



**SMALL SCALE SITE PLAN REVIEW PROCEDURES**

Development Services – Planning Division  
 150 N. Lakeshore Drive | Ocoee, FL 34761  
 Phone: 407.905.3157 | Fax: 407.905.3158

Received Date – Office Use Only

1. For a Site Plan to be “Small Scale” it must be either: 1) a residential building containing 12 dwelling units or less, or 2) a non-residential building of 25,000 SF or less. Any Site Plan in excess of these criteria is defined as a Large Scale Site Plan, with different review procedures. Small Scale Site Plans are reviewed by staff but do not require public hearings or formal approvals by the Planning & Zoning Commission and City Commission.
2. Prior to submission, the applicant should contact the Planning Division at 407-905-3157 to schedule a Pre-Application Meeting. Before scheduling the conference, the applicant must provide five (5) copies of a conceptual site plan and a statement of intent to the Planning Division. If the applicant is not the owner of the property, an owner authorization letter will also be required to schedule a conference.
3. After the Pre-Application Meeting, a complete Small Scale Site Plan application including the following information should be submitted to the Planning Division:

	Small Scale Site Plan Application
	Owner’s Affidavit (one for each owner)
	Flat Review Fee \$1,500 + \$1,000 Review Deposit = \$2,500 Total Due
	Four (4) Property Boundary Surveys ( <i>signed and sealed by surveyor</i> ) and Full Legal Description
	(8) Sets of Small Scale Site Plans incorporating all of the information identified in the application under item #10 ( <i>folded</i> )
	Concurrency Management Applications with Completed Power of Attorney for:
	Preliminary Certificate of Concurrency + \$150 Flat Fee
	Final Certificate of Concurrency + \$250 Flat Fee
	Two (2) Soils Reports
	Two (2) Drainage Reports ( <i>signed and sealed by a professional engineer State of Florida registered</i> )

**Note:** See Land Development Code Article IV, Section 4-3(B) and (D) for Large Scale Preliminary and Final Site Plan Requirements, which also apply to Small Scale Site Plans.

4. Within approximately 10 business days of each plan submittal, the applicant is given staff review comments. The comments are usually sent via e-mail. The applicant is encouraged to schedule a Technical Staff Review Committee (TSRC) meeting to clarify all comments prior to resubmission. Please contact the Planning Division at 407-905-3157 to schedule.

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5. For each subsequent plan submittal, the applicant is required to submit a response letter addressing staff comments, along with eight (8) revised sets of site plans for each staff review.
6. Upon site plan approval, the applicant must submit eight (8) sets of plans to be stamped approved by the Development Services Director. The applicant will be notified by the Building Division when the building plans for the site are approved. Under a separate review, following notification from the Building Division, the contractor may proceed with final processing of the building permit. For questions regarding the Stormwater Pollution Prevention Plan and silt fencing requirements, please contact Development Services at (407) 554-7081. For questions regarding tree protection barriers, please contact the Zoning Inspector at (407) 905-3157.

Note: The above procedures are subject to change and do not include other application requirements for annexation, special exception, zoning, comprehensive plan amendments, etc.