

# STRATEGIC PLAN

**Marion County Growth Services Department  
2710 E. Silver Springs Blvd. Ocala, FL 34470**

**Sam Martsof, Director**



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# Marion County Growth Services Department

## Strategic Plan FY 2016-2020

### Executive Summary

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The Five Year Strategic Plan for the Department of Growth Services provides a detailed blueprint for future administration and management of the Department. The mission of the Growth Services Department is to effectively manage existing and new development to assure that new growth will enhance and improve the quality of life for its residents. To meet this challenge, the Department provides a wide range of services through each stage of the development process.

Reorganized in 2009, Growth Services consists of two divisions with a total FTE of 31. The Planning and Zoning Division provides both long range and current planning services in accordance with the policy guidance in the adopted Marion County Comprehensive Plan and Land Development Code. The Code Enforcement Division provides investigation, education, and compliance services in order to protect the health, safety, and welfare of the public.

During the economic recession, the demand for land development, permitting and planning services was dramatically reduced, and as a result, the Growth Services Department experienced a major reorganization and significant reductions in staff and programs. More recently, the economy has shown improved numbers for permitting and land development activities. As local economic conditions improve, Growth Services strives to provide the programs and resources to maintain a high level of customer service to meet community needs.

The Strategic Plan provides a comprehensive review of existing programs, staffing levels, and policy requirements, and other topics relevant to the land development process. An analysis is conducted on strengths, weaknesses, and opportunities for improvement. Specific areas analyzed include: code enforcement, information Management, environmental Protection, training, economic development, and level of service provision. The overall strategic direction for the Department over the next five years is defined in three goals: 1) provide quality customer service; 2) provide an effective and cost feasible level of service; and 3) prepare for and promote economic recovery. Measurable objectives and a detailed work program have been formulated to meet these goals.

## Strategic Planning Methodology

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Staff began the process of developing the Five Year Strategic Plan in December of 2015. Regular internal review meetings were scheduled to consider applicable data sources including budget documents, tactical statements, department statistics, and relevant material for graphical illustrations. Several sessions were held to discuss current problems and issues for inclusion in the Strengths, Weaknesses, Opportunities, Threats (SWOT) analysis.

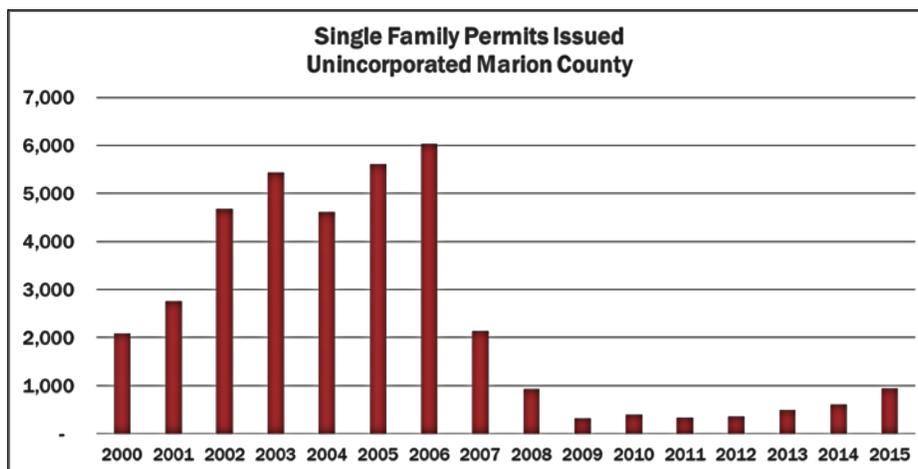
## Current Situation

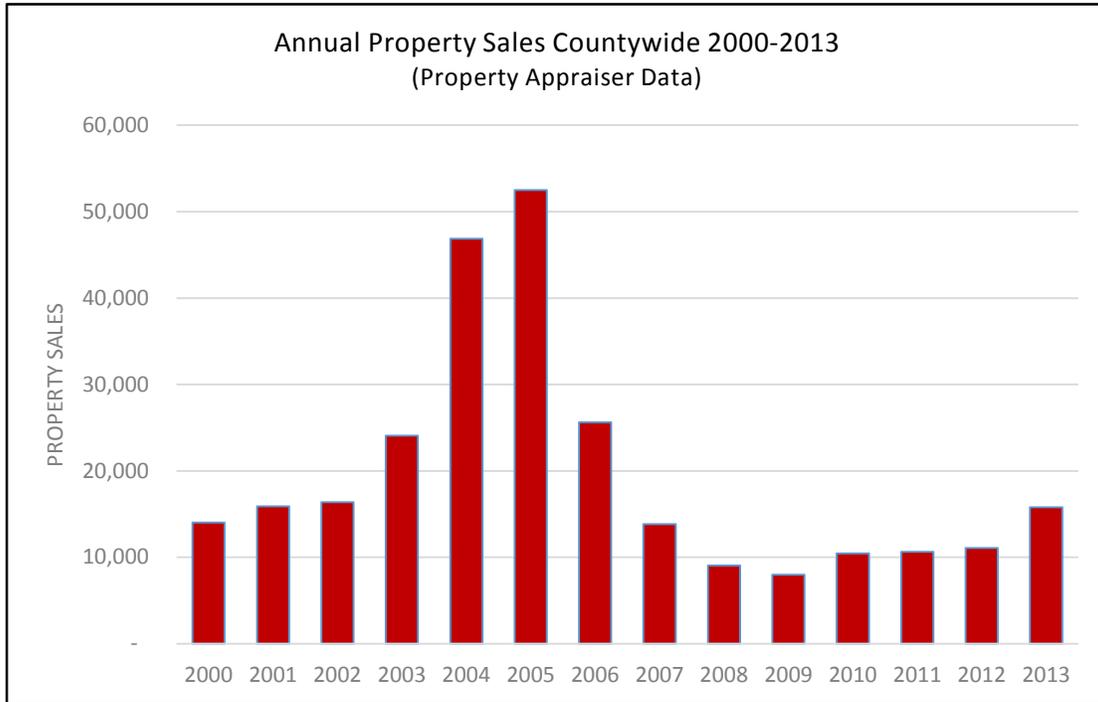
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### Trends and Conditions

The Growth Services Department provides a comprehensive range of services through each stage of the land development process. The Growth Services Department was created as part of the overall county reorganization plan adopted by the Marion County Board of County Commissioners on April 13, 2009. Prior to the reorganization, the Growth Management Bureau comprised 5 departments including Zoning, Planning, Code Enforcement, Building, and MSTU. With the reorganization, MSTU became a stand-alone department and building became a separate department. The remaining departments were consolidated into integrated divisions under the newly formed Growth Services Department. The Department receives funding from the County General Fund budget.

Permitting of land development activity reached a peak in 2006, but has dramatically declined since then due to the economic downturn. The economic trends of recent years are clearly reflected in the annual number of single family home permits issued and the number of real property sales as shown below.

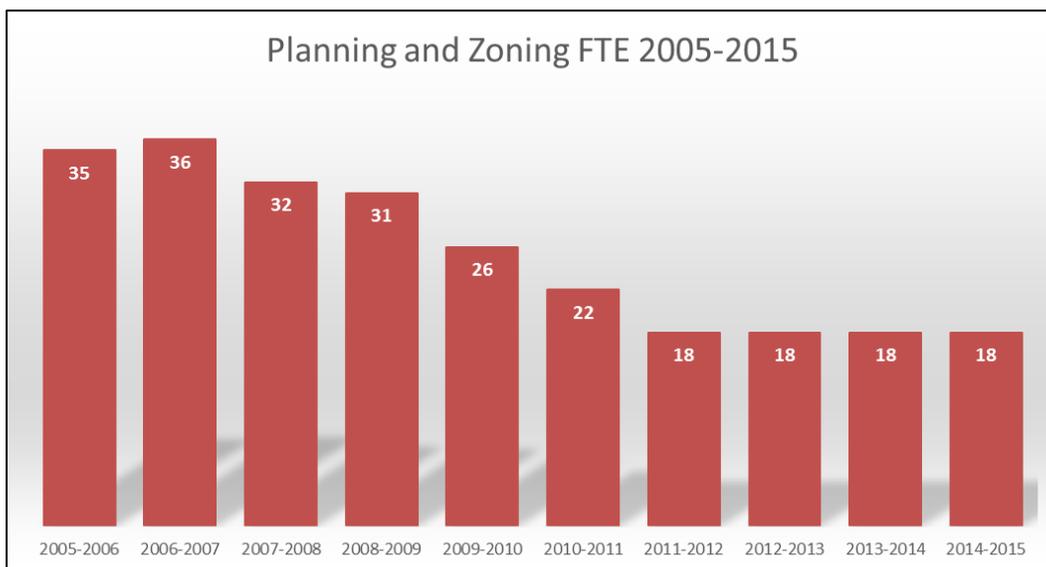


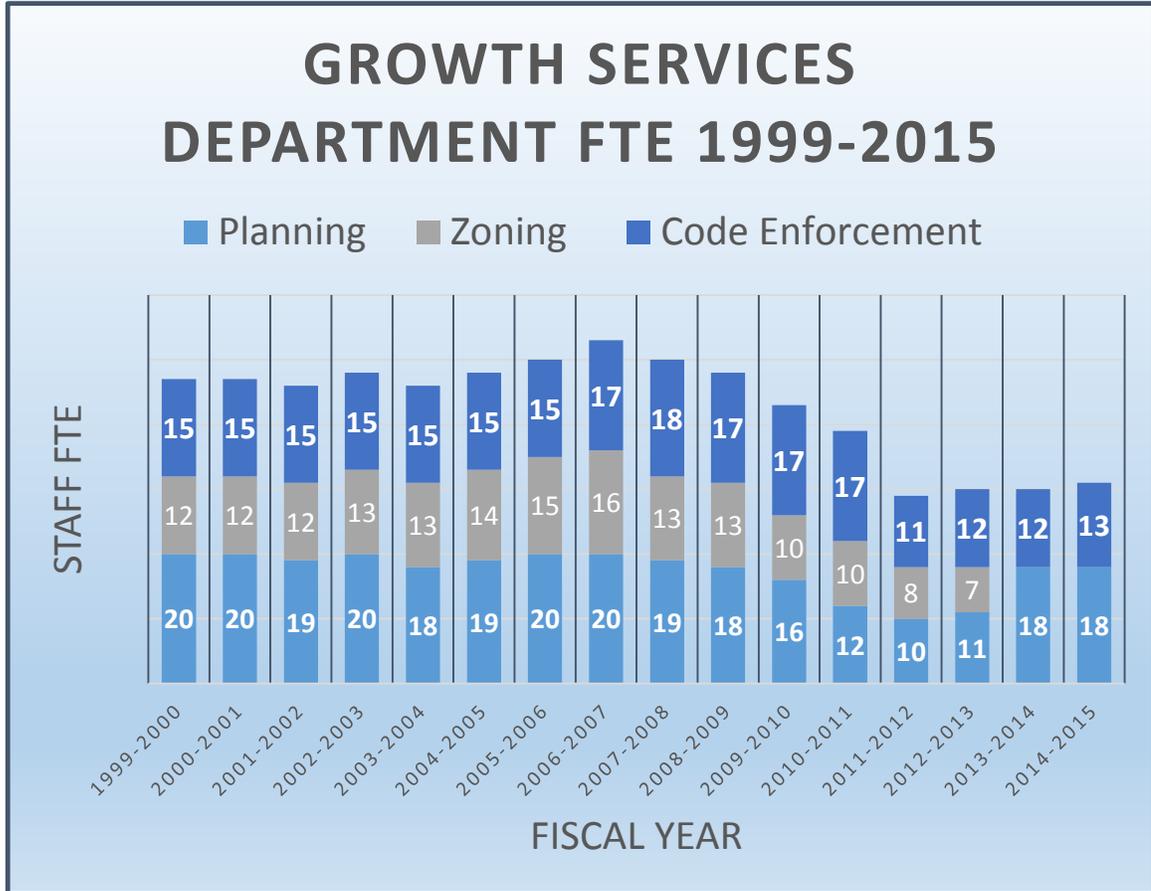


Presently, the Growth Services Department is staffed with 31 total personnel divided between two divisions. Staffing levels have been reduced in past years due to the worsening economic conditions in the County and the recent reorganization. The county is experiencing a gradual increase in annual permitting activity as the economic recovery proceeds.

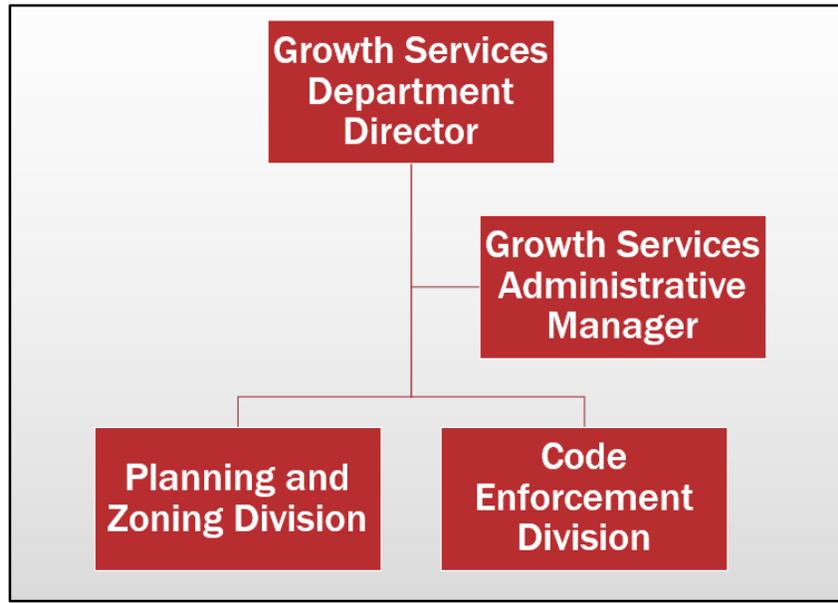
<b>Growth Services Department Staff</b>	
<b>Title</b>	<b>FTE</b>
Director	1.0
Development Review Coordinator	1.0
Strategic Resources Project Manager	1.0
Senior Planner	3.0
Planner II	1.0
Senior Planning Technician	1.0
Planning Technician II	5.0
Administrative Manager	1.0
Growth Services Coordinator	1.0
Administrative Staff Assistant	2.0
Staff Assistant IV	1.0
Staff Assistant II	2.0
Code Enforcement Officer	3.0
Code Enforcement Officer III	4.0
Code Enforcement Officer IV	4.0
<b>Total FTE</b>	<b>31.0</b>

Growth Services Department FTE 1999-2015			
Fiscal Year	Planning and Zoning	Code Enforcement	Total
1999-2000	32	15	47
2000-2001	32	15	47
2001-2002	31	15	46
2002-2003	33	15	48
2003-2004	31	15	46
2004-2005	33	15	48
2005-2006	35	15	50
2006-2007	36	17	53
2007-2008	32	18	50
2008-2009	31	17	48
2009-2010	26	17	43
2010-2011	22	17	39
2011-2012	18	11	29
2012-2013	18	12	30
2013-2014	18	12	30
2014-2015	18	13	31





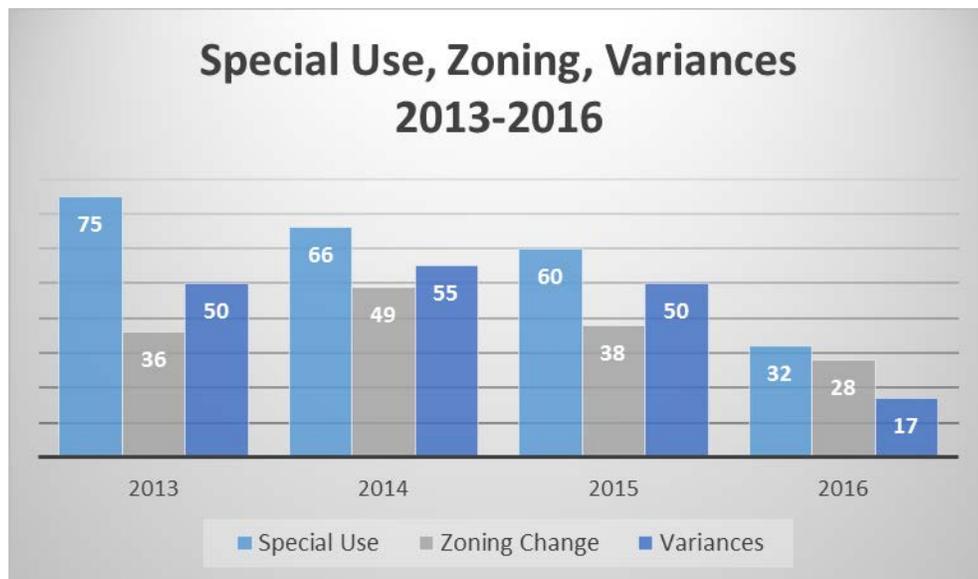
***Growth Services Department Organizational Chart***

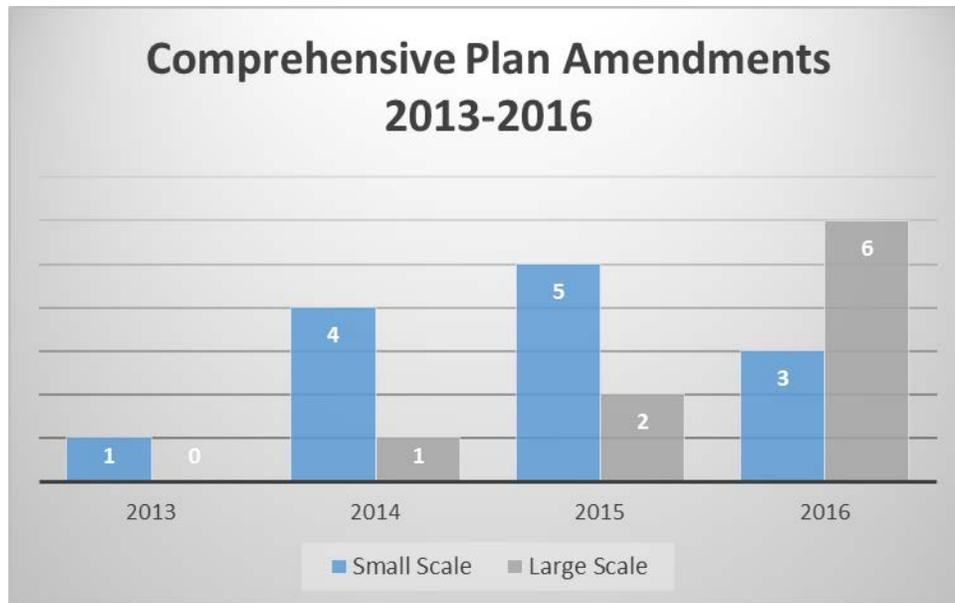


Despite the challenges of the economic downturn, the Growth Services Department continues to provide a high level of service to the citizens of Marion County through a variety of achievements as indicated below.

