



JEFFERSON COUNTY, FLORIDA
BUILDING & PLANNING DEPARTMENT
445 WEST PALMER MILL ROAD
MONTICELLO, FLORIDA 32344
Phone (850) 342-0223

Planning Official: **David Wheeler**
Building Official: **James Kaufman**

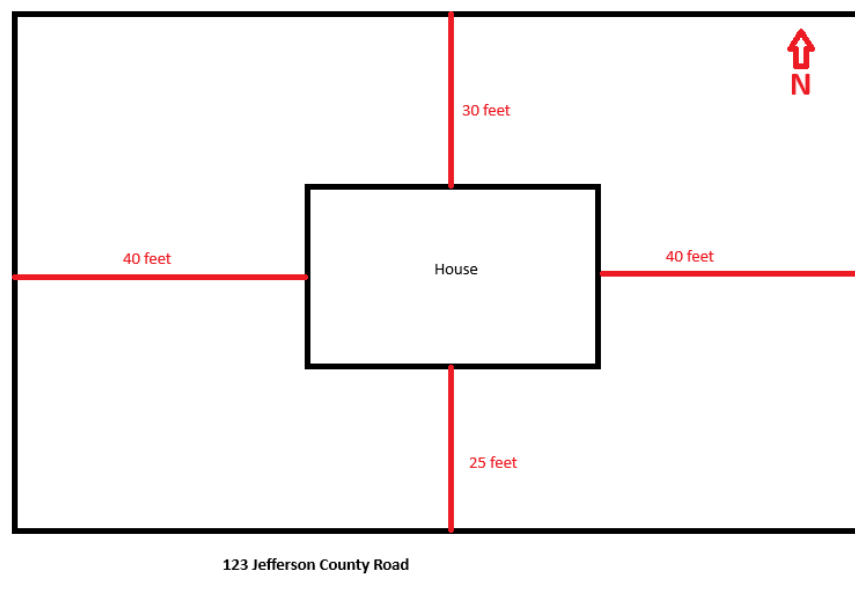
SUBMITTING A SITE PLAN

Along with your Development Application, a detailed site plan is required as part of the application process. A site plan can be as simple as a hand drawn layout of the applicant's property showing distances pertaining to the project or can be a printout/screen capture obtained by utilizing the Jefferson County Property Appraiser's website.

At a minimum, all site plans **MUST** show the location of the proposed project on the property and distances from all four (4) sides to and from the property lines. ***Distances from existing structures will NOT be accepted.***

- County setback distances from all 4 sides of proposed structure to each of the property lines:
 - 10 feet from BACK SIDE, RIGHT SIDE AND LEFT SIDE.
 - 25 feet from FRONT SIDE (ROADSIDE).
- For setback distances within the City of Monticello, contact City Hall: **850-342-0153**

Example of basic site plan:





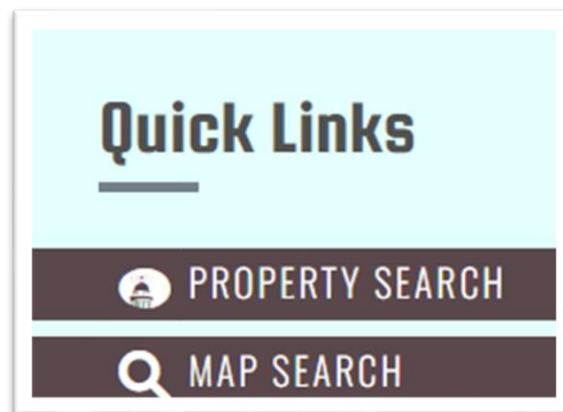
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For a more detailed site plan, you can utilize the Jefferson County Property Appraiser's website:

www.jeffersonpa.net

On the property appraiser's website homepage, locate the property using the PROPERTY SEARCH feature under Quick Links:



You can search for the property using any of the options located on the search page:

Search by Owner Name

☐ Exact name match?

enter name...

Search by Location Address

☐ Exact match?

enter address...

(Enter address or range of address (ex: 1200-1299 Main))

Search by Parcel Number

enter parcel number...

Search by Prop ID

☐ Exact match?

enter prop id...

Once you locate your property, you should be taken to a Report Page with a Parcel Summary. You will find a link on this page titled: [View Map](#)



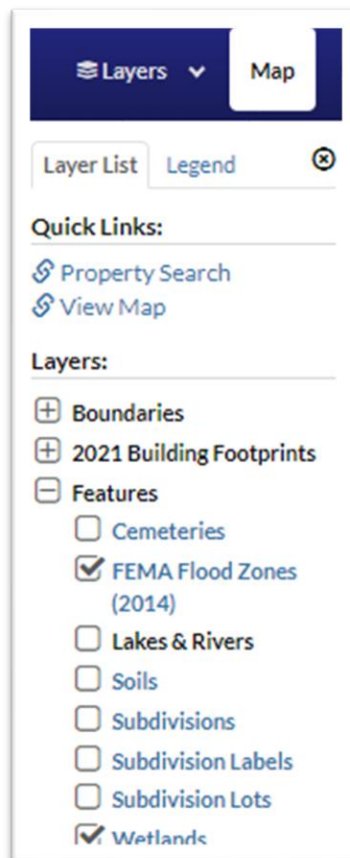
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Click on the [View Map](#) link and it will take you to the Map page.

