
18	Typical details of drainage structures and pipes to include size, dimensions, and material type, and drainage calculations sizing pipes		
19	Details of outfall structures		
20	Water and sewer details		
21	Well, septic tank, drain field size and location		
22	Fire hydrant locations identified including dry hydrants		
23	Roadway cross-sections in accordance with LDR construction standards		
24	Striping details (Thermoplastic);		
25	For subdivisions, horizontal control/road stationing		
26	For subdivisions, indicate all traffic control signs and pavement markings on a separate sheet		
27	Subdivision utility plans. All applicable utilities must be provided to all lots in subdivisions and must be installed underground.		
28	Landscape plan (see Section 7.11 of the County LDRs)		
29	Project sign location		
30	Project lighting		
31	Draft property owners association documents and restrictive covenants. The County may request additional language, tables or exhibits be included pertaining to lot specific storm water management requirements		
32	Geotechnical report providing soil types, existing and seasonal high water tables and soil percolation rates for proposed dry retention ponds		

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**Procedures after Approval of a Site Plan**

1. Submit 6 signed and sealed complete sets of the final site plan, (all pages, 24" x 36"), incorporating any revisions to comply with conditional site plan approval. Also submit 2 copies of a letter identifying and describing all of the revisions and including contact information. The 6 copies of the revised site plan will be stamped by the Department as approved.
  - 2 stamped copies will be retained by Community Development and Engineering
  - 4 stamped copies will be returned to applicant's contact person
  - 3 of the returned, stamped copies are to be re-submitted with the primary building permit application. One will be returned with the issued building permit
  - For other building permit applications related to the project, copies of the stamped site plan may be submitted
  - The applicant may submit additional copies to have stamped as approved if requested for bids, subcontractors or multiple permit applications
2. 1 copy of the stamped, approved site plan shall be on site at all times during construction.
3. **Do not perform any work in any county right-of-way without authorization.** Prior to performing any work in a county right-of-way, including driveway connections and culverts, obtain a Permit for Utility Construction in Public Right-of-Way from the Road Maintenance Department (763-3514). A surety bond, letter of credit or other security will be required for any work proposed in a county right-of-way, and must be maintained for a one-year warranty period following completion of construction. Provide a Maintenance of Traffic Plan as necessary.
4. Notify the Community Development Department and Engineering Department (763-5548) and the Road Maintenance Department (763-3514) as necessary for inspections during construction, including for any street or other facility proposed to be dedicated to or maintained by the county.
5. Inspections by county personnel cannot substitute for inspections otherwise required of the engineer of record for final construction certification.
6. Minor, inconsequential revisions may be addressed through inclusion in record drawings and final construction certification with a description and justification. All other revisions must obtain prior approval from the Community Development Department or the Engineering Department. Revised site plan sheets or construction detail drawings may be required.
7. Upon completion of construction, submit 3 sets of as-built site plan drawings (record drawings) including utility locations, signed and sealed road base/subbase density test results, verification of asphalt thickness for roads, parking lots and driveway connections, slope profile cross sections of design and as-built slope shown, and all finished floor elevations. The final record drawings must be certified by the applicant's Professional Land Surveyor registered in the State of Florida. On the record drawings, all proposed information shall be crossed out but not deleted and followed with the as-built information. All applicable sheets shall contain the text "AS-BUILT" or "RECORD DRAWING". Record drawings may also be required to be submitted in a digital format.