Applications Reviewed by Year						
Year	Special Use	Zoning Change	Variances	Small Scale	Large Scale	Totals
2013	75	36	50	1	0	162
2014	66	49	55	4	1	175
2015	60	38	50	5	2	155
2016	32	28	17	3	6	86
Total	233	151	172	13	9	578

*Note: Data for 2016 is January-June only.*





*Note: Data for 2016 is January-June only.*

Other key activities include:

- Established web-based Data Repository
- Started Resource Management Plan
- Created an electronic zoning map
- Converted Code Enforcement Board to a Special Master Updated the Land Development Code
- Updated of the Local Mitigation Strategy
- Established Community Redevelopment Area (CRA)
- Combined the Planning and Zoning Boards into one Planning and Zoning Commission
- Participation in the FEMA Flood Insurance Program and Community Rating System
- Floodplain Compliance
- Updated the Transportation Impact Fee in 2015
- Completed reconstruction of the one-stop Customer Service Center

## Core Functions

The core functions of the Department are listed below.

### Planning and Zoning

- Comprehensive Plan
- Land Development Code
- Long Range Planning
- Current Planning

- Development Review & Site Planning
- Impact Fee
- Building Permit Review
- Zoning, Variances, Special Uses
- Land Use and Zoning Determinations

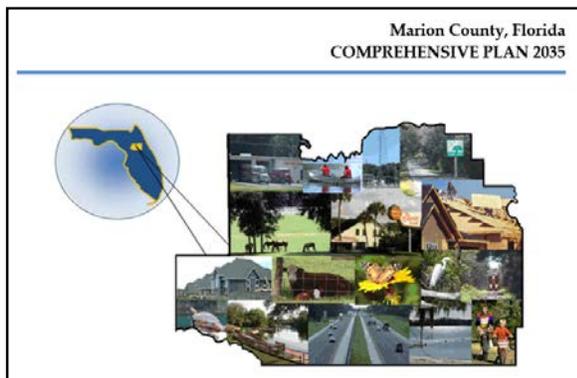
#### Code Enforcement

- Code investigation, education, and compliance
- Code Enforcement Board/Special Master
- Collection of Liens
- Abandoned Vacant Property Registration
- Unsafe Structures Abatement

#### Boards and Committees

- Planning and Zoning Commission
- Land Development Regulation Commission
- Board of Adjustments
- Local Mitigation Strategy Committee
- Development Review Committee
- Code Enforcement Board/Special Master
- Affordable Housing Advisory Committee
- American Planning Association/Florida Planning Editorial Board
- School Board Interlocal Agreement Steering Committee
- Community Redevelopment Agency

#### Planning and Zoning



The Planning and Zoning Division is divided into two sections. The primary responsibility of the Planning Section is to provide a combination of long and short range planning services focused on guiding future growth in the County through current development review and implementation of the Comprehensive Plan. Long range planning services provided by the division include: updating and maintaining the Comprehensive Plan, development of the Evaluation and Appraisal Report, transportation infrastructure planning, and community and economic

development. Short range planning services include: review of development for concurrency and consistency with the Comprehensive Plan, collection of impact fees, and review of amendments to the

Comprehensive Plan. Planning provides services to Marion County citizens, business owners, developers, and attorneys as well as a wide range of local, regional, and state agencies involved in growth management in North Central Florida. The Planning section strives to effectively manage existing and future development by facilitating the availability of adequate services and facilities, ensuring the wise use of our natural resources, promoting an awareness and consideration of cultural resources, and facilitating the protection and enhancement of the quality of life in Marion County.

The primary responsibility of the Zoning Section is to provide assistance to customers in understanding and complying with the Land Development Code through a range of services including development review, current site planning, Special Use Permits and Rezoning requests, agricultural exemptions, flood elevation information, map maintenance, and environmental resource protection. The Division provides services to the general public as well as other stakeholders in the business, government, and development sectors. The key focus is to promote a balance between community livability, economic vitality, and environmental sensitivity for all Marion County residents.



The Department provides support to other Marion County Departments as well as several advisory boards; the Planning and Zoning Commission; Land Development Regulation Commission; Board of Adjustment; the Code Enforcement Board and the Local Mitigation Strategy Committee. Staff assists regional agencies, such as the Ocala/Marion County Transportation Planning Organization (TPO) and the North Central Florida Regional Planning Council. Staff attends the Development Review Committee (DRC) and participates in regular pre-application meetings with developers, applicants, and citizens.

#### Code Enforcement

The Code Enforcement Division's responsibility is to educate citizens about Marion County codes and ordinances through a voluntary compliance program in order to protect the property values, health, safety, and welfare of the public. This division investigates code violations throughout Marion County, whether called in by a citizen or proactively generated. Voluntary compliance is encouraged. A Code Enforcement Board meets monthly to review those violations that have not been brought into compliance. In addition, a Special Master program is being created through an amendment to the County Code. Other duties of this section include collection of lien fines, providing lien searches, abandoned vacant property registration, and administration of the unsafe structure abatement program.

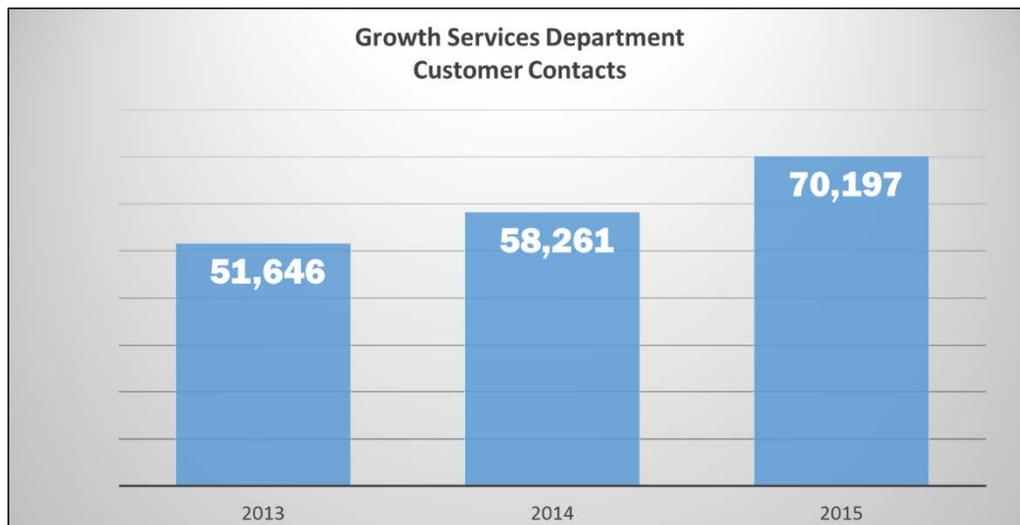
*Code Enforcement Program*



Customer Service/Public Outreach

Customer services are facilitated by our One Stop customer service area where we process thousands of customer interactions per year through phone calls, email, walk-ins, permits, and inspections. The volume of contacts has increased in recent years from 51,646 in 2013 to 70,197 in 2015 - an increase of 36%.

Growth Services Department Customer Service Data			
Year	Telephone	Walk-in, permits, inspections, etc.	Total Customer Contacts
2013	21,085	30,561	51,646
2014	23,124	35,137	58,261
2015	25,791	44,406	70,197



*Customer Service Area*



The Department of Growth Services maintains an active public outreach program through its many boards, committees, and special events. All meetings are open to the public and advertised in



accordance with the requirements of Florida Statutes. For cases involving rezoning, a variance, or special use permit on a particular parcel of land, individual notices are sent by mail to nearby property owners as required by the Land Development Code. In addition to regular land use hearings, the Department reaches out to the public through special programs:

- Educational presentations - The Department provides regular educational presentations to realtor and real estate broker groups.

- Citizens' Academy - Participation in the annual Marion County Citizens' Academy with other departments.
- National Planning Month - The Department sponsored an open house featuring special presentations to mark October as "National Planning Month".

#### Land Records and Demographics

The department maintains a substantial inventory of important electronic and paper documents related to land use, development review, and code enforcement. For example, prior to the establishment of formal platting requirements, the division of land was accomplished through submission of a survey or sketch. The department maintains an inventory of unrecorded subdivision maps and surveys which are recognized for development purposes. Other important records include the following:

- **4-H & FAA Database**
- **Ag Lot Splits**
- **Agricultural Farm Buildings**
- **Annexation Records**
- **Community Residential Homes**
- **Developer Agreements**
- **Development of Regional Impact**
- **Development Review Committee/ePlans**
- **FEMA Flood Elevation Certificates**
- **Home Occupations**
- **Ordinances/Resolutions**
- **Plat Vacations**
- **Policy 1.20 Letters**
- **Reliance Letters**
- **Subdivisions**
- **Bingo Licenses**
- **C & D Pits**
- **Cellular Towers**
- **Child Care Providers**
- **Code Violations**
- **Family Divisions**
- **Home Occupations**
- **Junk Yard Research**
- **Mines**
- **Parcel Aggregation**
- **Planned Unit Development**
- **Special Events**
- **Special Use Permits**
- **Temporary Permits**

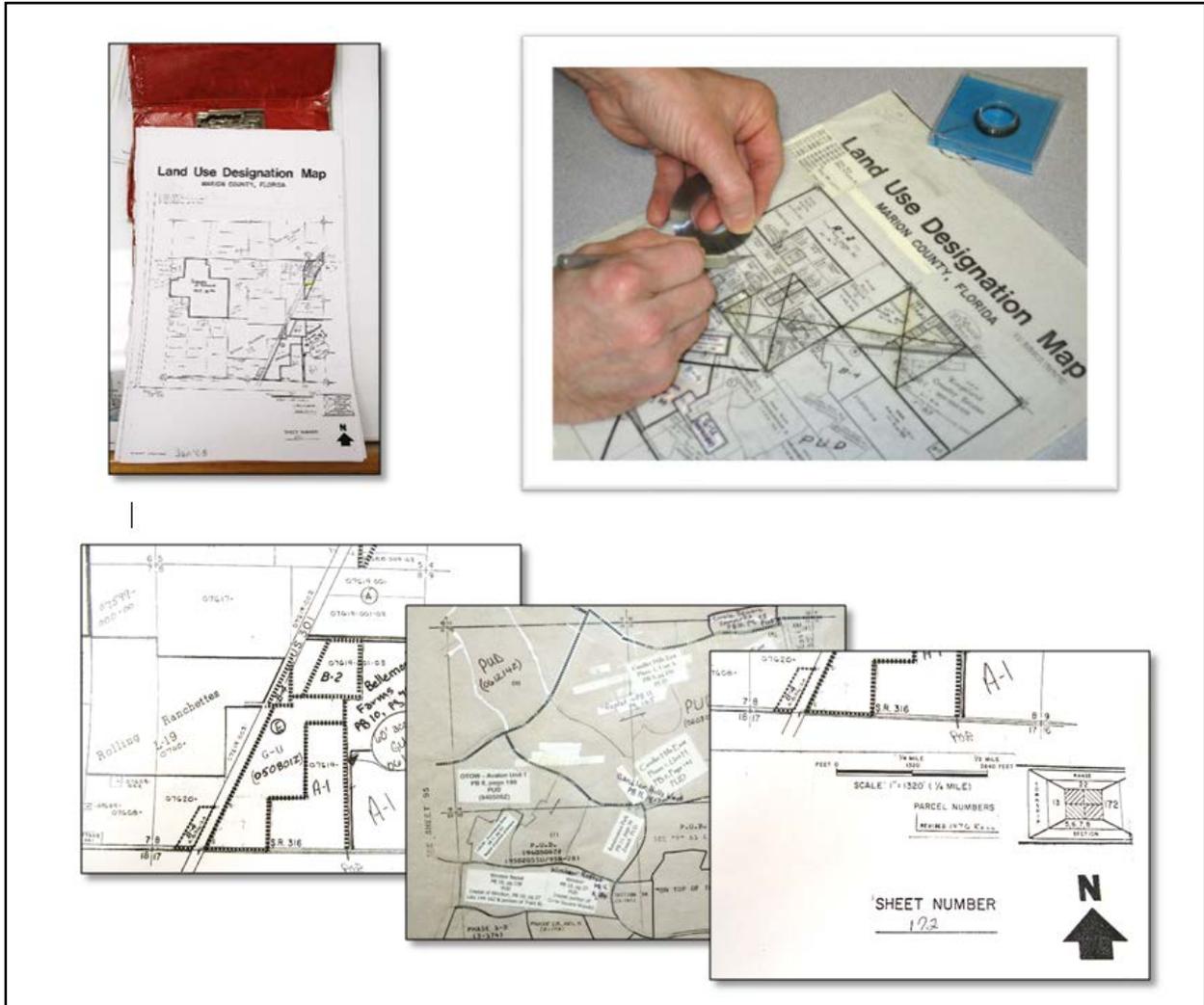
*Document Management – Land Record Files*



*Document Management - Zoning Map Cabinet*

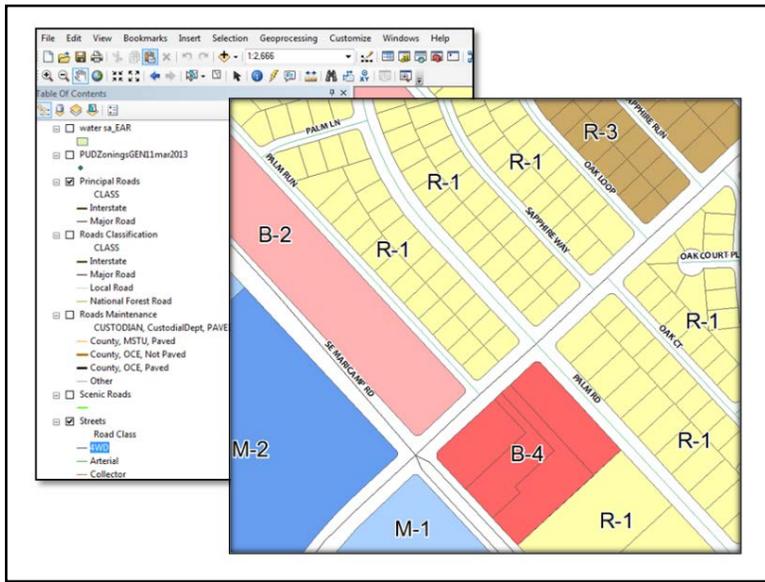


Document Management – Update of Paper Zoning Maps

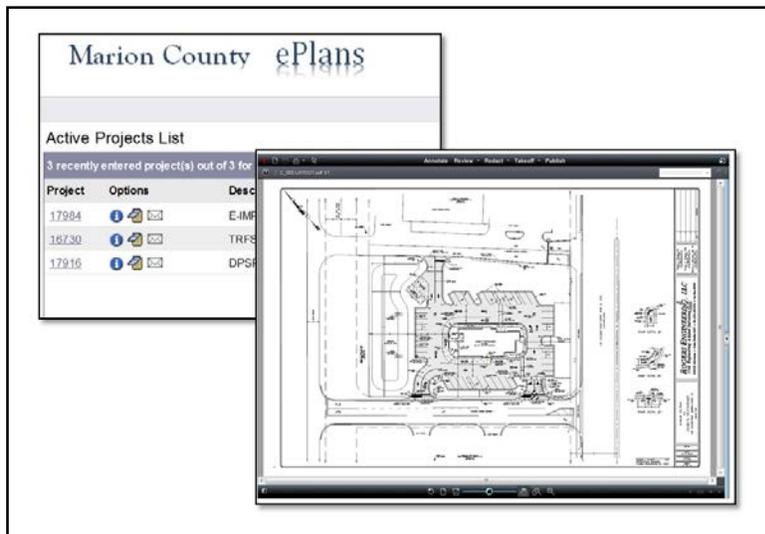


In addition to paper records, a web based **Data Repository** has been established which contains essential census, demographic, and economic data related to Marion County.

### GIS and Technology Applications



The Geographic Information System (GIS) is used extensively by the department to store important land data on zoning, future land use, floodplain data, aerial photography and other topics. Map data from the system is also used in presentations before the Planning and Zoning Commission and Board of County Commissioners.



