

TOWN OF MICANOPY  
PRELIMINARY SITE PLAN CHECKLIST

APPLICATION NO. SP 25-02 (Micanopy Library)

DATE November 10, 2025

The preliminary site plan required to be submitted by the requirements of this land development code shall include the following elements from Section 10.2.9.B and D of the land development code, where applicable. If any of the following items are inapplicable to a proposed development, such item may be omitted, provided the applicant identifies in writing any missing item and includes a brief explanation of why it is inapplicable. The Planning and Historic Preservation Board may nonetheless require that missing information be provided if the Board finds it applicable:

- 1. All plans shall be drawn to a scale a scale of 1-inch equals 100 feet, unless the Planning and Historic Preservation Board or Town Administrator determines that a different scale is sufficient or necessary for proper review of the proposal.
- 2. The sheet size shall be 24 inches by thirty-six 36 inches. A 3/4- inch margin shall be provided on all sides except for the left binding side where a two-inch margin shall be provided.
- 3. If multiple sheets are used, the sheet number and total number of sheets must be clearly indicated on each.
- 4. The front cover sheet of each plan shall include:
  - a. A general vicinity or location map drawn to scale (both stated and graphic) showing the position of the proposed development in the section(s), township and range together with the principal roads, city limits, and/or other pertinent orientation information.
  - b. A complete legal description of the property.
  - c. The name, address and telephone number of the owner(s) of the property. Where a corporation or company is the owner of the property, the name and address of the
  - d. Name, business address, and telephone number of those individuals responsible for the preparation of the drawing(s).
  - e. Each sheet shall contain a title block with the name of the development, stated and graphic scale, a north arrow, and date.
  - f. The plan shall show the boundaries of the property with a metes and bounds description reference to section, township and range, tied to a section or quarter-section or
  - g. The area of the property shown in square feet and acres.

- \_\_\_\_\_ 5. Eight (8) copies of the submittals shall be required.
- ✓ 6. Unless a format is specifically called for below, the information required may be presented textually, graphically, or on a map, plan, aerial photograph, or by other means, whichever most clearly conveys the required information. It is the responsibility of the developer to submit the information in a form that allows ready met.
- ✓ 7. A legal description of the property under review for site plan approval.
- 8. Site conditions information, including:
  - ✓ a. A topographic map of the site of a scale a scale of 1 inch equaling no more than 100, showing at least five-foot contours in residential zones and two-foot contours in the 100 year flood prone areas.
  - ✓ b. Generalized soil types in the project area and in the surrounding area, if significantly different from the project area.
  - ✓ c. A scaled plan indicating the type and location of existing vegetation, including a written statement indicating the approximate size and location of major tree groupings as described in Article VI. Aerial and on-site photographs may be used to show vegetation.
  - ✓ d. A preliminary sedimentation control plan shall be submitted indicating the manner by which on-site generated sediment will be retained. The plan shall assure that sediment volume from the development leaving the property shall not be increased above the level existent prior to the beginning of construction activity.
- 9. A site condition map including:
  - ✓ a. A general location map showing the relationship of the site to such external facilities as streets, residential areas, commercial facilities and recreation/open space areas.
  - ✓ b. The location of all existing public streets, rights-of- way, easements and other reservations of the land in the area of the property in question, means of ingress and egress to all such properties, off-street parking, loading and service areas, if any, for or on such properties and any screening or buffers on such properties and the nature and type thereof.
  - ✓ c. The location, size and capacity of all existing utilities, including existing fire hydrant locations.
  - ✓ d. The location of all water holding or carrying facilities, natural or man-made, including creeks, ponds, sinkholes, ditches, culverts, storm sewers, and the direction of surface flow.
- ✓ 10. A dimensional site development plan of professional quality drawn at a suitable scale, but not smaller than one-inch equals 60 feet. A smaller scale for very large land area (over 40 acres in size) may be accepted upon approval of the Planning and Historic Preservation Board showing:

- ✓ a. The name of the person or firm who prepared the plans, the name of the developer, the name of the proposed project or development, a north arrow and date.
- ✓ b. The location of all proposed streets, driveways or other facilities designed to accommodate vehicular movement in the development and points of ingress and egress, parking areas including the exact number of spaces and loading and service areas (location of dumpsters and any utility buildings) and a traffic impact analysis of projected trip generation, including methods of circulation for the development.
- ✓ c. The location and dimensions of all proposed buildings and structures to be included in the development:
  - ✓ i. The location and dimensions of all proposed buildings and structures to be included in the development:
  - N/A ii. For residential development, indicating the exact number of dwelling units classified by numbers of bedrooms (number of one bedroom units, number of two bedroom units, etc.).
- ✓ d. Dimensions of all yard setbacks and open spaces.
- N/A e. Location of all open space and recreation areas, planned with attention to their adequacy in terms of size and placement, their effect on privacy of adjacent living areas and their relationship to community-wide open spaces and recreation facilities.
- ✓ f. The manner of drainage of the property, showing the manner of drainage of all impervious surfaces (including roofs of buildings) and all green areas, including all control devices such as storm sewers and retention or detention facilities.
- ✓ g. The percentage of the site that will be covered by buildings and structures and the percentage that will be covered by streets, drives, parking and loading areas.
- ✓ h. A grading plan including all finished elevations and contours.
- N/A i. The exact location of all public use easements.
- ✓ j. The exact location of all utility services, including connection points to the main systems and fire hydrant locations.
- N/A k. A development timetable, if project is to be constructed in phases.
- ✓ l. A sedimentation plan indicating the manner by which anticipated sediment and debris, generated within the confines of the development, will be retained on site (examples: hay bales, sediment traps, berms, etc., as appropriate to the situation).
- ✓ m. Information about the type and location of existing vegetation, including a written statement indicating the approximate size and location of major tree groupings and all individual trees with a trunk diameter of twelve (12) inches or more at a point four and one-half (4 1/2) feet above ground level. Aerial and on-site photographs may be used to show vegetation





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November 10, 2025

Ms. Sara S. Samario  
Town Administrator/Clerk  
Town of Micanopy  
P.O. Box 137  
Micanopy, FL 32667-0137

TRANSMITTED VIA ELECTRONIC MAIL

RE: Application No. SP 25-02 (Micanopy Library)

Checklist Review Concerning a Preliminary Site Plan

Dear Sara:

Please find enclosed a checklist concerning the above referenced preliminary site plan.

The applicant has met all of the requirements as listed on the checklist and the application should be scheduled for review.

If you have any questions concerning this matter, please do not hesitate to contact Sandra Joseph, Senior Planner, at 352.955.2200, ext. 111.

Sincerely,

Scott R. Koons, AICP  
Executive Director

Enclosure

xc: Kiersten Ballou, Esq., Attorney  
Patty Polk, Deputy Clerk  
S. Scott Walker, Esq., Town Attorney

Enclosure

SRK/sj

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