



## CITY OF OVIEDO

# SURVEY SUBMITTAL GUIDELINES FOR NEW CONSTRUCTION

The following types of construction activities will require the submission of a foundation/form board and a final survey to the Zoning Division/Planning and Development Division for setback review and approval:

- **Principal Buildings:** A building being constructed in which is conducted the main or principal use of the lot.
- **Additions:** Any construction that adds or enlarges the size of an existing principal building which changes the footprint of the building. Examples of an addition are: porch, carport, new room, room configuration, etc.  
*Exception:* Additions constructed of aluminum materials do not require the submission of foundation/form board or final surveys.
- **Accessory Use Buildings:** The use of this type structure is of a nature customarily incidental and subordinate to the principal use of the lot.  
*Exception:* Accessory structures of 120 square feet or less and/or constructed of aluminum materials do not require the submission of foundation or final surveys.

Regarding the finish floor/lot grading component of the plot plan, foundation/form board and a final survey review by the Engineering department the following shall apply:

- **Principal Buildings:** All principal building plot plans and surveys are to be forwarded to the Engineering department by the Zoning division to be reviewed for finish floor/lot grading requirements.
- **Additions:** Addition plot plans and surveys are to be forwarded to the Engineering department by the Zoning division for review if the Finished Floor Elevation (FFE) is different from the existing structure or the addition is not attached (stand-alone, independent of the primary structure).
- **Accessory Use Buildings:** Accessory Structures *do not* need to be reviewed for finish floor/lot grading by the Engineering department if the accessory structure to be constructed falls under one of definitions set forth in the Land Development Code for Accessory Structures.
- **Special exceptions/situations** are to be processed on a case-by-case basis.

A foundation/form board survey prepared and certified by a registered surveyor, submitted to, and approved by the City's Zoning Division shall be required prior to the scheduling and approval of the inspection that allows establishment of structure above grade. A final survey prepared and certified by a registered surveyor, submitted to, and approved by the City's Zoning Division shall be required prior to the scheduling and approval of the final building inspection. The survey shall certify placement of the building on the site, illustrate all surrounding setback dimensions and shall include the grade floor elevation.

Please be aware that construction of buildings in special flood hazard areas, upon placement of the lowest floor, including basement, and prior to further vertical construction, the elevation certification required in Section FBC 1612.5 shall be submitted to the Zoning Division/Planning and Development Division for approval. This is required regardless of preceding a LOMR-F (FEMA Letter of map revision based on fill)

\*\* Any Principal Building constructed in a Special Flood Hazard Area requires an original elevation certificate to be submitted to Zoning Division/Planning and Development Division upon completion, regardless if a LOMR-F has been submitted. This serves as back up documentation for FEMA, protects the residents and is part of the community's Higher Regulatory Standards.

## **PLOT PLAN / FINAL SURVEY SUBMITTAL REQUIREMENTS**

- Lot number
- Address / legal description
- Setback lines from principle structure and any accessory structures to property boundary (minimum of eight; two on each side)
- Primary building setback lines/envelope
- A/C unit locations with setback from property line
- Canopy trees sizes and locations as required by Land Development code
- Survey type
- Existing easements (i.e. drainage, utility, etc.)
- Building separation, if applicable
- Location of septic systems
- Flood zone reflecting current FEMA map revision date
- Lot grading type (A, B, C, etc.)
- Elevations showing crown of the adjacent street or right-of-way upon which the structure fronts (for Type A and B lots)
- Lot corner elevations and break point elevations
- Drainage swales (if applicable) with profile view
- Proposed finished floor elevation

## **FOUNDATION/FORM BOARD SURVEY SUBMITTAL REQUIREMENTS**

- Lot number
- Address / legal description
- Setback lines from principle structure and any accessory structures to property boundary (minimum of eight; two on each side)
- Primary building setback lines/envelope
- Survey type
- Existing easements (i.e. drainage, utility, etc.)
- Proposed finished floor elevation