The “ePlans” system provides for electronic submission of project applications by engineers and developers. The system eliminates the need for distribution of cumbersome paper plans and allows various county departments to directly comment and markup plans online. Applicants can then log into the system and review the comments made by county staff.

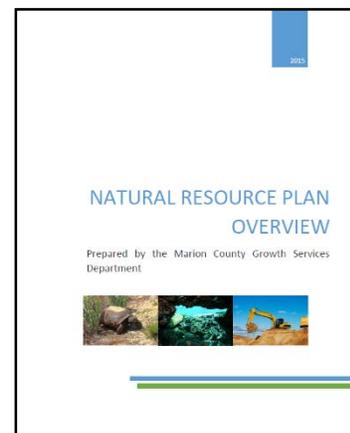
#### Environmental Protection/Natural Resources

The Comprehensive Plan identifies “Environmentally Sensitive and Locally Significant Natural Resources due special protection to minimize adverse impacts to the resources”. Our resource protection efforts are largely implemented through the Land Development Code. Overlay districts have been established such as the ESOZ – Environmentally Sensitive Overlay Zone. Other techniques include:

- Identification of natural resources on-site during development review.
- Design, construction and management techniques to protect natural resources.
- Mapping of natural features such as karst areas
- Guidelines for extraction of commercially viable mineral resources.

In addition to established development review procedures, the Department is undertaking several ongoing initiatives related to environmental protection and natural resources. The Natural Resources Plan, approved by the Board of County Commissioners in January of 2016, provides a planning framework to meet the goals of habitat protection, groundwater recharge area protection, and protection of prime agricultural lands. Work program strategies include:

- A county-wide habitat conservation plan for Florida scrub jay and other scrub/sandhill species
- Expand Environmentally Sensitive Overlay Zones to include specific upland communities.
- GIS based tools to assist the development community.
- Water Supply Plan through 2050.
- Management plan for Lake Weir.
- Maximum coordination between water management districts.
- Focused strategy for mining outside of the Urban Growth Boundary.
- Inventory and evaluation of entitlements for historic mines.



A summary of the action items for the Natural Resource Plan is provided in Appendix J – Natural Resource Plan Implementation.

#### Intergovernmental Coordination

Many of the land development issues facing the Department require extensive coordination with adjacent local governments, state/regional agencies, and the federal government. In the area of transportation planning, staff participates in the Technical Advisory Committee to the Ocala/Marion Transportation Planning Organization. The Department coordinates the Local Mitigation Strategy Committee consisting of local and state agencies, nonprofit groups, citizens, other stakeholders involved in disaster preparedness planning. Growth Services staff also serve on the Affordable Housing Advisory Committee and the School Board Interlocal Agreement Steering Committee. Numerous public meetings are scheduled in the Growth Services Training room and other conference rooms each year.

#### Professional Development



Through participation in conferences, seminars and webinars, staff is able to obtain continuing education credits and formal certifications in their field of expertise. Staff also takes advantage of opportunities to network with other professionals from other communities to learn about the latest advances in their field.

- **American Planning Association**
- **American Institute of Certified Planners**
- **Florida Planning and Zoning Association**
- **Florida Redevelopment Association Certified Professional**
- **Florida Association of Code Enforcement**
- **Florida Floodplain Manager Association**
- **Certified Floodplain Manager**
- **APA Florida Planning Editorial Committee**

Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis

The Growth Services Department has experienced a range of challenges predominantly associated with the economic downturn particularly at the State and County level. These challenges include budget constraints, reduced economic activity, and a reduction in staffing levels. The challenge as economic conditions improve, is the ability to continue to provide timely and efficient services to Marion County.

Strengths	Weaknesses	Opportunities	Threats
<b>Code Enforcement</b>			
<ul style="list-style-type: none"> <li>The Code Enforcement Board (CEB) schedules regular monthly meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Frequent lack of quorum and subsequent meeting cancellations.</li> </ul>	<ul style="list-style-type: none"> <li>Flexibility to adjust system.</li> <li>Use of a Special Master instead of CEB to process violations.</li> </ul>	<ul style="list-style-type: none"> <li>Failure to conduct regular meetings could cause a backlog of CEB cases and a reduced level of service.</li> </ul>
<ul style="list-style-type: none"> <li>Code Enforcement actions are primarily initiated by complaints from the public. Emphasis is on compliance with the code as opposed to punishment.</li> </ul>	<ul style="list-style-type: none"> <li>To a certain extent, the economic downturn has increased the number of code violations and the ability of property owners to comply with adopted codes.</li> </ul>	<ul style="list-style-type: none"> <li>In addition to citizen complaints, it is also feasible to be more proactive and seek out violations in known problem areas.</li> </ul>	<ul style="list-style-type: none"> <li>The economic downturn creates challenges for meeting the requirements of the code for both residential and commercial areas.</li> </ul>
<b>Public Outreach</b>			
<ul style="list-style-type: none"> <li>The Department regularly provides options for public outreach, education, and dispute resolution. Examples include: public hearings FTP site, workshops, SIRE, website, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Limited internet and social media tools. Outreach is often constrained by narrow timeframes, and labor intensive paper based procedures. Somewhat limited by the mandates of Florida Statutes and procedures for posting of web data.</li> </ul>	<ul style="list-style-type: none"> <li>Provide more accessible, timely public information through the use of social media and an enhanced departmental media strategy.</li> </ul>	<ul style="list-style-type: none"> <li>Possible delay of meetings, readvertizing of public meetings.</li> </ul>

Strengths	Weaknesses	Opportunities	Threats
<b>Information Management</b>			
<ul style="list-style-type: none"> <li>The Department is required to collect and maintain a large amount of land record information. It is currently stored in both paper and electronic formats. A repository of Marion County statistical data is maintained on the web.</li> </ul>	<ul style="list-style-type: none"> <li>Need enhanced Geographic Information System (GIS) support, training, and staffing. Need to leverage the advantages of GIS technology with other departments.</li> <li>Due to the volume of the records that the department must maintain, storage and retrieval of existing paper records has become problematic.</li> </ul>	<ul style="list-style-type: none"> <li>The Zoning Maps are long overdue for conversion from paper to GIS format. Advanced tools for document management are available for efficient storage and retrieval of department records.</li> </ul>	<ul style="list-style-type: none"> <li>Loss of valuable information, inefficient retrieval and use of data, reduced level of service.</li> </ul>
<b>Environmental Protection</b>			
<ul style="list-style-type: none"> <li>Environmental protection and monitoring is a top priority addressed through several programs: Conservation Element, LDC Policies, Special Plans, and Intergovernmental Coordination.</li> </ul>	<ul style="list-style-type: none"> <li>Agency conflicts</li> <li>Funding support</li> <li>Fewer grants</li> <li>lack of communication &amp; Implementation of needed policies</li> </ul>	<ul style="list-style-type: none"> <li>Enhanced review and natural resource strategies.</li> <li>Intergovernmental coordination.</li> </ul>	<ul style="list-style-type: none"> <li>Rapid growth and development.</li> </ul>
<b>Training</b>			
<ul style="list-style-type: none"> <li>Professional development activities including maintenance of relevant certifications, and technical training.</li> </ul>	<ul style="list-style-type: none"> <li>Due to time constraints, not consistently completing County offered Employee Track and Management Track in-house training programs.</li> <li>Need budget support to provide periodic software training to keep abreast of new technology.</li> </ul>	<ul style="list-style-type: none"> <li>Outside training programs</li> <li>Webinars/remote</li> <li>GIS training</li> <li>Document Management system</li> <li>Collaborative document management software</li> <li>Coordination with outside agencies</li> </ul>	<ul style="list-style-type: none"> <li>Regulatory mandates with records retention and public records guidelines.</li> </ul>
<b>Economic Development</b>			
<ul style="list-style-type: none"> <li>The Department continually strives to achieve the Economic Development goals of the county.</li> </ul>	<ul style="list-style-type: none"> <li>Better communication is needed with the economic development community and related stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>Outreach and coordination with the CEP, agencies, Community stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>Loss of opportunity for business development and reduced efficiency on new economic projects</li> </ul>

Strengths	Weaknesses	Opportunities	Threats
<b>Level of Service</b>			
Maintaining level of service	Challenges as the economy improves: more development, more property conveyance, more demand for determinations, and more building permits. Other challenges: budget constraints, staff training, and lack of institutional knowledge.	Efficiency through streamlining of operations.	Budget constraints, increase demand for planning services; time for training staff.

## Vision (Strategic Direction)

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### Mission Statement

The mission of the Department of Growth Services is to effectively manage existing and future development to assure that new growth will enhance and improve the quality of life for its residents. A variety of tools are used to guide growth. These include plans, studies, codes, and ordinances that facilitate the provision of adequate services and facilities, the wise use of natural resources, the protection of the environment, and other techniques to make Marion County a great place to live and work. To advance this mission, the Department will implement the following goals, strategies, and objectives.

#### GROWTH SERVICES MISSION

“...effectively manage existing and future development to assure that new growth will enhance and improve the quality of life for its residents.”

### Goals, Strategies and Objectives

1) *Goal: Broad primary outcome*

a) *Strategy: An approach you take to achieve a goal*

i) *Objective: a measurable step you take to meet a strategy*

1) **PROVIDE QUALITY CUSTOMER SERVICE**

a) ***Customer Service priority***

i) Provide exemplary customer service and assistance in all Planning, Zoning and Code Enforcement matters.

ii) Continue the one-stop service office for Development Planning and processing of permits.

b) ***Education and Public Awareness***

i) Work with the IT and PIO departments to continue to improve the public availability of Growth Services' information via the internet and social media.

ii) Facilitate enhanced coordination and communication with community stakeholders such as the Ocala/Marion County Chamber and Economic Partnership (CEP) on matters of mutual concern.

iii) Provide periodic public outreach programs such as the “Growth Services Open House”.

- iv) Remain focused on educating our citizens regarding codes and ordinances in order to promote and gain voluntary and expedient compliance.

**2) DELIVER AN EFFECTIVE AND COST FEASIBLE LEVEL OF SERVICE**

***a) Growth Management Tools and Techniques***

- i) Continue Long Range Planning Activities, including the processing of Comprehensive Plan Amendments and responding to public requests for Comprehensive Plan and Zoning information.
- ii) Continue current planning, site planning, and development information services.
- iii) Manage and coordinate programs and activities that implement the Comprehensive Plan, the Land Development Code, the Data Repository, Economic Development, Community Redevelopment Areas, and Water Resources Planning.
- iv) Review and make recommendations on all development applications.
- v) Continue to provide impact fee administration.

***b) Improve Efficiency, Coordination and Communication***

- i) Continue to update and improve the Land Development Code to meet standards of efficiency, process, and clarity.
- ii) Continue being proactive in identifying violations and enforcement.
- iii) Manage the increase in building permit site plan review and approval activities accurately and in the most efficient manner.

***c) Leverage Information Technology and Document Management***

- i) Create an initiative for enhanced GIS user support, training and staffing.
- ii) Obtain a state-of-the art document management system for conversion of the paper land records into a secure, searchable database.
- iii) Proceed with conversion of the zoning maps to a GIS format.

***d) Workforce Training and Certification***

- i) Remain current regarding knowledge of the Land Development Code and related codes, ordinances, state and federal regulation regarding property use within the County.
- ii) Pursue advanced professional and technical certifications for staff.

**3) PREPARE FOR AND PROMOTE ECONOMIC RECOVERY**

***a) Updated Regulations***

- i) Continue to work with the Land Development Review Commission to update and streamline the Land Development Code.

***b) Economic Development Activities***

- i) Support, enhance, and promote a broad range of economic development opportunities contained in the Comprehensive Plan, Economic Development Element.

## Implementation Program

In support of our Goals, Strategies, and Objectives, the Department has initiated numerous projects that will be accomplished over the next five years. These projects are summarized by topic in the Work Program Table shown below.

Growth Services Department Work Program	
Task	Timeframe
Planning and Zoning	

- |  |         |
|--|---------|
| 1) Re-write of the Planned Unit Development (PUD)                          | 2016    |
| 2) CRA Silver Springs – Strategic Revitalization Plan                      | 2016    |
| 3) Roadway Corridor Design Development                                     | 2016    |
| 4) DRI Review and Coordination   | Ongoing |
| 5) Development of Minimum Housing code                                     | 2020    |
| 6) Comprehensive Plan and LDC Maintenance                                  | Ongoing |
| 7) Local Mitigation Strategy Update  | 2015-16 |
| 8) Community Rating System - Upgrade from Class 7 to Class 6               | 2018    |
| 9) Coordination with the Ocala/Marion Transportation Planning Organization | Ongoing |

Current Planning & Applications Review	
1) Monthly public hearing deadlines, report development, inspections, and application review	Ongoing
2) Hearings and Meetings	
a. Monthly Planning and Zoning Commission	Ongoing
b. Monthly Zoning Public Hearing	Ongoing
c. Monthly Board of Adjustment	Ongoing
d. Weekly Development Review Committee staff meetings	Ongoing
e. Weekly Development Review Committee hearings	Ongoing

### Environmental and Natural Resources

- |  |         |
|--|---------|
| 1) Natural Resources Management Plan                                   |         |
| a. Mining Inventory Update and Needs Assessment                        | 2016-17 |
| b. Refine Comp Plan/LDC Policies on Nat. Res.                          | 2017-18 |
| c. Groundwater Model Report/2050 Water Supply Plan                     | 2016    |
| d. GIS Habitat Information   | 2016    |
| e. Habitat Management Plan   | 2016-18 |
| f. Meetings with land managers   | Ongoing |
| g. Update Land Acquisition Manual                                      | 2017    |
| h. Evaluate Water Conservation Measures                                | 2016-20 |
| i. Invasive Species Management   | 2017    |
| 2) Lake Weir Management Plan   | 2016-17 |
| 3) Water Management District Coordination                              | Ongoing |
| 4) Agency Coordination MFLs, Basin Plans, etc.                         | Ongoing |
| 5) Coordination with the Withlacoochee Regional Water Supply Authority | Ongoing |

### Documents and Demographics

- |  |         |
|--|---------|
| 1) Web based Data Repository                       | Ongoing |
| 2) Monitor and update demographics                 | Ongoing |
| 3) Establish searchable document management system | 2017-18 |
| 4) Scanning of historical records                  | 2017-18 |

### Staffing and Training

- |   |         |
|---|---------|
| 1) Monthly GS staff meeting   | Ongoing |
| 2) Monthly staff meeting P & Z  | Ongoing |
| 3) Monthly staff meeting Code Enforcement   | Ongoing |
| 4) Training two new code officers   | 2015-16 |
| 5) Security plan for office facility  | 2015-16 |
| 6) Updating Standard Operating Procedures   | 2016    |
| 7) Enhance GIS training   | Ongoing |
| 8) Complete ongoing blending and cross training of past zoning and planning staff | 2016    |

#### Code Enforcement

- |   |         |
|---|---------|
| 1) Adopt special magistrate for Code Enforcement Hearings | 2016    |
| 2) Code enforcement cases and customer assistance         | Ongoing |
| 3) Registration of vacant properties                      | Ongoing |
| 4) Abatement unsafe structures                            | Ongoing |
| 5) Abatement of junk & litter                             | Ongoing |

#### Technology Enhancements

- |  |         |
|--|---------|
| 1) Adopt zoning maps as digital official zoning map  | 2016    |
| 2) Document core service time by segregating elements into reportable elements in CD Plus        | 2016-17 |
| 3) Incorporate CD Plus into the zoning change, land use change, special use and variance process | 2016-17 |
-

Additional staff support and capital purchases will be needed in the coming years to meet our objectives for level of service provision. As our customer contact numbers continue to increase, additional staff support and planning technician resources will be required. A specialist in the area of geographic information systems (GIS) will also be needed particularly in the areas of land use analysis, transportation planning, and environmental resource protection.