While on the map page, you can ZOOM IN or ZOOM OUT using the **+** or **–** buttons located on the left side of the map. We suggest zooming in as much as possible but not too much to interfere with the view of the property lines.

To display and highlight the potential Wetlands and FEMA Flood Zone area select these Features which are located on the left-hand side of the of the page under the Layer List, selecting these check boxes will show any areas containing Wetlands or FEMA Flood Zones on the property. Wetland areas are indicated by a **Green Overlay** and FEMA Flood Zones are shown with a **Blue Overlay**.



Important Information Regarding Wetlands

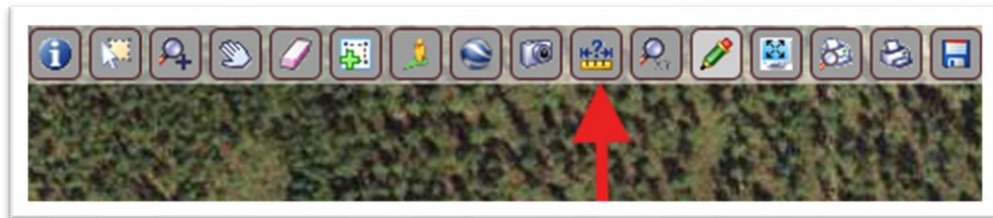


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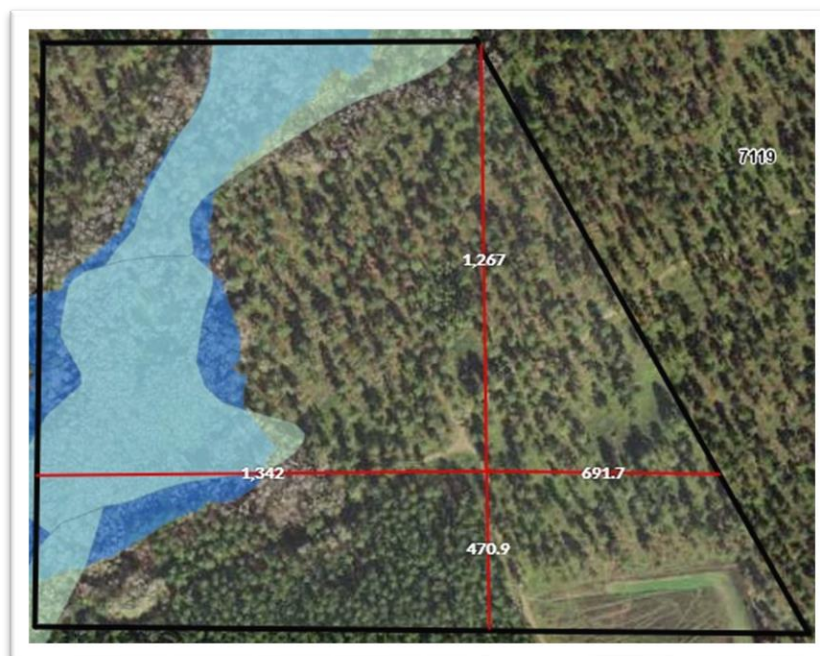
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A minimum 80-foot setback, measured landward from the FDEP wetlands jurisdictional line shall be established for all areas identified as FDEP jurisdictional wetlands.

To draw the distances from the property lines to the proposed project location on your property, you can click on the Measurement Tool located on the mapping toolbar.



After the Measurement Tool has been selected, a pop-up window will appear below the tool bar. Your cursor arrow will also now display a Red Box at the tip of the arrow. Place the Red Box on your property line then **SINGLE CLICK** to lock in the starting point position. Move the cursor arrow to the location of the project then **DOUBLE CLICK** to lock in the ending point. **Do this for all distances from all four (4) sides of the property lines to the location of the proposed project.** Example below:





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After you have measured out your distances from the property lines, you can print your site plan by clicking on the PRINT button located on the map page Toolbar.



It may take a second to load the new website. Once the page opens, you can decide if the map image needs to be zoomed in or out. We suggest you zoom in as much as possible without cutting off the image of your property. To zoom in or out you must go back to the map page, make any adjustments, then click on the PRINT button again.

Should you have any questions, do not hesitate to contact our office regarding questions or help with your site plan.

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