8. Submit 3 copies of a certification of construction completion letter signed and sealed by the engineer of record.
9. Submit final approvals from other applicable agencies or entities, including FDOT, FDEP, SFWMD, SJRWMD, the Okeechobee Utility Authority, Okeechobee County Health Department and others as applicable.
10. Notify the Community Development Department (763-5548) to schedule a final site inspection. This is different from a final inspection related to a building permit and requires a separate notification.
11. Before a C.O., release of power or other final approval can be issued, the following is required: Fulfill all requirements of Building Department for all building permits
  - The record drawings and engineer's certification of construction completion letter
  - All required Elevation Certificates if project is in a flood zone
  - Final approval from the Building Department/Building Official (763-5548)
  - Final site inspection and approval from the Fire/Rescue Department (763-5544)
  - Final site inspection and approval from the Engineering Department and Community Development Department (763-5548) and Road Maintenance Department (763-3514)
12. For final plat approval, submit or note the following:
  - 3 copies of signed and sealed record drawings (electronic copy also required) including plan sheet indicating all traffic control signs and pavement markings
  - 3 copies of certification of construction completion letter signed and sealed by engineer of record
  - Final approvals from applicable agencies and entities including FDOT, SFWMD, SJRWMD, FDEP and OUA
  - Proof of incorporation and articles of incorporation for property owners association
  - Executed copy of final association documents naming Okeechobee County as a third party beneficiary giving the County the right but not the obligation to enforce the documents
  - 2 paper copies of the final plat with boundary survey for review by the County's reviewing surveyor and 1 copy of the title commitment prepared for the property. A plat review fee must be paid directly to the reviewing surveyor at the time of the review
  - The plat shall include specific language provided by the County pertaining to acceptance of the plat by the Board of County Commissioners
  - Once approved and signed by the County's reviewing surveyor, submit the final mylar properly signed and notarized. Make sure all signatures and notary stamps are legible. If notary stamps are not legible, the mylar will be returned as it will not be accepted for recording
  - 16 folded copies of the final plat for distribution to the Board of County Commissioners prior to final action on the plat. Copies must be 24" by 36" or may be 11" by 17" if approved by the department
  - Submit a copy of the approved final plat in digital format. Specifications will be provided.
  - Other procedures apply if security is proposed to enable recording of a final plat prior to completion and certification of all construction
  - A request for final plat approval will not be placed on the agenda for action by the Board of County Commissioners until all required documents have been received all all required fees have been paid

## Site Plan Review Fee Schedule

### Major Development

Major development as defined in Section 13.02 of the Land Development Regulations:

- Project area is greater than 10 acres, or
- Residential development is greater than 100 units or greater than 10 units per acre, or
- Non-residential floor space is greater than 20,000 square feet, or
- Project has been designated as a major development pursuant to LDR Section 13.02.01(B)

\$1,200	For first acre plus \$100 for each additional acre or portion thereof for non-residential development
\$1,200	Plus \$10/unit for multiple family development
\$1,200	Plus \$10/lot for subdivision development
\$ +	Review of initial submittal and first re-submittal of transportation impact analysis
\$120	where the development generates 30 or fewer new two way peak hour trips
\$750	where the development generates more than 30 and less than 200 new two way peak hour trips
\$750	plus additional actual costs where the development generates 200 or more new two way peak hour trips
\$250	Concurrency evaluation
\$500	Landscaping variance request if applicable
\$600	Each resubmittal that must be reviewed by SPTRC
\$250	Each resubmittal after first resubmittal for conditionally approved site plan
\$ +	Actual costs for review of any additional transportation impact analysis resubmittals
\$800	For major adjustment to approved final development plan or final development order that requires SPTRC or Planning Board review, plus subsequent resubmittal review fees as applicable
\$400	For minor adjustment to approved final development plan or final development order, plus subsequent resubmittal fees as applicable
\$200	For request for approval of each phase or portion of a project after first phase or portion has been approved for occupancy

### + Engineering Review Fees

\$1,500	For first acre plus \$100 for each additional acre or portion thereof for non-residential development
\$1,500	Plus \$10/unit for multiple family development
\$1,500	Plus \$10/lot for subdivision development
\$900	Each resubmittal that must be reviewed by SPTRC
\$300	Each resubmittal after first resubmittal for conditionally approved site plan
\$900	For major adjustment to approved final development plan or final development order that requires SPTRC or Planning Board review, plus subsequent resubmittal review fees as applicable
\$500	For minor adjustment to approved final development plan, plus subsequent resubmittal fees as applicable
\$400	For request for approval of each phase or portion of a project after first phase or portion has been approved for occupancy