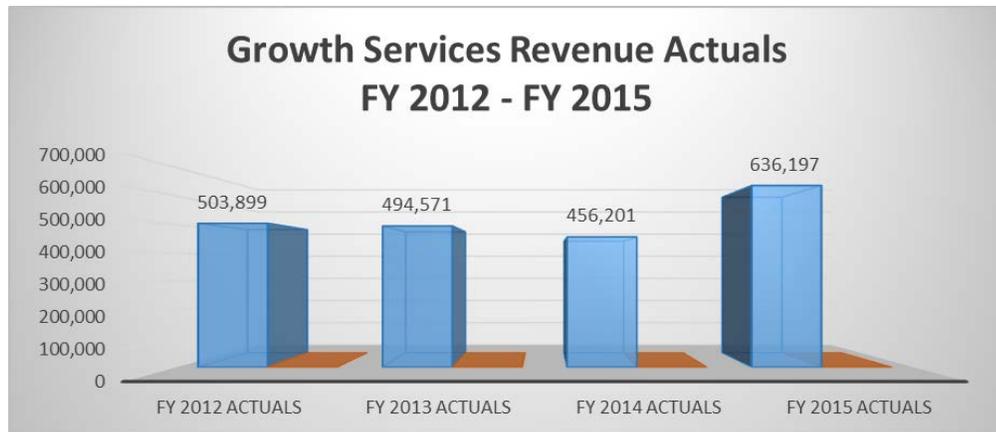
**Five Year Program  
Staffing/Initiatives/Vehicles**

	2016	2017	2018	2019	2020
<b>New Positions</b>					
Staff Assistant II Reclassify to Staff Assistant IV		X			
Code Enforcement Officer			X		
Admin. Staff Assistant				X	
Planning Tech II		X			X
GIS Analyst			X		
<b>New Initiative</b>					
Community Education and Outreach			X		
<b>New Vehicles</b>					
Planning & Zoning				1	
Code Enforcement	2	2	1	2	1

Financial Management, Performance Measures, Benchmarks

Revenues/Expenditures

<b>GROWTH SERVICES DEPARTMENT - REVENUE REPORTING</b>				
	<b>FY 2012 Actuals</b>	<b>FY 2013 Actuals</b>	<b>FY 2014 Actuals</b>	<b>FY 2015 Actuals</b>
<b>25030 Planning and Zoning</b>				
32900012 Special Events - Zoning	750	705	0	2,365
33730040 WRWSA - Water Supply Funding			398	3,460
34190014 Fees - Impact Fee Processing			0	0
34190015 Planning Amendment Appl	27000	25000	12,000	12,000
34190020 Fees - Zoning - Misc	74972	76462	76,376	235,564
34190032 Fees - Zoning - Site Plan Review	70021	68500	75,935	5,910
34190094 Sale of Maps and Publications	900	212	4,410	4,662
	<b>173,643</b>	<b>170,879</b>	<b>169,119</b>	<b>263,961</b>
<b>25060 Code Enforcement</b>				
31600040 Other Licenses - Code Enforcement	3450	3450	0	3,150
34190051 Fees - Code Fine Collections	118	97	51	54
34194125 Fees - Copying- Code Enforcement	44	32	0	15
34290020 Code Enforcement Agreement			0	80
34290025 Code Lien Searches			0	95,730
34290040 Fees - Foreclosure Registration	243100	242900	210,300	146,500
35400010 Fines - Code Enforcement Board	79026	73580	76,731	115,561
36100050 Interest - Code Enforcement Fines	4254	3200	0	10,534
36990050 Miscellaneous Revenue - Code	264	433	0	612
	<b>330,256</b>	<b>323,692</b>	<b>287,082</b>	<b>372,236</b>
<b>TOTALS:</b>	<b>503,899</b>	<b>494,571</b>	<b>456,201</b>	<b>636,197</b>



**Account Major Fund Line Item Detail History Proforma**  
 Marion County Board of County Commissioners Fiscal Year 2017

	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2016 Amended	FY 2017 Adopted
<b>000001 General Fund</b>						
<b>3120 Other Taxes Revenues</b>						
3440 31600040 Other Licenses - Code	0	0	3,150	4,000	4,000	3,000
	0	0	3,150	4,000	4,000	3,000
<b>3200 Licenses and Permits Revenues</b>						
2730 32900012 Special Events - Zoning	0	0	2,365	2,000	2,000	2,400
	0	0	2,365	2,000	2,000	2,400
<b>3300 Intergovernmental Revenues</b>						
2730 33730040 WRWSA - Water	0	398	3,460	0	0	0
	0	398	3,460	0	0	0
<b>3400 Charges for Services Revenues</b>						
2730 34190015 Planning Amendment	0	12,000	12,000	27,000	27,000	12,500
2730 34190020 Fees - Zoning - Misc	0	76,376	235,564	345,000	345,000	280,000
2730 34190032 Fees - Zoning - Site	0	75,935	5,910	72,000	72,000	43,000
2730 34190094 Sale of Maps and	0	4,410	4,662	5,300	5,300	4,700
3440 34190051 Fees - Code Fine	97	51	54	104	104	50
3440 34194125 Fees - Copying - Code	0	0	15	20	20	20
3440 34290020 Code Enforcement	0	0	80	0	0	0
3440 34290025 Code Lien Searches	0	0	95,730	76,000	76,000	119,000
3440 34290040 Fees - Foreclosure	242,700	210,300	146,500	160,000	160,000	97,000
	242,797	379,071	500,515	685,424	685,424	556,270
<b>3500 Fines and Forfeitures Revenues</b>						
3440 35400010 Fines - Code	73,580	76,731	115,561	97,000	97,000	109,000
	73,580	76,731	115,561	97,000	97,000	109,000
<b>3600 Miscellaneous Revenues</b>						
3440 36100050 Interest - Code	0	0	10,534	10,000	10,000	11,000
3440 36990050 Miscellaneous Revenue	0	0	612	1,000	1,000	1,000
	0	0	11,146	11,000	11,000	12,000
<b>10 Personnel Expenditures</b>						
2730 512101 Regular Salaries & Wages	0	758,896	822,313	827,248	827,248	860,992
2730 521101 FICA Taxes	0	54,141	58,389	63,083	63,083	65,866
2730 522101 Retirement Contributions	0	53,144	58,716	64,717	64,717	68,086
2730 523101 Health Insurance	0	117,493	133,472	157,826	157,826	177,485
2730 523401 Life, AD&D, LTD	0	5,071	3,842	3,877	3,877	4,039
2730 524101 Worker's Compensation	0	3,578	2,806	1,965	1,965	2,045
3440 512101 Regular Salaries & Wages	456,899	452,771	466,043	479,005	479,005	448,895
3440 514101 Overtime	857	363	876	1,000	1,000	1,000
3440 521101 FICA Taxes	33,433	33,027	33,820	36,721	36,721	34,420
3440 522101 Retirement Contributions	27,318	37,540	39,011	34,848	34,848	33,835
3440 523101 Health Insurance	69,193	80,395	82,164	112,424	112,424	119,860
3440 523401 Life, AD&D, LTD	3,119	3,039	2,099	2,235	2,235	2,103
3440 524101 Worker's Compensation	24,322	18,097	13,769	10,402	10,402	9,668
	615,141	1,617,555	1,717,320	1,795,351	1,795,351	1,828,294
<b>30 Operating Expenditures</b>						
2730 531109 Professional Services	0	0	0	0	4,800	10,000
2730 540101 Travel & Per Diem	0	1,361	1,666	5,780	5,780	5,111
2730 541101 Communications Services	0	2,340	2,966	5,272	5,272	4,498
2730 542201 Postage & Freight	0	3,110	2,049	5,058	5,058	3,656
2730 544101 Rentals & Leases -	0	8,656	14,853	13,944	13,944	15,014
2730 545101 Insurance - Premiums	0	5,688	4,885	5,205	5,205	5,205
2730 546301 Repairs/Maint - Equipment	0	1,080	1,080	300	300	1,895
2730 547101 Printing & Binding	0	5,835	922	8,543	8,543	8,009
2730 549112 Other Current Charges -	0	0	0	8,800	8,800	8,800
2730 549201 Advertising - Legal	0	8,641	7,424	19,184	19,184	19,184
2730 549990 Other Current Charges -	0	554	2,769	4,850	4,850	6,000

		<b>Account Major Fund Line Item Detail History Proforma</b>					
		<i>Marion County Board of County Commissioners</i>					
		<i>Fiscal Year 2017</i>					
		FY 2013	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017
		Actual	Actual	Actual	Adopted	Amended	Adopted
<b>000001 General Fund</b>							
2730 551101	Office Supplies	0	6,053	7,029	9,324	9,324	9,324
2730 552101	Gasoline, Oil & Lubricants	0	2,717	2,714	4,741	4,741	3,375
2730 552106	Computer Software	0	23,133	24,002	25,142	25,142	26,905
2730 552107	Clothing and Wearing	0	1,194	1,159	1,620	1,620	1,620
2730 552108	Operating Supplies	0	1,461	708	1,245	1,245	1,935
2730 552116	Operating Supplies -	0	611	397	9,929	9,929	2,520
2730 554101	Books, Publications &	0	365	0	441	441	961
2730 554201	Dues & Memberships	0	2,384	3,091	3,130	3,130	2,896
2730 555501	Training & Education	0	520	3,130	8,858	8,858	7,393
3440 531109	Professional Services	5,564	6,571	5,191	10,200	10,200	10,200
3440 534101	Contract Serv - Other -	63,196	84,891	155,621	208,934	204,507	208,934
3440 540101	Travel & Per Diem	1,341	1,275	2,185	4,510	4,665	4,270
3440 541101	Communications Services	5,350	5,993	6,080	10,266	10,266	8,480
3440 542201	Postage & Freight	7,606	8,020	5,102	12,330	12,330	7,327
3440 544101	Rentals & Leases -	765	0	0	0	0	0
3440 545101	Insurance - Premiums	12,987	10,023	10,149	7,814	7,814	7,814
3440 546301	Repairs/Maint - Equipment	864	0	758	883	883	883
3440 547101	Printing & Binding	430	1,203	399	3,140	3,140	3,283
3440 549120	Other Current Charges -	4,432	3,892	4,201	5,820	5,820	5,820
3440 549201	Advertising - Legal	2,310	4,650	4,023	6,750	6,750	5,500
3440 549990	Other Current Charges -	146	157	2,300	1,589	3,589	3,866
3440 551101	Office Supplies	615	1,017	947	1,272	1,272	1,272
3440 552101	Gasoline, Oil & Lubricants	39,787	43,492	27,528	35,929	35,929	24,658
3440 552106	Computer Software	7,797	5,360	4,241	4,668	4,668	4,844
3440 552107	Clothing and Wearing	2,317	1,320	2,912	2,827	2,827	2,776
3440 552108	Operating Supplies	3,180	3,370	6,111	7,547	8,747	7,547
3440 552116	Operating Supplies -	5,621	2,399	1,607	870	870	0
3440 554101	Books, Publications &	95	0	0	0	0	0
3440 554201	Dues & Memberships	385	420	455	560	560	520
3440 555501	Training & Education	1,895	1,685	2,360	3,355	5,627	2,860
		<u>166,683</u>	<u>261,441</u>	<u>323,014</u>	<u>470,630</u>	<u>476,630</u>	<u>455,155</u>
<b>60 Capital Expenditures</b>							
2730 564101	Machinery and Equipment	0	39,095	2,648	15,905	15,905	5,400
3440 564101	Machinery and Equipment	4,039	1,118	113,265	80,244	74,244	78,030
		<u>4,039</u>	<u>40,213</u>	<u>115,913</u>	<u>96,149</u>	<u>90,149</u>	<u>83,430</u>
<b>Fund Total Revenue:</b>		<u>316,378</u>	<u>456,199</u>	<u>636,198</u>	<u>799,424</u>	<u>799,424</u>	<u>682,670</u>
<b>Fund Total Expenditure:</b>		<u>785,863</u>	<u>1,919,209</u>	<u>2,156,247</u>	<u>2,362,130</u>	<u>2,362,130</u>	<u>2,366,879</u>
<b>Fund Balance:</b>		<u>-469,485</u>	<u>-1,463,010</u>	<u>-1,520,049</u>	<u>-1,562,706</u>	<u>-1,562,706</u>	<u>-1,684,209</u>
<b>Total Revenue:</b>		<u>316,378</u>	<u>456,199</u>	<u>636,198</u>	<u>799,424</u>	<u>799,424</u>	<u>682,670</u>
<b>Total Expenditures:</b>		<u>786,863</u>	<u>1,918,209</u>	<u>2,168,247</u>	<u>2,362,130</u>	<u>2,362,130</u>	<u>2,388,879</u>
<b>Fund Balance:</b>		<u>-468,486</u>	<u>-1,483,010</u>	<u>-1,620,048</u>	<u>-1,682,708</u>	<u>-1,682,708</u>	<u>-1,684,209</u>

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**Core Services Expenditure Summary grouped by Division and Department**

Marion County		Fiscal Year 2016	
Expenditure	Detail Item Description	Requested FTE	Requested Budget
<b>Growth Management and Inspections</b>			
<b>25030 Planning and Zoning</b>			
27301000	Zoning Change, Variances, Special Use	2.69	211,369
27302000	Customer Education & Determinations	7.02	421,461
27303000	Building Permit & Concurrency Review	1.62	104,337
27304000	Land Development Code & Comp Plan	1.56	116,256
27305000	Local Mitigation & Regulatory Impact Re	0.11	10,634
27306000	Development Plan Review & Inspection	0.54	43,112
27307000	Miscellaneous Zoning Permits	0.51	30,466
27307500	Miscellaneous Administrative Processes	1.41	116,932
27307550	Code Enforcement Mgmt / Administratio	1.80	136,572
27308000	Strategic Resources Project Manageme	0.47	44,589
27308500	Demographics	0.20	13,846
27309000	Community Redevelopment & Economix	0.33	26,406
	<b>Total Planning and Zoning</b>	<b>18.25</b>	<b>1,275,980</b>
<b>25060 Code Enforcement</b>			
34401000	Code, Permit and Contractor Violations	12.62	829,859
34402000	Code Enforcement Board Hearing	0.23	35,098
34403000	Abating Unsafe Structures	0.05	185,119
34404000	Abating Junk and Unserviceable Vehicle	0.06	30,430
34405000	Bingo Licensing	0.04	3,265
34406000	Administrative	0.00	2,370
	<b>Total Code Enforcement</b>	<b>13.00</b>	<b>1,086,141</b>
	<b>Total Growth Management and Inspections</b>	<b>31.25</b>	<b>2,362,121</b>

**Expenditure Line Item Budget Report grouped by Department, Division**  
**Marion County Board of County Commissioners** **Fiscal Year 2017**

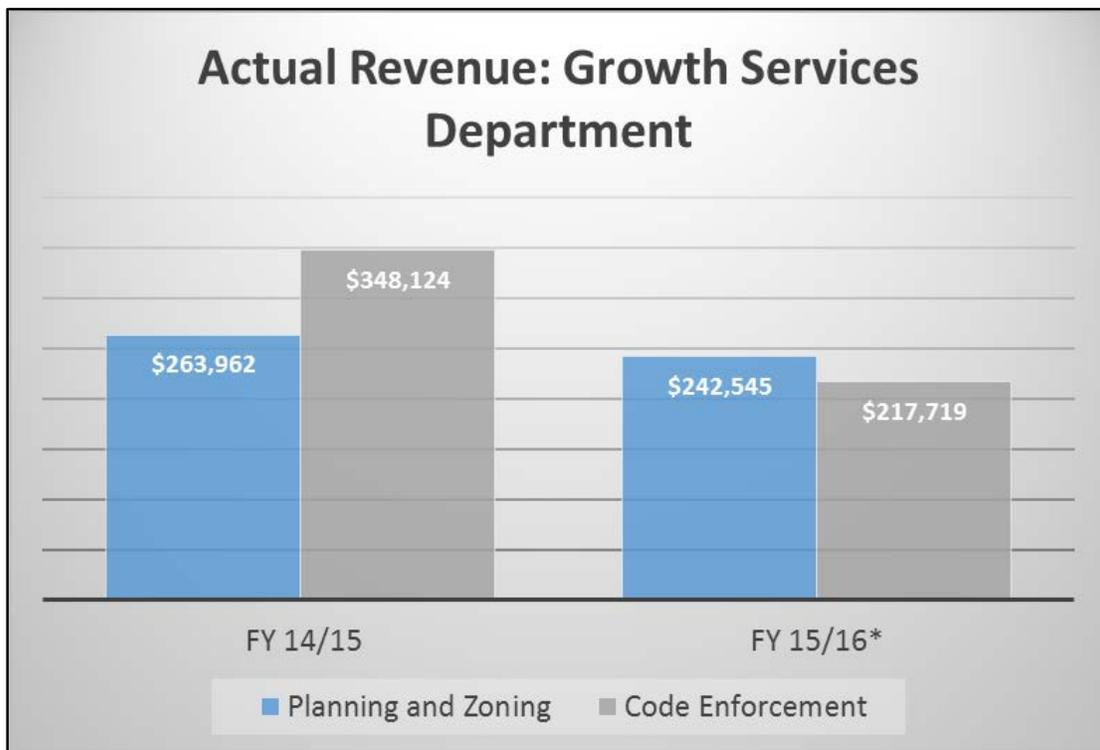
Account Code	Account Description	FY 2015 Actual	FY 2016 Adopted	FY 2016 Amended	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget
<b>2730 Planning and Zoning</b>									
<b>25030 Planning and Zoning</b>									
<b>2730 Planning and Zoning</b>									
512101	Regular Salaries & Wages	822,313	827,248	827,248	860,992	860,992	893,856	925,119	925,119
521101	FICA Taxes	58,389	63,083	63,083	65,866	65,866	68,381	70,772	70,772
522101	Retirement Contributions	58,716	64,717	64,717	68,086	68,086	70,557	72,908	72,908
523101	Health Insurance	133,472	157,826	157,826	177,485	195,234	225,909	260,780	286,854
523401	Life, AD&D, LTD	3,842	3,877	3,877	4,039	4,039	4,193	4,340	4,340
524101	Worker's Compensation	2,806	1,965	1,965	2,045	2,045	2,123	2,197	2,197
531109	Professional Services	0	0	4,800	10,000	0	0	0	0
540101	Travel & Per Diem	1,666	5,780	5,780	5,111	5,197	5,282	5,372	5,461
541101	Communications Services	2,966	5,272	5,272	4,498	4,589	4,677	4,771	4,867
542201	Postage & Freight	2,049	5,058	5,058	3,656	3,732	3,802	3,878	3,961
544101	Rentals & Leases - Equipment	14,853	13,944	13,944	15,014	15,314	15,619	15,930	16,250
545101	Insurance - Premiums	4,885	5,205	5,205	5,205	5,309	5,415	5,524	5,634
546301	Repairs/Maint - Equipment	1,080	300	300	1,895	1,933	1,971	2,011	2,051
547101	Printing & Binding	922	8,543	8,543	8,009	8,169	8,332	8,498	8,668
549112	Other Current Charges - Refunds	0	8,800	8,800	8,800	8,800	8,800	8,800	8,800
549201	Advertising - Legal	7,424	19,184	19,184	19,184	19,568	19,959	20,359	20,766
549990	Other Current Charges - Misc Expenses	2,769	4,850	4,850	6,000	6,120	6,243	6,367	6,494
551101	Office Supplies	7,029	9,324	9,324	9,324	9,510	9,701	9,895	10,093
552101	Gasoline, Oil & Lubricants	2,714	4,741	4,741	3,375	3,442	3,511	3,581	3,652
552106	Computer Software	24,002	25,142	25,142	26,905	25,454	25,964	26,483	27,013
552107	Clothing and Wearing Apparel	1,159	1,620	1,620	1,620	1,652	1,685	1,719	1,754
552108	Operating Supplies	708	1,245	1,245	1,935	1,148	1,170	1,194	1,217
552116	Operating Supplies - Computer Hardware	397	9,929	9,929	2,520	0	0	0	0
554101	Books, Publications & Subscriptions	0	441	441	961	450	460	469	479
554201	Dues & Memberships	3,091	3,130	3,130	2,896	2,954	3,013	3,073	3,134
555501	Training & Education	3,130	8,858	8,858	7,393	6,019	6,127	6,239	6,353
564101	Machinery and Equipment	2,648	15,905	15,905	5,400	7,500	1,200	1,350	0
	2730 Planning and Zoning	1,163,030	1,275,987	1,280,787	1,328,214	1,333,122	1,397,950	1,471,629	1,498,837
	25030 Planning and Zoning	1,163,030	1,275,987	1,280,787	1,328,214	1,333,122	1,397,950	1,471,629	1,498,837
	2730 Planning and Zoning	1,163,030	1,275,987	1,280,787	1,328,214	1,333,122	1,397,950	1,471,629	1,498,837
	<b>Report Total</b>	<b>1,163,030</b>	<b>1,275,987</b>	<b>1,280,787</b>	<b>1,328,214</b>	<b>1,333,122</b>	<b>1,397,950</b>	<b>1,471,629</b>	<b>1,498,837</b>

