



Department of Economic and Development Services

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Effective October 15, 2019, revised 2/18/20

Plot Plans for Residential Lots in a Designed Subdivision

On April 15, 2019, Clay County began a Plot Plan/As-Built review process for residential lots within designed subdivisions. Plot Plans for residential lots in designed subdivisions are required to match the approved Development Plans. The following items must be shown on the Plot Plan:

Zoning Division Requirements:

- The title "Plot Plan"
- Applicant name, email and phone
- Site address (if available), lot, block and subdivision name
- Streets, sidewalks, driveways, easements and waterways
- Show air conditioner pads, patios, stoops, internal sidewalks
- Show all proposed and existing structures including main use and accessory. Provide use of each, as well as distances from property lines and building restriction line (b.r.l.)
- Show street trees, buffer trees and lot trees as required by the approved Development Landscape Plan and include the common and botanical names, tree size (tree caliper and height).
- Show any trees required for preservation and their minimum undisturbed area as indicated on the approved Landscape Plan
- Do not show street trees or other trees that will be installed with adjacent lot development
- Include 811 graphic.
- Include the following note: "Trees are to be installed in accordance with the Development Landscape Plans. Street tree locations may be adjusted for driveways but should not pose a sight obstruction."

Engineering Division Requirements:

- Finished floor elevation – proposed finish floor elevation as specified in the approved plans or the latest revision
- Lot elevations at the property corners – proposed ground elevation as specified in the approved lot grading plans or the latest revision
- Show with arrows the direction of drainage flow and include the drainage type; Type A (drainage flowing to the front), Type B (drainage flowing both directions), Type C (all flowing to the rear)
- Show the County Tolerances Table as follows:

COUNTY AS-BUILT TOLERANCES		
DESCRIPTION	OVER	UNDER
F.F. EL.	6" MAX	0" MAX
LOT ELEVATIONS	3"	3"

Submittal and Review Process:

Initial Plot Plans shall be submitted to the Zoning Division. Staff will have **7 days** to review the submitted Plot Plan and either approve or issue comments regarding necessary revisions.

The status of the Plot Plan review may be monitored through Clay County's Building Permit Search website at <https://public.claycountygov.com/PermitSearch/> (must use

Firefox, Edge, Chrome or Safari, NOT Internet Explorer). Enter the permit number and click on the Plans Review tab to view any outstanding issues. The Holds tab will indicate if there are any holds for Building Permit issuance and should be viewed and verified prior to attempting to pick up the Building Permit.

Revised Plot Plans shall be submitted to the Engineering Division and may be in paper form or separate .pdf files emailed to residentialsitereview@claycountygov.com. All revised Plot Plans must have the Building Permit number noted on the drawing.

As-Built Plans for Residential Lots in a Designed Subdivision

Prior to issuance of a Certificate of Occupancy (CO), an As-Built Plan, signed and sealed by a licensed Surveyor, shall be submitted to the County for review and approval. The As-Built Plan will be reviewed to ensure that the project was constructed according to the approved Development Plans and the approved Plot Plan.

As-Built Plan Requirements:

The As-Built Plan shall include all of the graphic and written requirements of the Plot Plan with the following additional items:

- The drawing must include the title "As-Built" and the Building Permit Number
- Finished floor elevation – actual survey shot of finish floor elevation beside the proposed elevation as shown in the approved plot plan.
- Lot elevations at the property corners and grade break points – actual ground elevation beside the proposed ground elevations as shown in the approved permit plot plans or the latest revision
- All required trees, both planted and preserved, identified by their name and size (measured 6" above grade for newly planted trees, or 4.5' above grade for existing trees)

Submittal and Review Process:

As-Built Plans and any subsequent revisions shall be submitted to the Engineering Division and may be in paper form or separate .pdf files emailed to residentialsitereview@claycountygov.com. Staff will have 7 days to review the submitted As-Built Plan and either approve or issue comments regarding required revisions.

The status of the As-Built Plan review may also be monitored through the Clay County's Building Permit Search website at <https://public.claycountygov.com/PermitSearch/>. The Holds tab will indicate if there are any holds for CO issuance.

For questions concerning Landscaping, contact Beth Carson at 904-541-3840 or beth.carson@claycountygov.com .

For questions concerning Engineering, contact Charlie Macatangay at 904-529-3739 or Charlemagne.Macatangay@claycountygov.com .

