

MARION COUNTY SCHOOL SITE PLAN REVIEW CHECKLIST

The following checklist shall be adhered to during the site plan review process by both Marion County Public Schools (MCPS) and the local agency. This does not prohibit MCPS from seeking waivers or variances. Unless agreed to otherwise, MCPS is expected to pay current fees for reviews, concurrency, and/or resulting impacts from MCPS new or expanded development.

	Item	Reference	Notes
1	Provide signed/sealed boundary and topographic survey	Chapter 5J-17.52(1) FAC	The survey shall be signed, sealed, and dated by a Professional Surveyor and Mapper licensed in the State of Florida with the dates of field survey shown.
2	Provide parcel number	LDC 2.12.4.L	
3	Provide Special Use Permit case number and resolution where applicable	LDC 2.12.4.L	School shall acquire SUP on selected site prior to submittal of site plan for review. A copy of SUP resolution shall be attached with site plan submittal.
4	Show land use designation and zoning classification of the subject and adjacent properties	LDC 2.12.4.L LDC 2.12.21 LDC 6.3.1.C	
5	Provide site area and gross impervious area	LDC 2.12.4.L	Existing and proposed
6	Show driveway access	LDC 6.11.5	
7	Show construction entrance and construction route plan.	LDC 6.11.6	Show construction entrance and provide a route plan.
8	Provide setbacks of all improvements	LDC 2.12.23	Proposed
9	Provide location and dimensions of all buildings and site improvements	LDC 2.12.19	Existing and proposed
10	Show all building uses and identifiers for 911	LDC 2.12.4.L	Existing and proposed
11	Show location and dimensions of buffers		Location and dimensions of proposed buffering shall be per Special Use Permit conditions where applicable or per Florida Safe School Design Guidelines.
12	Provide occupancy calculations including student amount, faculty and staff amount including proposed phasing		Proposed
13	Show internal access including vehicle, bus, bike, and pedestrian circulation; Provide calculation and show vehicle stacking length.	LDC 6.11.5	Proposed

14	Provide parking requirement and parking spaces breakdown	LDC 2.12.4.L LDC 6.11.8	Proposed
15	Show surrounding ROWs and streets	LDC 2.12.9	Existing and proposed.
16	Provide concurrency including traffic study, water, sewer, etc.	LDC 2.12.5 LDC 1.8.2	School shall submit traffic study as part of site plan review. School may elect to defer required concurrency review and approval per LDC 1.8.2..
17	Show easement or land reservation	LDC 2.12.10	Existing and proposed
18	Provide signage locations and dimensions	LDC 4.4.4	Existing and proposed
19	Provide Environmental Assessment for Listed Species (EALS) or EALS Exemption		Consistent with state requirements.
20	Provide for adjacent off-site traffic control devices as determined by traffic study		Traffic Study will determine what may be necessary such as turn lanes, signals and signs adjacent to the proposed project, and any proposed school zone pavement markings or other improvements.
21	Provide construction drawings and details for off-site roadway improvements	LDC 6.12	Some items will be determined by the traffic Study, but some are because of modifications for school access, such as striping and signage changes on adjacent rights-of-way. In some cases, additional public road is to be constructed for access the school and all construction must meet the governing agency's criteria (for Marion County, the Marion County Land Development Code).
22	Identify on the site plan cover which water management district criteria is being adhered to for onsite stormwater controls.		If there are no offsite discharges, Marion County presumes that the Water Management District Criteria meets or exceeds the County's criteria.
23	Show erosion and sedimentation controls		Consistent with water management district criteria and Florida Department of Environmental Protection (FDEP) and National Pollutant Discharge Elimination System (NPDES) permitting.
24	Water Management District Permit		Provide a copy of district permit when available.
25	Stormwater – Off-site Improvements	6.13.2	Impacts to off-site right-of-way and off-site improvements only.
26	Provide photometric plan for outdoor lighting	LDC 6.19	
27	Sidewalks	6.12.12	Off-site improvements only.
28	Right of Way		School shall provide all required easements and dedications for required right of way improvements where required by a Special Use Permit or where determined by a traffic study.