**Expenditure Line Item Budget Report grouped by Department, Division**

*Marion County Board of County Commissioners* *Fiscal Year 2017*

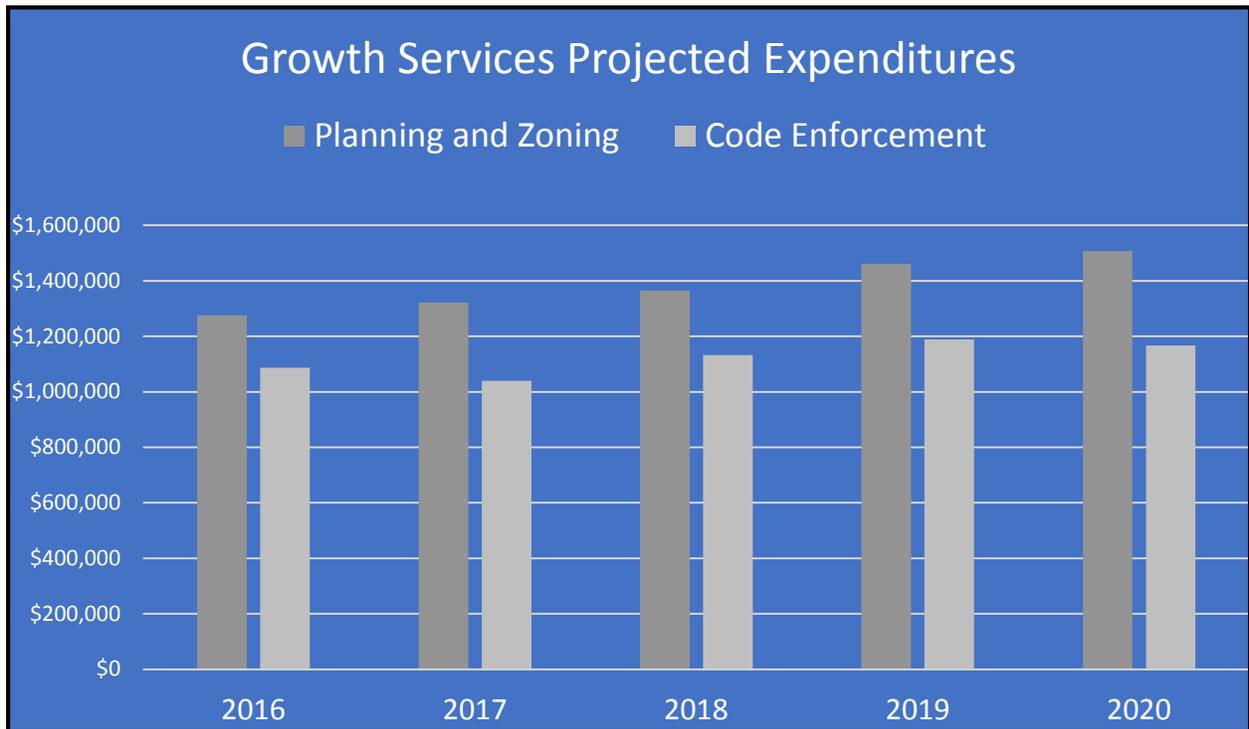
Account Code	Account Description	FY 2015 Actual	FY 2016 Adopted	FY 2016 Amended	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget
<b>3440 Code Enforcement</b>									
<b>25060 Code Enforcement</b>									
<b>3440 Code Enforcement</b>									
512101	Regular Salaries & Wages	466,043	479,005	479,005	448,895	476,792	482,158	482,015	482,015
514101	Overtime	876	1,000	1,000	1,000	1,000	1,000	1,000	1,000
521101	FICA Taxes	33,820	36,721	36,721	34,420	36,555	36,964	36,954	36,954
522101	Retirement Contributions	39,011	34,848	34,848	33,835	35,933	36,336	36,325	36,325
523101	Health Insurance	82,164	112,424	112,424	119,860	141,988	156,184	171,808	188,986
523401	Life, AD&D, LTD	2,099	2,235	2,235	2,103	2,233	2,258	2,258	2,258
524101	Worker's Compensation	13,769	10,402	10,402	9,668	10,353	10,485	10,482	10,482
531109	Professional Services	5,191	10,200	10,200	10,200	10,404	10,613	10,825	11,042
534101	Contract Serv - Other - Misc	155,621	208,934	204,507	208,934	213,112	217,375	221,723	226,157
540101	Travel & Per Diem	2,185	4,510	4,665	4,270	4,352	4,436	4,520	4,607
541101	Communications Services	6,080	10,266	10,266	8,480	8,650	8,823	8,999	9,180
542201	Postage & Freight	5,102	12,330	12,330	7,327	7,486	7,645	7,807	7,971
545101	Insurance - Premiums	10,149	7,814	7,814	7,814	7,970	8,130	8,292	8,458
546301	Repairs/Maint - Equipment	758	883	883	883	901	918	937	956
547101	Printing & Binding	399	3,140	3,140	3,283	3,343	3,404	3,466	3,529
549120	Other Current Charges - Clerk	4,201	5,820	5,820	5,820	5,936	6,055	6,176	6,300
549201	Advertising - Legal	4,023	6,750	6,750	5,500	5,610	5,723	5,837	5,954
549990	Other Current Charges - Misc Expenses	2,300	1,589	3,589	3,866	3,943	4,025	4,106	4,188
551101	Office Supplies	947	1,272	1,272	1,272	1,297	1,323	1,350	1,377
552101	Gasoline, Oil & Lubricants	27,528	35,929	35,929	24,658	25,151	25,654	26,167	26,690
552106	Computer Software	4,241	4,668	4,668	4,844	4,941	5,041	5,141	5,244
552107	Clothing and Wearing Apparel	2,912	2,827	2,827	2,776	2,832	2,888	2,946	3,006
552108	Operating Supplies	6,111	7,547	8,747	7,547	5,964	6,083	6,205	6,329
552116	Operating Supplies - Computer Hardware	1,607	870	870	0	0	0	0	0
554201	Dues & Memberships	455	560	560	520	530	541	551	562
555501	Training & Education	2,360	3,355	5,627	2,860	2,917	2,975	3,035	3,095
564101	Machinery and Equipment	113,265	80,244	74,244	78,030	61,864	32,152	54,244	21,372
	<b>3440 Code Enforcement</b>	<b>993,217</b>	<b>1,086,143</b>	<b>1,081,343</b>	<b>1,038,665</b>	<b>1,082,057</b>	<b>1,079,189</b>	<b>1,123,169</b>	<b>1,114,037</b>
	<b>25060 Code Enforcement</b>	<b>993,217</b>	<b>1,086,143</b>	<b>1,081,343</b>	<b>1,038,665</b>	<b>1,082,057</b>	<b>1,079,189</b>	<b>1,123,169</b>	<b>1,114,037</b>
	<b>3440 Code Enforcement</b>	<b>993,217</b>	<b>1,086,143</b>	<b>1,081,343</b>	<b>1,038,665</b>	<b>1,082,057</b>	<b>1,079,189</b>	<b>1,123,169</b>	<b>1,114,037</b>
	<b>Report Total</b>	<b>993,217</b>	<b>1,086,143</b>	<b>1,081,343</b>	<b>1,038,665</b>	<b>1,082,067</b>	<b>1,078,188</b>	<b>1,123,188</b>	<b>1,114,037</b>

Actual Revenue - Growth Services Department		
	Actual Revenue	
Division	FY 14/15	FY 15/16*
Planning and Zoning	\$263,962	\$242,545
Code Enforcement	\$348,124	\$217,719
<b>Total</b>	<b>\$612,086</b>	<b>\$460,264</b>
<i>* October 1, 2015 - May 23, 2016 only.</i>		



*\* October 1, 2015 - May 23, 2016 only.*

Projected Expenditures					
	Fiscal Year				
Growth Services	2016	2017	2018	2019	2020
Planning and Zoning	1,275,987	1,322,194	1,364,957	1,461,795	1,507,507
Code Enforcement	1,086,143	1,039,465	1,133,144	1,188,781	1,167,433
<b>Total</b>	<b>2,362,130</b>	<b>2,361,659</b>	<b>2,498,101</b>	<b>2,650,576</b>	<b>2,674,940</b>



Performance Measures and Benchmarks

The Department of Growth Services collects and maintains data on several benchmarks related to customer service, planning, zoning, and code enforcement activities. Refer to the table below for the FY 2013-2015 time period. The Code Enforcement data is also provided to the Florida Benchmarking Consortium for comparison with other jurisdictions. Additional statistical data is provided in Appendix G.

<b>MARION COUNTY GROWTH SERVICES</b>				
<b>DEPARTMENTAL OVERVIEW - JANUARY 2016</b>				
	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>Difference</b>	
<b>REVENUES</b>				
	\$ 456,200	\$ 636,197	\$ 179,997	increase
<b>Abandoned Vacant Properties</b>				
	2,102	1,474		
	\$ 210,200	\$ 147,400	\$ 62,800	decrease
<b>ABATEMENTS</b>				
Number of Abatements	30	46	16	increase
COST	\$ 100,115	\$ 155,621	\$ 55,506	increase
RECOVERY	\$ 24,720	\$ 60,448	\$ 35,728	increase
<b>CODE CASES</b>				
Action Orders	6,517	6,184	333	decrease
Phone Calls	14,965	15,205	240	increase
<b>ONE-STOP</b>				
CALLS	11,681	14,910	3,229	increase

## Appendix

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**Appendix A – Professional Organizations**

**Appendix B – Forms and Applications**

**Appendix C – Brochures and Public Education**

**Appendix D – Correspondence**

**Appendix E – Flow Charts**

**Appendix F – Community Rating System**

**Appendix G – Growth Services Data**

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**GROWTH SERVICES DEPARTMENT**

**APPENDIX**

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**APPENDIX A**  
**PROFESSIONAL ORGANIZATIONS**



The American Institute of Certified Planners is the American Planning Association's professional institute and the recognized leader in certifying professional planners and promoting ethical planning, professional development, planning education, and standards of practice.



**Florida Association of Code Enforcement**

**APPENDIX B**  
**FORMS AND APPLICATIONS**

## **APPENDIX B**

### **FORMS AND APPLICATIONS**

#### **Application packets**

- Administrative permit-Telecommunication antenna or tower site
- Non-residential farm structure
- Special use permit-Manufactured home in R-2, R-3 or R-E zoning classifications
- Special use permit-Mining
- Special use permit-Regular
- Special use permit-Telecommunication antenna or tower site
- Special use permit-Wastewater treatment facility and treated effluent disposal
- Variance
- Comprehensive Plan Amendment
- Abandoned Foreclosure Registration
- Complaint Affidavit
- Bingo Application

#### **Applications**

- 4-H and FFA exemption
- Home occupation-Agricultural
- Home occupation-Residential
- Land use and zoning request (fillable)
- Rezoning
- Subdivide or combine real property
- Temporary use permit-Off premises
- Temporary use permit-Recreational vehicle
- Temporary use permit-Regular
- Comprehensive Plan Amendment

#### **Other helpful documents**

- Flood zone request-1983 FIRM
- Flood zone request-2008 FIRM
- Map to Clerk of Courts Record Center
- Roadside vendor requirements
- Site plan instructional information



**Marion County  
Board of County Commissioners**

Growth Services ♦ Planning & Zoning

2710 E. Silver Springs Blvd.  
Ocala, FL 34470  
Phone: 352-438-2600  
Fax: 352-438-2601

[www.marioncountyfl.org](http://www.marioncountyfl.org)

**AGRICULTURAL NON-RESIDENTIAL FARM BUILDING  
EXEMPTION PACKET**

**PERMITS ARE NOT REQUIRED FOR ANY STRUCTURAL/ELECTRICAL/ PLUMBING/GAS OR MECHANICAL WORK BEING PERFORMED IN “NON-RESIDENTIAL FARM BUILDINGS” (FLORIDA STATUTES 604.50 & 553.75 AND FLORIDA BUILDING CODE 102.2.C).**

**TO QUALIFY FOR THIS EXEMPTION, THE PROPERTY OWNER MUST COMPLETE THE FORMS INCLUDED IN THIS PACKET AND SUBMIT THEM TO THE ZONING DEPARTMENT FOR APPROVAL. ONCE THE ZONING DEPARTMENT, DEPARTMENT OF HEALTH AND BUILDING DEPARTMENT HAVE REVIEWED THE INFORMATION, THE CUSTOMER WILL BE CONTACTED.**

**PARCEL ACCOUNT NUMBERS ARE REQUIRED ON ALL AGRICULTURAL NON-RESIDENTIAL FARM BUILDING EXEMPTION APPLICATIONS. FOR INFORMATION IN FINDING THE PARCEL NUMBER, CALL THE PROPERTY APPRAISER AT 352-368-8300. WITHOUT THE PARCEL NUMBER YOUR APPLICATION CANNOT BE PROCESSED. LAND AGRICULTURAL EXEMPTIONS ARE PROCESSED THROUGH THE PROPERTY APPRAISER’S OFFICE.**

**A **\$40.00** ZONING SITE PLAN REVIEW FEE MUST BE PAID AT TIME OF SUBMITTAL.**

**PLEASE PROVIDE THE FOLLOWING ITEMS:**

**CHECKLIST**

- COPY OF RECORDED DEED FOR PROOF OF OWNERSHIP**
- PARCEL ACCOUNT NUMBER**
- COMPLETED SITE PLAN**
- COMPLETED FLOOR PLAN OF PROPOSED STRUCTURE**
- COMPLETED AGRICULTURAL NON-RESIDENTIAL FARM BUILDING IMPROVEMENT APPLICATION**

*“Meeting Needs by Exceeding Expectations”*

**AGRICULTURAL NON-RESIDENTIAL**  
**FARM BUILDING IMPROVEMENT APPLICATION**

PARCEL ACCOUNT NUMBER \_\_\_\_\_

NAME OF PROPERTY OWNER \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CONTACT PHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

DIRECTIONS TO PROPERTY: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PROPOSED IMPROVEMENT AND/OR USE OF PROPOSED BUILDING: (PLEASE BE SPECIFIC)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF POWER COMPANY (IF ELECTRICAL SERVICES IS BEING ESTABLISHED ON THIS PROPERTY):

- PROGRESS ENERGY
- CITY OF OCALA
- SUMTER
- CLAY

PROPERTY OWNER SIGNATURE \_\_\_\_\_

\*\*\*\*\* DEPT. USE ONLY \*\*\*\*\*

ZONING DEPARTMENT APPROVAL \_\_\_\_\_

DEPARTMENT OF HEALTH APPROVAL (IF PLUMBING WORK OR A SEPTIC TANK IS BEING INSTALLED) \_\_\_\_\_

SL # \_\_\_\_\_ PERMIT # \_\_\_\_\_

BUILDING DEPARTMENT APPROVAL \_\_\_\_\_

*"Meeting Needs by Exceeding Expectations"*

**AGRICULTURAL NON-RESIDENTIAL FARM BUILDING SITE PLAN**

**(FOR PROPERTY WITH USE COVERAGE UNDER 9,000 SQ. FT. AND/OR 35% OF TOTAL COVERAGE)**

**OWNER'S NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PLEASE SHOW THE FOLLOWING INFORMATION**

- |   |   |
|---|---|
| 1. Location of <i>North</i>                     | 5. Location of any other coverage                     |
| 2. Outline of property with dimensions          | 6. Use of structures                                  |
| 3. Location and name of service street          | 7. Location of all parking, driveway & sidewalk areas |
| 4. Location & setbacks of <i>all</i> structures | 8. Location of well & septic tank                     |

**TOTAL TRACT AREA (SQ. FT.) OF THE FOLLOWING:**

<b>ALL BUILDINGS</b>	_____
<b>ANY OTHER COVERAGE AREA</b>	_____
<b>ALL PARKING</b>	_____
<b>ALL DRIVEWAY &amp; SIDEWALKS</b>	_____
<b>SEPTIC TANK</b>	_____

**SIGNATURE** \_\_\_\_\_ **TOTAL % OF COVERAGE** \_\_\_\_\_

*"Meeting Needs by Exceeding Expectations"*

- OCALA ELECTRIC UTILITIES
- SUMTER ELECTRIC COOPERATIVE
- CLAY ELECTRIC
- PROGRESS ENERGY

**POWER RELEASES ON FARM BUILDINGS/APPURTENANCES**

DATE: \_\_\_\_\_

TO WHOM IT MAY CONCERN:

THIS LETTER IS TO VERIFY THAT THE MARION COUNTY BUILDING DEPARTMENT HAS DETERMINED THAT THE BUILDING LOCATED AT:

\_\_\_\_\_  
ADDRESS CITY STATE ZIP

MEETS THE CRITERIA SPECIFIED IN FLORIDA STATUTE 553.73 TO QUALIFY AS A “NON-RESIDENTIAL FARM BUILDING” AND IS EXEMPT FROM FLORIDA BUILDING CODE, 5<sup>th</sup> EDITION 2014 AND NEC 2011.