+ Fire Rescue Review Fees

- \$300 For review of any major development
- \$200 Each resubmittal that must be reviewed by SPTRC
- \$200 For major adjustment to approved final development plan that requires SPTRC review, plus subsequent resubmittal review fees as applicable

**Minor Development**

- \$700 For first acre plus \$100 for each additional acre or portion thereof for non-residential development
- \$700 Plus \$10/unit for multiple family development
- \$700 Plus \$10/lot for subdivision development
- \$ + Review of initial submittal and first re-submittal of transportation impact analysis
  - \$120 where the development generates 30 or fewer new two way peak hour trips
  - \$750 where the development generates more than 30 and less than 200 new two way peak hour trips
  - \$750 plus additional actual costs where the development generates 200 or more new two way peak hour trips
- \$150 Concurrency evaluation
- \$300 Landscaping variance request if applicable
- \$400 Each resubmittal that must be reviewed by SPTRC
- \$150 Each resubmittal after first resubmittal for conditionally approved site plan
- \$ + Actual costs for review of any additional transportation impact analysis resubmittals
- \$500 For major adjustment to approved final development plan or final development order that requires SPTRC, plus subsequent resubmittal review fees as applicable
- \$300 For minor adjustment to approved final development plan or final development order, plus subsequent resubmittal fees as applicable
- \$150 For request for approval of each phase or portion of a project after first phase or portion has been approved for occupancy

+ Engineering Review Fees

- \$1,200 For first acre plus \$100 for each additional acre or portion thereof for non-residential development
- \$1,200 Plus \$10/unit for multiple family development
- \$1,200 Plus \$10/lot for subdivision development
- \$800 Each resubmittal that must be reviewed by SPTRC
- \$300 Each resubmittal after first resubmittal for conditionally approved site plan
- \$800 For major adjustment to approved final development plan or final development order that requires SPTRC or Planning Board review, plus subsequent resubmittal review fees as applicable
- \$400 For minor adjustment to approved final development plan, plus subsequent resubmittal fees as applicable
- \$300 For request for approval of each phase or portion of a project after first phase or portion has been approved for occupancy

+ Fire Rescue Review Fees

- \$150 For review of any minor development
- \$100 Each resubmittal that must be reviewed by SPTRC
- \$100 For major adjustment to approved final development plan that requires SPTRC review, plus subsequent resubmittal review fees as applicable

**Minor Development, Administrative Review**

- \$250 For additions/enlargements of less than 1,200 square feet and associated additional parking that generate 30 or fewer new two way peak hour trips, or for an increase in impervious surface up to 2,500 square feet on a developed site with no increase in building area.
- \$120 Transportation impact analysis review if applicable
- \$100 Concurrency evaluation if applicable
- \$100 Each resubmittal after first resubmittal
- \$150 For minor adjustment to approved final development plan or final development order.

+ Engineering Review Fees

- \$350 For additions/enlargements of less than 1,200 square feet and associated additional parking that generate 30 or fewer new two way peak hour trips, or for an increase in impervious surface up to 2,500 square feet on a developed site with no increase in building area.
- \$150 Each resubmittal after first resubmittal
- \$200 For minor adjustment to approved final development plan.

**Final Subdivision/Condominium Plat, Each Plat or Phase**

- \$500 Plus \$10/lot for each lot over 15
- \$ + Actual cost for required plat review, paid directly to County consulting surveyor
- \$ + Actual cost for recording fees, paid directly to Clerk of the Court

+ Engineering Review Fees

- \$800 Plus \$10/lot for each lot over 15
- \$ + Actual costs for follow-up reviews or site visits that may be necessary

**Request for Acceptance of Streets for Maintenance**

- \$200 For each subdivision, phase or area

+ Engineering Review Fees

- \$350 For each subdivision, phase or area