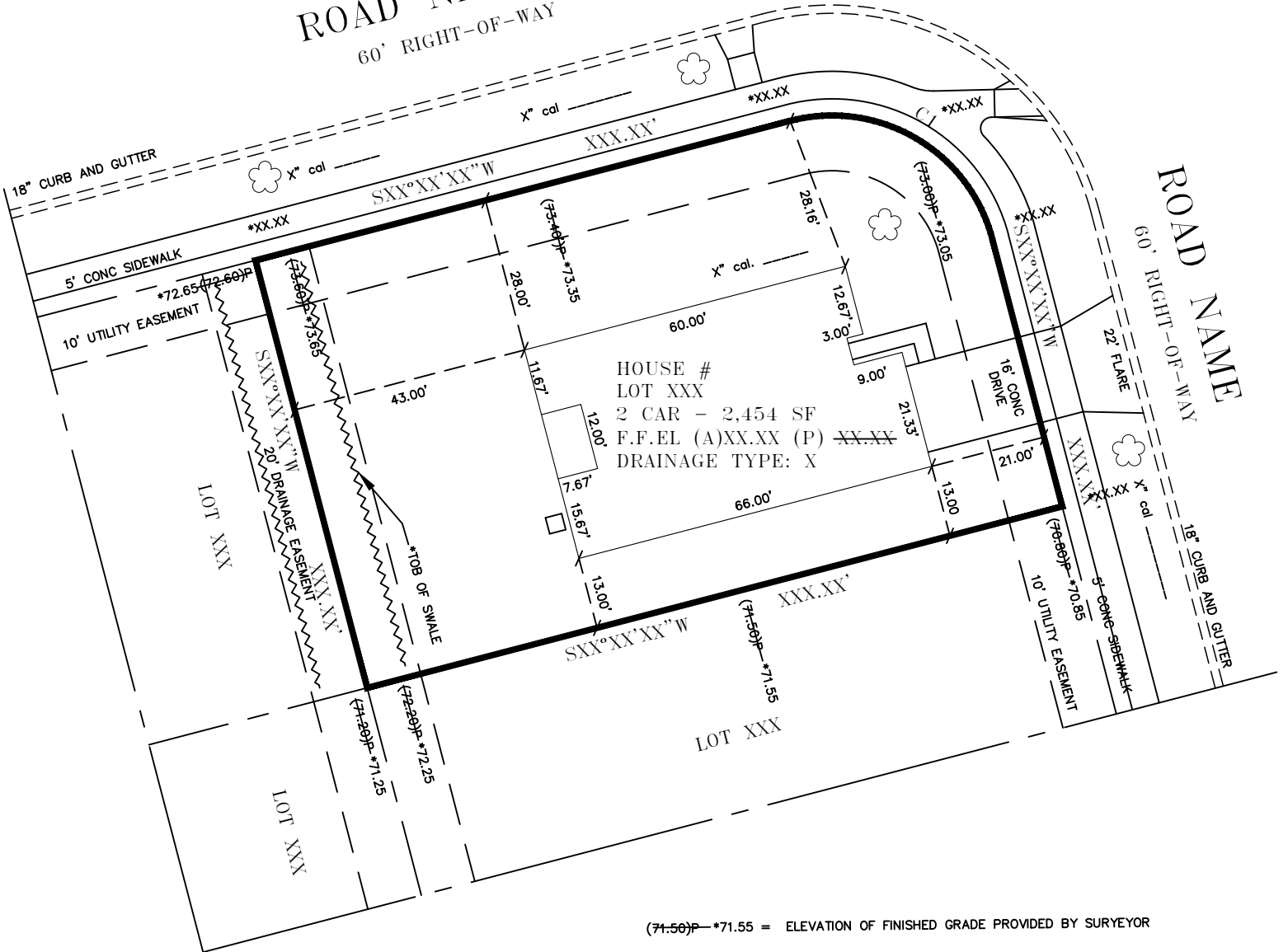
LOT XXX
SUBDIVISION NAME
 PLAT BOOK XX, PAGES XX-22
 DATE XX-XX-XX
 SCALE: 1"=XX'
 FLOOD ZONE "X"

PERMIT No. XXXXXX

LOT XXX
AS-BUILT

ROAD NAME
 60' RIGHT-OF-WAY

ROAD NAME
 60' RIGHT-OF-WAY



C. O. - AS BUILT

COUNTY AS BUILT TOLERANCES		
DESC	OVER	UNDER
F.F. EL.	6" MAX	0" MAX
LOT ELEVATIONS	3"	3"