NO PERMIT IS REQUIRED FOR ANY STRUCTURAL/ ELECTRICAL/ PLUMBING/ GAS OR MECHANICAL WORK BEING PERFORMED ON THIS STRUCTURE.

PARCEL # \_\_\_\_\_

PROPOSED USE \_\_\_\_\_

PROPERTY OWNERS NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_

\*\*\*\*\*DEPT. USE ONLY\*\*\*\*\*

ZONING DEPARTMENT APPROVAL \_\_\_\_\_

BUILDING DEPARTMENT APPROVAL \_\_\_\_\_

DEPARTMENT OF HEALTH APPROVAL \_\_\_\_\_

*“Meeting Needs by Exceeding Expectations”*

## DISCLOSURE STATEMENT

The Florida State Statute, Title XXXV, Chapter 604.50 states:

**Nonresidential farm buildings.** Notwithstanding any other law to the contrary, any nonresidential farm building located on a farm is exempt from the Florida Building Code and any county or municipal building code. For purposes of this section “nonresidential farm building” means any building or structure located on a farm that is not used as a residential dwelling. Farm is as defined in s.823.14.

### **823.14 Florida Right to Farm Act.**

(3) Definitions.

(a) “Farm” means the land, buildings, support facilities, machinery, and other appurtenances used in the production of farm or aquaculture products.

I certify that Parcel No. \_\_\_\_\_ is a working farm and that the structure that I am applying the exemption for is a nonresidential farm building and will not be used for any other purpose than farm use.

I understand that if the structure is used for any other purpose, i.e. dwelling, storage of personal goods, it would constitute a **zoning and building violation**.

I will assume full responsibility as Owner, and will personally be responsible.

I hereby acknowledge that I have read and understand the above affidavit on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Owner

The foregoing was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_, who is personally known to me or has produced identification.

\_\_\_\_\_  
Notary Public  
(seal)

REV: 04/2015

*“Meeting Needs by Exceeding Expectations”*



**Marion County  
Board of County Commissioners**

Growth Management ♦ Zoning

2710 E. Silver Springs Blvd.  
Ocala, FL 34470  
Phone: 352-438-2675  
Fax: 352-438-2676

**APPLICATION FOR REZONING**

**Application No.:** \_\_\_\_\_

The undersigned hereby requests a zoning change of the Marion County Land Development Code, Article Five, Zoning, on the below described property and area, from \_\_\_\_\_  
to \_\_\_\_\_, for the intended use of:

**Legal description:** (please attach a copy of the deed and location map)

**Parcel account number(s):** \_\_\_\_\_

**Property dimensions:** \_\_\_\_\_ **Total acreage:** \_\_\_\_\_

**Directions:** \_\_\_\_\_

The property owner must sign this application unless he has attached written authorization naming an agent to act on his/her behalf.

\_\_\_\_\_  
**Property owner name (please print)**

\_\_\_\_\_  
**Mailing address**

\_\_\_\_\_  
**City, state, zip code**

\_\_\_\_\_  
**Phone number (please include area code)**

\_\_\_\_\_  
**Applicant or agent name (please print)**

\_\_\_\_\_  
**Mailing address**

\_\_\_\_\_  
**City, state, zip code**

\_\_\_\_\_  
**Phone number (please include area code)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

Please note: the zoning change will not become effective until 14 days after a final decision is made by the Marion County Board of County Commissioners. The owner, applicant or agent is encouraged to attend the public hearing where this application will be discussed. If no representative is present and the board requires additional information, the request may be postponed or denied. Notice of said hearing will be mailed to the above-listed address(es). All information given by the applicant or agent must be correct and legible to be processed. The filing fee is \$400, and is non-refundable. For more information, please contact the Zoning Division at 352-438-2675.

\*\*\*\*\*

**FOR OFFICE USE ONLY**

**RECEIVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **ZONING MAP NO.:** \_\_\_\_\_

*Rev. 08/2012*

*“Meeting Needs by Exceeding Expectations”*

Marion County Board of County Commissioners  
Growth Services  
Planning & Zoning/Development Review Department  
2710 East Silver Springs Boulevard, Ocala, FL 34470  
Phone: (352) 438-2675 Fax: (352) 438-2676

**APPLICATION TO SUBDIVIDE/COMBINE REAL PROPERTY**

PROPERTY OWNER(S): \_\_\_\_\_

PARCEL NUMBER(S): \_\_\_\_\_

PROPERTY INFORMATION: SECTION\_\_\_\_ TOWNSHIP\_\_\_\_ RANGE\_\_\_\_ ZONED\_\_\_\_\_

SIZE OF PROPOSED PARCEL(S): \_\_\_\_\_

\_\_\_\_\_  
According to the Marion County Land Development Code, Article 8.2, the described property can be divided/combined as follows:

\_\_\_\_\_ A parent tract 20 acres or greater\_\_\_\_\_

\_\_\_\_\_ A parcel of record for family division\_\_\_\_\_

\_\_\_\_\_ Lots in a platted subdivision\_\_\_\_\_

\_\_\_\_\_ Division by a court order\_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
This approval is based on information **provided by owner** that all other applicable codes and setback requirements on the resulting parcel(s) will be met.

APPROVED BY:

\_\_\_\_\_ DATE: \_\_\_\_\_

Zoning Technician



**Marion County  
Board of County Commissioners**

Growth Services ♦ Planning & Zoning

2710 E. Silver Springs Blvd.  
Ocala, FL 34470  
Phone: 352-438-2600  
Fax: 352-438-2601  
www.marioncountyfl.org

**RESIDENTIAL HOME OCCUPATION APPLICATION**

Applicant's name: \_\_\_\_\_ Parcel number: \_\_\_\_\_

Proposed home occupation: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Property address: \_\_\_\_\_

Subdivision name: \_\_\_\_\_  
Block # \_\_\_\_\_ Lot # \_\_\_\_\_ Unit # \_\_\_\_\_ Metes and bounds legal description YES\_\_ NO \_\_

Property owner: \_\_\_\_\_  
Owner's address: \_\_\_\_\_

Written directions to property \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please provide a copy of the deed and/or a letter of permission from owner. Return the completed application with the attached site plan of the parcel (exterior yard and interior layout) and checklist to our office. An inspection fee of \$70 is required with the submission of this application. After review of the application, a zoning representative will contact you to schedule the inspection at a time of your convenience.**

\*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\*

ZONING MAP # \_\_\_\_\_ ZONED: \_\_\_\_\_ FLUM: \_\_\_\_\_ CODE CASE: \_\_\_\_\_

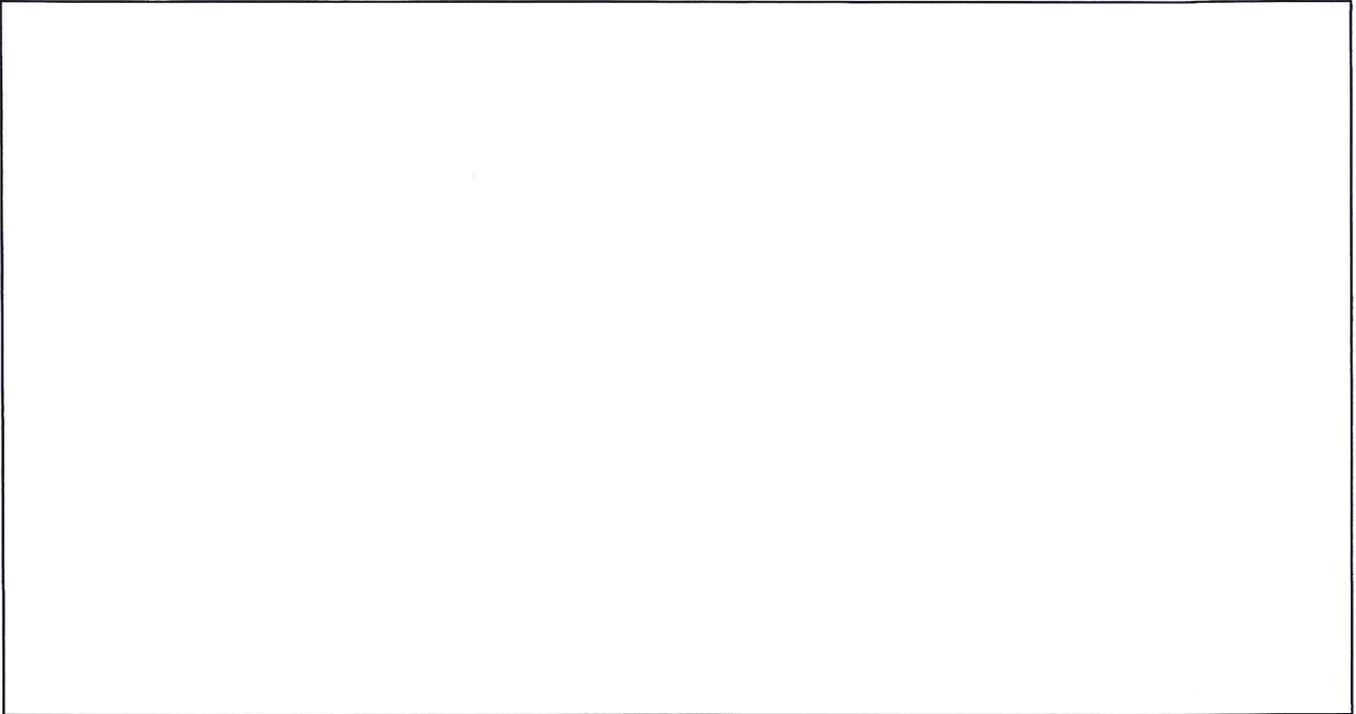
RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ AR: \_\_\_\_\_

REV: 04/2015

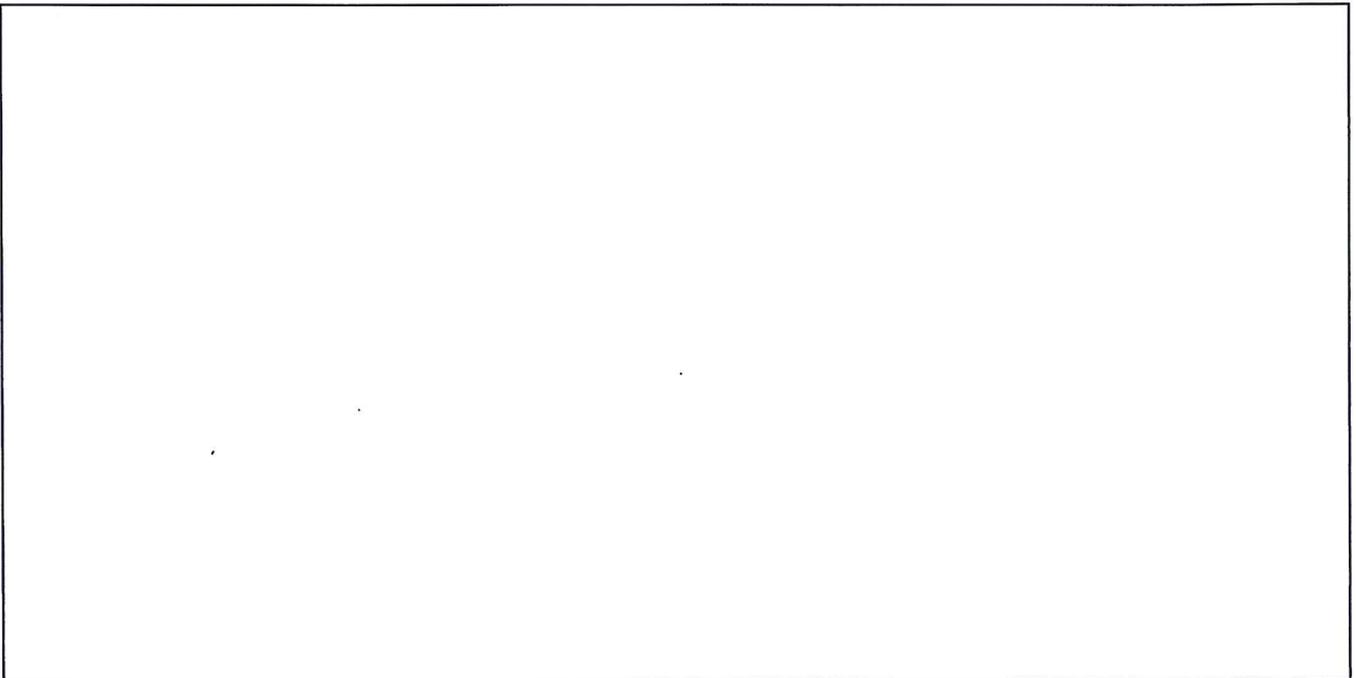
*"Meeting Needs by Exceeding Expectations"*

## SITE PLAN

All existing improvements, including location of well, septic tank, electric pole, streets and driveways and dimensions of property must be drawn on the site plan. Setbacks from all property lines must be shown and meet minimum requirement and placement for zoning classification.



## INTERIOR LAYOUT OF STRUCTURE AND LOCATION OF WORK SPACE



As the applicant, I, \_\_\_\_\_, certify that the information given above is correct to the best of my knowledge.

**RESIDENTIAL HOME OCCUPATION CHECKLIST**

Parcel ID #: \_\_\_\_\_ Owner name: \_\_\_\_\_

- 1. The area used for the Home Occupation shall not exceed 20 percent of the gross floor area of the dwelling unit or 400 square feet, whichever is less, and shall conform to all applicable codes. \_\_\_\_\_
- 2. No part of the proposed activity or use shall be conducted in an accessory building or structure. \_\_\_\_\_
- 3. No goods, stock-in-trade or other commodities shall be displayed on the exterior. \_\_\_\_\_
- 4. No on-premise retail sales shall occur. \_\_\_\_\_
- 5. Only bona fide members of the family lawfully occupying the dwelling unit shall be employed in or work at the home occupation. \_\_\_\_\_
- 6. The proposed activity shall not create objectionable noise, fumes, odor, dust, vibration, electrical interference or hazardous wastes. \_\_\_\_\_
- 7. If the garage portion of the dwelling unit or one bay of a two-bay garage is committed to home occupation use, an additional parking space on the lot shall be provided in order to meet the residential parking requirements. \_\_\_\_\_
- 8. Signage is limited to one non-illuminated wall sign having no moving parts or flashing lights, does not exceed two square feet and is compatible with the neighborhood architectural character. \_\_\_\_\_

**“Permit revocation: Upon the complaint of the County or any person, the County's Board of Adjustment may revoke a permit authorizing a Home Occupation, after notice to the holder of the permit and public hearing, for noncompliance with or violation of the requirements of this section.”**

Applicant name(s) (*please print*): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\*

Inspector: \_\_\_\_\_ Date of inspection: \_\_\_\_\_

Title: \_\_\_\_\_ Total square footage area approved \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MARION COUNTY, FLORIDA — LAND USE AND ZONING REQUEST**

The purpose of this form is to provide a process for interested parties to request the current land use designation on the Marion County Future Land Use Map Series (FLUM) of the Comprehensive Plan and the current zoning classification for a parcel of land. If you would like to know if a specific type of use is permissible on the property, that request can also be made. The level of detail of our response is based upon the accuracy of information provided. Please allow at least 3 business days for a response. The response is based on the location of the parcel, amount of requests being made, and staff time available. Thank you for your cooperation.

**IMPORTANT:** Be advised that the information provided with this document is valid at this time. Future amendments to the Marion County Comprehensive Plan and/or the Land Development Code may alter the applicability of the information provided in this document.

**REQUESTOR INFORMATION:**

*{Please print all information.}*

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Walk In: \_\_\_\_\_ Phone Call: \_\_\_\_\_ FAX: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Agency: \_\_\_\_\_ FAX: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Have you spoken to another Department regarding this matter? \_\_\_\_\_

**PROPERTY INFORMATION:**

*{Please print all information.}*

Property Owner: \_\_\_\_\_

Parcel ID #: \_\_\_\_\_ S/T/R: \_\_\_\_\_  
POM Map No.: \_\_\_\_\_ Acreage: \_\_\_\_\_

Property Address (if any): \_\_\_\_\_

(If address not available, please give nearest cross streets) \_\_\_\_\_

Subdivision Name and Unit #, if any: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_

Information Requested or Proposed Use: \_\_\_\_\_

**PLANNING DEPARTMENT RESPONSE**

**[Phone: 352-438-2600; FAX: 352-438-2601]**

*FUTURE LAND USE MAP SERIES (FLUM) DESIGNATION:*

<input type="checkbox"/> Commercial	<input type="checkbox"/> Rural Land	<input type="checkbox"/> Equine Commercial Support District	<input type="checkbox"/> Recreation & Open Space	<input type="checkbox"/> Moderate Density Residential
<input type="checkbox"/> Limited Commercial	<input type="checkbox"/> Rural Preservation	<input type="checkbox"/> Specialized Commerce District	<input type="checkbox"/> Conservation	<input type="checkbox"/> Medium Density Residential
<input type="checkbox"/> Professional Office	<input type="checkbox"/> Rural Activity Center	<input type="checkbox"/> Urban Commerce District	<input type="checkbox"/> Natural Reservation	<input type="checkbox"/> High Density Residential
<input type="checkbox"/> Industrial	<input type="checkbox"/> Rural Village District	<input type="checkbox"/> Urban Neighborhood District	<input type="checkbox"/> Very Low Density Residential	<input type="checkbox"/> Multi-Family Res. Medium Density
<input type="checkbox"/> Commercial Recreation	<input type="checkbox"/> Rural Town	<input type="checkbox"/> Public Use	<input type="checkbox"/> Low Density Residential	<input type="checkbox"/> Multi-Family Res. High Density

*OTHER APPLICABLE LAND USE DESIGNATIONS/OVERLAYS:*

<input type="checkbox"/> Land Use Blending Overlay (LUBO)	<input type="checkbox"/> Military Operating Area (MOA)	<input type="checkbox"/> Airport Overlay Zone (AOZ)
<input type="checkbox"/> Well Protection Area: PRIMARY SECONDARY TERTIARY	<input type="checkbox"/> Springs Protection Zone: PRIMARY SECONDARY	<input type="checkbox"/> Environmentally Sensitive Overlay Zone (ESOZ)
<input type="checkbox"/> Employment Activity Center	<input type="checkbox"/> Regional Activity Center	<input type="checkbox"/> Urban Growth Boundary: INSIDE OUTSIDE
<input type="checkbox"/> Development of Regional Impact/Florida Quality Development (DRI/FQD)/§380.06 Vested Development Area	SSA/Dev. Agreement – OR Book/Page: _____ / _____	

**SPECIFIC COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tech/Planner: \_\_\_\_\_ Researched by: \_\_\_\_\_ Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

**ZONING DEPARTMENT RESPONSE**

**[Phone: 352-438-2675; FAX: 352-438-2676]**

Zoning Classification(s): \_\_\_\_\_

Other Applicable Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Zoning Tech: \_\_\_\_\_ Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY BELOW THIS LINE**

Customer Contact Method: \_\_\_\_\_ Walk-In \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_ Mail \_\_\_\_\_ Response Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Form Rev: March 30, 2012 \\uncbce1\shared\Dept\_Planning\PUBLIC INFORMATION MATERIALS\Planning Education Materials (NEW - Post 2011)\15 - POD Land Use Info Request Form - BLANK-chartform.docx



**Marion County  
Board of County Commissioners**

Growth Services

2710 E. Silver Springs Blvd.  
Ocala, FL 34470  
Phone: 352-438-2600  
Fax: 352-438-2601

**MARION COUNTY APPLICATION FORM FOR LARGE- AND SMALL-SCALE  
COMPREHENSIVE PLAN AMENDMENTS**

Staff Use Only: **Case # 1**\_\_ - \_\_\_\_\_

<b>PLEASE CHECK THE APPROPRIATE APPLICATION TYPE BELOW:</b>	
<b>LARGE-SCALE MAP AMENDMENT</b> _____ <b>TEXT AMENDMENT</b> _____	<b>SMALL-SCALE MAP AMENDMENT</b> _____ <b>TEXT AMENDMENT</b> _____ <i>(Text amendment must be associated with submitted small-scale map amendment)</i>

**REQUIRED DOCUMENTS TO ATTACH TO APPLICATION (add additional pages if necessary):**

- 1) Certified legal description with a boundary sketch signed by a Florida registered surveyor for the specific property proposed to be amended. Certified legal description must include the acreage.
- 2) Copy of the most recent deed covering the property included within the proposed amendment.
- 3) Notarized owner affidavit(s) – see third page of this form.
- 4) Application fee – cash or check made payable to “Marion County Board of County Commissioners.”
- 5) Additional information, including proposed text amendment language, necessary to complete application.

**(NOTE: If applying for text amendment only, skip filling out the rest of the form except for applicant and/or authorized agent contact information requested on this page.)**

Marion County Tax Roll Parcel Number(s) Involved	Parcel Section, Township, Range (S-T-R)	Acreage of Parcel(s)	Current Future Land Use Category	Proposed Future Land Use Category

<b>CONTACT INFORMATION (NAME, ADDRESS, PHONE NUMBER, FAX AND EMAIL)</b>	
Property owner/applicant	Authorized agent (if not the owner/applicant)

**Staff Use Only:** Application Complete – Yes    Received: Date \_\_\_/\_\_\_/\_\_\_    Time \_\_\_:\_\_\_ a.m./p.m.    **Page 1 of 3**

*“Meeting Needs by Exceeding Expectations”*

CONCEPTUAL PLAN FOR SITE AVAILABLE? YES \_\_\_\_\_ NO \_\_\_\_\_  
(IF YES, PLEASE ATTACH TO APPLICATION)

**EXISTING USE OF SITE:**

**PROPOSED USE OF SITE (IF KNOWN):**

**WHICH UTILITY SERVICE AND/OR FACILITY WILL BE UTILIZED FOR THE SITE?**

Well \_\_\_\_\_ Centralized water \_\_\_\_\_ Provider \_\_\_\_\_

Septic \_\_\_\_\_ Centralized sewer \_\_\_\_\_ Provider \_\_\_\_\_

**DIRECTIONS TO SITE FROM GROWTH SERVICES BUILDING (2710 E. SILVER SPRINGS BLVD., OCALA):**

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APPLICATION FEE: SMALL-SCALE AMENDMENT (10 ACRES OR LESS) = \$3,000  
LARGE-SCALE AMENDMENT (> 10 ACRES OR TEXT) = \$5,000

**PROPERTY OWNER AFFIDAVIT**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

BEFORE ME THIS DAY PERSONALLY APPEARED \_\_\_\_\_,  
Property owner's name, printed  
WHO BEING DULY SWORN, DEPOSES AND SAYS THAT:

1. He/she is the owner of the real property legally identified by Marion County Parcel numbers:  
\_\_\_\_\_.
2. He/she duly authorizes and designates \_\_\_\_\_ to act in his/her behalf for the purposes of seeking a change to the future land use map designation of the real property legally described by the certified legal description that is attached with this amendment request;
3. He/she understands that submittal of a Comprehensive Plan map and/or text amendment application in no way guarantees approval of the proposed amendment;
4. The statements within the Comprehensive Plan map and/or text amendment application are true, complete and accurate;
5. He/she understands that all information within the Comprehensive Plan map and/or text amendment application is subject to verification by county staff;
6. He/she understands that false statements may result in denial of the application; and
7. He/she understands that he/she may be required to provide additional information within a prescribed time period and that failure to provide the information within the prescribed time period may result in the denial of the application.
8. He/she understands that if he/she is one of multiple owners included in this amendment request, and if one parcel is withdrawn from this request, it will constitute withdrawal of the entire amendment application from the current amendment cycle.

\_\_\_\_\_  
Property owner's signature Date

Signed and sworn to (or affirmed) before me on \_\_\_\_\_ by  
(Date)

\_\_\_\_\_. He/she is personally known to me or has produced  
(Property owner's name)

\_\_\_\_\_ as identification.  
(Driver's license, etc.)

\_\_\_\_\_  
Notary public signature

State of \_\_\_\_\_ County of \_\_\_\_\_

My commission expires: \_\_\_\_\_



**Marion County Building Department**  
2710 East Silver Springs Boulevard  
Ocala, Florida 34470  
Phone: (352) 438-2400 Fax: (352) 438-2401  
On the Web: [www.marioncountyfl.org/building.htm](http://www.marioncountyfl.org/building.htm)

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## Site Plan Instructional Information

### What is a site plan?

A site plan is a drawing that shows the size and location of existing and proposed construction on a site, including utilities, drainage details, easements, vehicle access and in some cases the landscaping.

### Which permit applications require a site plan?

All permits for new buildings or structures, or additions to buildings or structures that require a Zoning Department, Right of Way, or Health Department review must include a site plan.

### Is there a specific form required for the site plan?

No. The site plan may be submitted on any size paper, as long as it is drawn to scale and contains all of the required information.

### What information is required on the site plan?

#### ***All site plans must:***

- Be drawn to scale (scale must be shown on the document)<sup>1</sup>
- List the dimensions of the property
- Identify all streets abutting the property
- Show all existing and proposed improvements
- Specify shortest distance from proposed improvements to property lines
- Detail all existing and proposed driveways, sidewalks, and easements
- Indicate the front of the property

#### ***Projects with a proposed septic tank and/or well also require:***

- Illustration of existing and proposed septic systems and/or wells, including the shortest distance to property lines (septic tank system approximately 60'x15')
- Listing of all lakes, streams, canals or standing bodies of water within 75' of the property
- Showing proposed and existing wells within 75' of the property
- Identification of the public water service point (meter) and water line location
- Showing the location of any public well servicing multiple residences, within 200' of the property

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<sup>1</sup> If your property is larger than one acre it may be difficult to draw the entire property to scale and still show the necessary details. In this case, please submit a survey of the entire property, and draw to scale a one-acre section of the property showing the proposed structure(s) and septic system as specified on this form.

- Showing the location of all drainage features such as retention areas, swales, ditches (often located along the roadway)<sup>2</sup>
- Details of any significant slope in the drain field area of the property, with arrows pointing down slope

Any incomplete site plan will delay the processing of the permit application.

### **How many site plan copies are required?**

Four site plans are required to be submitted with your permit application. Three additional site plans are required when a septic tank or well is included in the project.

### **Does the site plan need to be prepared by—and sealed by—an engineer or surveyor?**

1. Residential site plans **do not need** to be prepared and sealed by an engineer or surveyor.
2. Commercial site plans **usually do need** to be prepared and sealed by an engineer, unless the scope of the project is very minor. Call the Zoning Department, (352) 620-7408, for clarification on whether the scope of work you are planning is considered a minor building project.

### **Where can I locate my driveway on a corner lot?**

A driveway on a corner lot is limited to the minor street. Furthermore, there is a limitation as to how close the driveway may be located to the intersection (minimum 50' or ½ the lot width, whichever is less.) This is measured from the Point of Tangency (PT) of the pavement, not the lot line. This dimension must be shown on your site plan. For additional information on this issue contact the Right of Way Permitting Division of the Marion County Engineering Department, (352) 671-8687.

**Updated: October 2008**

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<sup>2</sup> All parts of the septic system must be installed at least 15' from the top of swales and ditches.

Permit # \_\_\_\_\_

### SITE PLAN

#### State of Florida Department of Health & Marion County Building, Zoning and 9-1-1 Management

Parcel No. \_\_\_\_\_ Scale: \_\_\_\_\_

All roads bordering property must be identified, and front door clearly indicated. The property dimensions indicated on this site plan *must match* your legal description. On what road does your driveway come out to? \_\_\_\_\_

\_\_\_\_\_ Structure is 50' or more from frontage road **-OR-**

\_\_\_\_\_ Access to, or vision of, front door is/will be obstructed in some way (e.g., fence, ditch) **-OR-**

\_\_\_\_\_ Corner lot. If your lot is a corner lot, which street does your front door face? \_\_\_\_\_

**FOUR COPIES OF YOUR SITE PLAN ARE REQUIRED WHEN SUBMITTING A PERMIT APPLICATION.**

**\*\*INCLUDE THREE [3] ADDITIONAL COPIES IF YOUR PROJECT REQUIRES DEPARTMENT OF HEALTH REVIEW.\*\***

**DRAW OR ATTACH COPY OF SITE PLAN. CLIP REQUIRED NUMBER OF ADDITIONAL COPIES TO THIS APPLICATION.**

Site Plan Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

#### OFFICIAL USE — ZONING

PLAT BOOK: \_\_\_\_\_ PAGE: \_\_\_\_\_ ZONING CLASS: \_\_\_\_\_ MAP #: \_\_\_\_\_

ESOZ: \_\_\_\_\_ FLOOD ZONE: \_\_\_\_\_ MAP #: \_\_\_\_\_ ELEVATION: \_\_\_\_\_ TAZ: \_\_\_\_\_

NOTES: \_\_\_\_\_

MINIMUM SETBACKS: FRONT: \_\_\_\_\_ REAR: \_\_\_\_\_ SIDE: \_\_\_\_\_ SIDE: \_\_\_\_\_



**Marion County  
Board of County Commissioners**

Office of the County Administrator

601 SE 25th Ave.  
Ocala, FL 34471  
Phone: 352-438-2300  
Fax: 352-438-2309

For Official Use Only

Permit Application No.: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Signature: \_\_\_\_\_

**MARION COUNTY  
SPECIAL EVENT PERMIT APPLICATION**

<b>Applicant/Organization Name:</b>	<b>Expected No. of Participants:</b>
<b>Applicant Address:</b>	<b>Applicant Telephone:</b>
<b>Emergency Contact:</b>	<b>Emergency Contact Telephone:</b>
<b>Event Address (if different from Applicant Address):</b>	<b>Date(s) of Event:</b>
<b>Type of Event:</b>	<b>Time(s) of Event:</b>
<b>Parcel ID No.:</b>	<b>Have you made a previous application for this event? Yes / No If yes, when?</b>
<b>Email Address:</b>	<b>Is this event to be held within the City of Ocala? Yes / No</b>

*This application, with all required documents on 8.5" x 11" size paper, must be reviewed and approved by the following county agencies prior to the issuance of a Special Event Permit, which may take up to 30 calendar days. Any comments by the following departments will be provided to the applicant verbally or in writing. The applicant may be required to provide additional information as requested by the individual agency in accordance with County Ordinance 10-17, adopted by the Board of County Commissioners on August 3, 2010 (available on-line or upon request). Please return your completed application to the Growth Management Department Zoning Division located at 2710 E. Silver Springs Blvd., Ocala, FL 34471*

*Required Documents:*

**Zoning Division 352-438-2675 Address: 2710 E. Silver Springs Blvd., Ocala, FL 34471**

\_\_\_\_\_ (initial acknowledgment) A site plan which shows the location of ingress and egress, minimum 20' wide fire lanes, on and off premises parking, aisle widths, all structures inclusive of rides and concessions, and other relevant items in relation to the existing roads, structures, sanitation facilities, living quarters and other physical features of the proposed site. The site plan does not need to be drawn to scale or certified by an engineer. (Please include as Attachment A)

**Administration 352-438-2300 Address: 601 SE 25th Ave., Ocala, FL 34471**

\_\_\_\_\_ (initial acknowledgment) A written authorization by the owner of the proposed site, or his duly authorized agent, granting to the county and its' employees authorization to enter upon the premises in order to conduct such inspections at any reasonable time as may be necessary to enforce this article, and shall include agreement from owner of proposed site consenting to the location of the event upon the property and that the Right-of-Way (ROW) is not going to be used for parking. (Please include as Attachment B)

**SEE NEXT PAGE**

*"Meeting Needs by Exceeding Expectations"*

\_\_\_\_\_ (initial acknowledgment) A Certificate of Insurance showing a current policy of liability insurance providing coverage for the proposed event with minimum limits of at least one million dollars (\$1,000,000.00) per occurrence, with no aggregate limits on the basic liability policy, combined single limits, with products and contractual liability endorsements. Marion County shall be shown as an additional insured. The certificate shall provide that the insurance shall not be cancelled during the proposed dates of operation, except upon ten (10) days advance written notice to the County. If the insurance coverage is cancelled or lapses, the owner or operator must provide replacement coverage. If the insurance coverage is not replaced, the Board of County Commissioners may revoke special event permit granted pursuant to this article. (Please include as Attachment C)

\_\_\_\_\_ (initial acknowledgment) For events held on county owned / leased property, a Facilities Rental Agreement will be required in addition to a performance bond or cashier's check made payable to the county in the amount of two thousand five hundred dollars (\$2,500.00). The **performance bond** or cashier's check shall bear no interest and shall be held by the County Administrator's Office to insure that the real property upon which the event is to be located will be cleaned of all trash, garbage and debris upon termination of the event. The County Health Department shall conduct such inspections of the real property upon request. The **performance bond** or cashier's check shall not be canceled or refunded to the person having the bond or cashier's check until the real property upon which the event was located has been cleaned of all trash, garbage or debris and has been inspected by the county as provided above and the cleaning of the property is approved by the county. (Please include as Attachment D)

\_\_\_\_\_ (initial acknowledgment) **\$50** Non-Refundable Application / Processing Fee (Please include as Attachment E)

**Environmental Health 352-622-7744 Address: 1801 SE 32nd Ave., Ocala, FL 34471**

\_\_\_\_\_ (initial acknowledgment) Contract with waste disposal company showing number of port-o-potties and frequency of cleaning with standards which meet or exceed Florida Administrative Code. (Please include as Attachment F)

\_\_\_\_\_ (initial acknowledgment) Food and drink concession proposed. Provide name of vendor and proposed menu. (Please include as Attachment G)

**Fire Rescue (352) 291-8000 Address: 2631 SE 3 Street, Ocala, FL 34471**

\_\_\_\_\_ (initial acknowledgment) Some events may require an EMS Unit and / or fire suppression committed to this event which would be charged to event organizer.

**Sheriff's Office 352-732-8181 Address: 692 NW 30th Ave., Ocala, FL 34471**

\_\_\_\_\_ (initial acknowledgment) Some events may require law enforcement coverage of the site which shall provide for traffic and crowd control, security and other law enforcement needs which would be charged to event organizer.

**Building Division 352-438-2400 Address: 2710 E. Silver Springs Blvd., Ocala, FL 34471**

\_\_\_\_\_ (initial acknowledgment) Additional permits are required for the following: tents (including size and egress), stages, bleachers or curtains, and / or electrical permit for power. (Please include as Attachment H)

**Office of the County Engineer 352-671-8686 Address: 412 SE 25th Ave., Ocala, FL 34471**

\_\_\_\_\_ (initial acknowledgment) If a lane / road closure is planned, an additional permit will be required. (Please include as [Attachment I](#))

*By signing this document, applicant agrees to comply with all federal, state and local regulatory requirements. Applicant further agrees to hold the county harmless from and against all claims, lawsuits, demands and causes of action for personal injury, property damage or wrongful death arising out of the acts or omissions of the land owner or the operator of the special event.*

Signature of Applicant / Date:

**TEMPORARY USE PERMIT**  
**RV (Residential or Agricultural)**  
Marion County Zoning Department  
2710 E. Silver Spring Blvd., Ocala, Florida 34470  
(352) 438-2675 or (352) 438-2676 fax

<b>TU -</b> <b>MS #</b>
----------------------------

Applicant's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

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Property Owner(s): \_\_\_\_\_

DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_

Agricultural allows a maximum of five (5) travel trailers at one time not to exceed 60 days in any 365 day period.  
Guest of Property Owners in Residential areas may stay on their property for 21 days out of a 60 day period.

ZONING	PARCEL NUMBER(S)	LOCATION ADDRESS
1.	_____	_____

**A COPY OF THIS PERMIT IS TO BE RETAINED ON SITE**

**ATTACH WRITTEN APPROVAL LETTER OR LEASE FROM OWNER, IF APPLICABLE**

**COMPLETE ATTACHED SITE PLAN**

**THE ZONING DIRECTOR MAY STIPULATE ANY SPECIAL CONDITIONS OR RESTRICTIONS  
CONSISTENT WITH THE PRESERVATION OF THE PUBLIC HEALTH, SAFETY, OR WELFARE**

**APPROVED BY:** \_\_\_\_\_ / \_\_\_\_\_  
**(ZONING DIRECTOR OR DESIGNEE) (DATE)**

**SITE PLAN**

NOTICE: ALL EXISTING AND PROPOSED IMPROVEMENTS, INCLUDING LOCATION OF WELL, SEPTIC TANK, ELECTRIC POLE, STREETS AND DRIVEWAYS, AND DIMENSIONS OF PROPERTY ARE TO BE DRAWN ON THE SITE PLAN. SETBACKS FROM ALL PROPERTY LINES MUST ALSO BE SHOWN.



As the owner of the property above, I \_\_\_\_\_,  
certify that the information given above is correct to the best of my knowledge.



Marion County  
Board of County Commissioners

Growth Services ♦ Zoning

2710 E. Silver Springs Blvd.  
Ocala, FL 34470  
Phone: 352-438-2675  
Fax: 352-438-2676

**VARIANCE APPLICATION**

Application #: \_\_\_\_\_  
**FOR COUNTY USE ONLY**

\_\_\_\_\_ Parcel Account Number of Subject Property

THE UNDERSIGNED REQUESTS A VARIANCE AS REFERENCED IN *SECTION 2.9* OF THE MARION COUNTY LAND DEVELOPMENT FOR THE PURPOSE OF:

Section of Code requesting variance from:

Legal Description (**Please attach a copy of deed**). Total Acreage of subject property: +/- acres

Directions to subject property:

**Please Note: Property owner must sign this application: Otherwise he/she must attach to this application written authorization naming an agent to act in his/her behalf.**

\_\_\_\_\_  
(Print/**Signature**) Property Owner

\_\_\_\_\_  
(Print) Applicant or Agent

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Contact Info: Phone, cell, e-mail address

\_\_\_\_\_  
Contact Info: Phone, cell, e-mail address

THE FILING FEE IS \$450 NON-REFUNDABLE. WE RECOMMEND THAT THE OWNER, APPLICANT OR AGENT BE PRESENT AT THE HEARING. IF NO REPRESENTATIVE IS PRESENT AND THE BOARD REQUIRES ADDITIONAL INFORMATION, THEY MAY DECIDE TO POSTPONE OR DENY THE REQUEST. NOTICE OF SAID HEARING WILL BE MAILED TO THE ABOVE ADDRESS. ALL INFORMATION GIVEN MUST BE CORRECT AND LEGIBLE TO BE PROCESSED. **PLEASE NOTE THAT A WRITTEN PETITION (REFER TO PAGE 2 & 3) MUST BE PROVIDED WITH THIS APPLICATION, ALONG WITH A SITE PLAN IN ORDER TO BE CONSIDERED COMPLETE.** FOR FURTHER INFORMATION CONTACT THE MARION COUNTY GROWTH SERVICES.

“Meeting Needs by Exceeding Expectations”

**WRITTEN PETITION FOR VARIANCE**

**WRITE YOUR ANSWERS IN THE SPACE PROVIDED AFTER EACH STATEMENT. PLEASE COMPLETE ALL REPLIES USING A SENTENCE FORM.** A VARIANCE FROM THE TERMS OF THESE REGULATIONS SHALL NOT BE GRANTED BY THE BOARD OF ADJUSTMENT UNLESS A WRITTEN PETITION FOR A VARIANCE IS SUBMITTED JUSTIFYING THE FOLLOWING:

**A.** Special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings with the same zoning classification and land use area.

*Applicant's justification:*

**B.** The special conditions and circumstances do not result from the actions of the applicant.

*Applicant's justification:*

**C.** Literal interpretation of the provisions of applicable regulations would deprive the applicant of rights commonly enjoyed by other properties with the same zoning classification and land use are under the terms of said regulations and would work unnecessary and undue hardship on the applicant.

*Applicant's justification:*

**D.** The Variance, if granted, is the minimum Variance that will allow the reasonable use of the land, building or structure.

*Applicant's justification:*

**E.** Granting the Variance requested will not confer on the applicant any special privilege that is denied by these regulations to other lands, buildings or structures in the same zoning classification and land use area.

*Applicant's justification:*

**F.** The granting of the Variance will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

*Applicant's justification:*

**Affidavit of Subdivided Real Property for  
Use of Immediate Family Members  
For Family Residence**

State of Florida  
County of Marion

Before me, the undersigned Notary Public, personally appeared.

\_\_\_\_\_, the Owner of the parent parcel which has been subdivided for immediate family residential use, hereinafter the Owner, and

\_\_\_\_\_, the family member of the Owner, who is the owner of the subdivided parcel for immediate family residential use, hereafter the Family Member, and is related to the Owner as \_\_\_\_\_, and both individuals being first duly sworn according to law, depose and say:

1. Both the Owner and the Family Member have personal knowledge of all matters set forth in this Affidavit.
2. The Owner hold fee simple title to certain real property situated in Marion County, and more particularly described by reference to the Marion County Property Appraiser Tax Parcel Number \_\_\_\_\_.
3. The Owner has subdivided his parent parcel for use of immediate family members for their primary residence, and the parcel subdivided and the remaining parent parcel are at least one acre in size. Immediate family is defined as a grandparent, parent, step-parent, adopted parent, sibling, child, step-child, adopted child or grandchild.
4. The Family Member is a member of the Owner's immediate family, as set forth above, and holds fee simple title to certain real property subdivided from he Owner's parcel, situated in Marion County and more particularly described by reference to the Marion County Property Appraiser Tax Parcel Number \_\_\_\_\_.

5. No person or entity other than the Owner and Family member claims or is presently entitled to the right of possession or is in possession of the property, and there are no tenancies, leases or other occupancies that affect the Property.
6. This Affidavit is made for the specific purpose of inducing Marion County to recognize a family division for a family member on the parcel subdivided. This provision of the Land Development Code shall not be allowed more than three times.
7. This Affidavit is made and given by Affiants will full knowledge that the information contained herein are accurate and complete, and with full knowledge that the penalties under Florida law for uttering a forged document include conviction of a felony of the third degree.

We hereby certify that the information contained in this Affidavit is true and correct.

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
FAMILY MEMBER

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_  
(Date) by \_\_\_\_\_ (the Owner), who is personally  
known to me or has produced \_\_\_\_\_  
(Type of Identification) as identification.

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC

SEAL OF NOTARY PUBLIC

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_  
(Date) by \_\_\_\_\_ (the Family Member), who is  
personally known to me or has produced  
\_\_\_\_\_ (Type of identification) as  
identification.

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC

SEAL OF NOTARY PUBLIC

Retyped: 05/22/06

# TEMPORARY SIGN PERMIT

MARION COUNTY, FL

(PLEASE TYPE OR PRINT)

PERMIT NO.

T-
----

APPLICANT'S NAME \_\_\_\_\_

APPLICANT'S PHONE # \_\_\_\_\_

APPLICANT'S ADDRESS \_\_\_\_\_

PROPOSED USE \_\_\_\_\_

TIME OF USE: FROM \_\_\_\_\_ TO \_\_\_\_\_

LOCATION

	ZONING CLASSIF.	PARCEL ACCOUNT NO.	ADDRESS	SEC, TWP, RGE
1.				
2.				
3.				
4.				
5.				
6.				

--- IF MORE SPACE IS NEEDED, USE BACK OF FORM.

--- PLACE PERMIT NUMBER ON FACE OF SIGN USING 1 1/2" MINIMUM HEIGHT LETTERS AND NUMBERS.

--- ATTACH A SITE PLAN FOR EACH SIGN SHOWING LOCATION, SETBACKS AND FRONT AND SIDE ELEVATIONS OF SIGN GIVING DIMENSIONS FOR CONSTRUCTION.

--- ATTACH A WRITTEN APPROVAL FOR PLACING SIGN BY PROPERTY OWNER(S) GIVING PROPERTY OWNER'S NAME, ADDRESS AND PHONE NO.

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**MARION COUNTY ZONING DEPARTMENT**

*Dear Sir:*

*I hereby grant \_\_\_\_\_ permission to place a sign on my property from  
\_\_\_\_\_ to \_\_\_\_\_*

**DATE**

**SIGNATURE**

**PARCEL NO.** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_



**Marion County  
Board of County Commissioners**

Growth Services ♦ Zoning

2710 E. Silver Springs Blvd.  
Ocala, FL 34470  
Phone: 352-438-2675  
Fax: 352-438-2676

**COMMERCIAL SITE PLAN**

**FOR PROPERTY WITH USE COVERAGE UNDER 9,000 SQ. FT. OF IMPERVIOUS AREA AND/OR under 35% OF TOTAL SITE/PANEL COVERAGE IN IMPERVIOUS AREA**

**\* IMPERVIOUS IS ANY AREA THAT WILL NOT ALLOW WATER TO PERCOLATE INTO THE GROUND IMPERVIOUS AREAS INCLUDE ALL ASPHALT, CONCRETE, AND BUILDING SQUARE FOOTAGE.**

**OWNER'S NAME** \_\_\_\_\_

**PARCEL #** \_\_\_\_\_

**PLEASE SHOW THE FOLLOWING INFORMATION**

- |   |   |
|---|---|
| 1. Location of <b>North</b>                       | 5. Use of structures                                    |
| 2. Outline of property with dimensions            | 6. Location of all parking, driveway and sidewalk areas |
| 3. Location and name of service street            | 7. Location of well and septic tank                     |
| 4. Location and setbacks of <b>all</b> structures | 8. Number of parking spaces if not in a strip center    |

TOTAL TRACT AREA (SQ. FT.) OF THE FOLLOWING:

- |                            |       |
|----------------------------|-------|
| ALL BUILDINGS              | _____ |
| ANY OTHER COVERAGE AREA    | _____ |
| ALL PARKING                | _____ |
| ALL DRIVEWAY AND SIDEWALKS | _____ |
| SEPTIC TANK                | _____ |
| <b>TOTAL COVERAGE</b>      | _____ |
| <b>% OF COVERAGE</b>       | _____ |

**Signature** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**COMMERCIAL RECONNECTS PLEASE SHOW THE FOLLOWING:**

1. SHOW LOCATION OF ALL STRUCTURES ON PROPERTY.
2. SHOW LAYOUT OF PARKING AREA AND NUMBER OF SPACES AVAILABLE. INDICATE IF AREA IS PAVED OR NOT PAVED.
3. STATE TYPE OF BUSINESS I.E RETAIL SALES, AUTO REPAIR, ETC...
4. INDICATE IF COMPANY VEHICLES WILL PARK OVERNIGHT ON SITE.
5. STATE PREVIOUS BUSINESS USE. IF NO PRIOR USE MARK VACANT.

*"Meeting Needs by Exceeding Expectations"*



## Marion County Board of County Commissioners

Growth Services ♦ Zoning

2710 E. Silver Springs Blvd.  
Ocala, FL 34470  
Phone: 352-438-2675  
Fax: 352-438-2676

### Site Plan Instructional Information

#### What is a site plan?

A site plan is a drawing that shows the size and location of existing and proposed construction on a site, including utilities, drainage details, easements, vehicle access and in some cases the landscaping.

#### Which permit applications require a site plan?

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#### Is there a specific form required for the site plan?

No. The site plan may be submitted on any size paper, as long as it is drawn to scale and contains all of the required information.

#### What information is required on the site plan?

##### *All site plans must:*

- Be drawn proportionally accurate as possible (Must be to scale when Health Dept. review is required)
- List the dimensions of the property
- Identify all streets abutting the property
- Show all existing and proposed improvements
- Specify shortest distance from proposed improvements to property lines
- Detail all existing and proposed driveways, sidewalks, and easements
- Indicate the front of the property

##### *Projects with a proposed septic tank and/or well also require:*

- Illustration of existing and proposed septic systems and/or wells, including the
  - shortest distance to property lines (septic tank system approximately 60'x15')
  - Listing of all lakes, streams, canals or standing bodies of water within 75' of the property
  - Showing proposed and existing wells within 75' of the property
  - Identification of the public water service point (meter) and water line location
  - Showing the location of any public well servicing multiple residences, within 200' of the property.
- 
- 1 If your property is larger than one acre it may be difficult to draw the entire property to scale and still show the necessary details. In this case, please submit a survey of the entire property, and draw to scale a one-acre section of the property showing the proposed structure(s) and septic system as specified on this form.

*"Meeting Needs by Exceeding Expectations"*

- Showing the location of all drainage features such as retention areas, swales, ditches
- (often located along the roadway) 2
- Details of any significant slope in the drain field area of the property, with arrows pointing down slope.

Any incomplete site plan will delay the processing of the permit application.

### **How many site plan copies are required?**

***Four site plans are required to be submitted with your permit application. Three additional site plans are required when a septic tank or well is included in the project.***

### **Does the site plan need to be prepared by—and sealed by—an engineer or surveyor?**

1. Residential site plans **do not need** to be prepared and sealed by an engineer or surveyor.
2. Commercial site plans **usually do need** to be prepared and sealed by an engineer, unless the scope of the project is very minor. Call the Zoning Department, (352) 438 – 2675, for clarification on whether the scope of work you are planning is considered a minor building project.

### **Where can I locate my driveway on a corner lot?**

A driveway on a corner lot is limited to the minor street. Furthermore, there is a limitation as to how close the driveway may be located to the intersection (minimum 50' or ½ the lot width, whichever is less.) This is measured from the Point of Tangency (PT) of the pavement, not the lot line. This dimension must be shown on your site plan. For additional information on this issue contact the Right of Way Permitting Division of the Marion County Engineering Department, (352) 671-8686.

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2 All parts of the septic system must be installed at least 15' from the top of swales and ditches.

Updated: August 2010



## SITE PLAN

State of Florida Department of Health & Marion County Building, Zoning and 9-1-1 Management  
Parcel No. \_\_\_\_\_ Scale: \_\_\_\_\_

All roads bordering property must be identified, and front door clearly indicated. The property dimensions indicated on this site plan *must match* your legal description. On what road does your driveway come out to? \_\_\_\_\_

**Please check if applicable:**

- \_\_\_\_\_ Structure is 50' or more from frontage road **-OR-**  
\_\_\_\_\_ Access to, or vision of, front door is/will be obstructed in some way (e.g., fence, ditch) **-OR-**  
\_\_\_\_\_ Corner lot. If your lot is a corner lot, which street does your front door face? \_\_\_\_\_

**FOUR COPIES OF YOUR SITE PLAN ARE REQUIRED WHEN SUBMITTING A PERMIT APPLICATION.**

**\*\*INCLUDE THREE [3] ADDITIONAL COPIES IF YOUR PROJECT REQUIRES DEPARTMENT OF HEALTH REVIEW\*\*  
DRAW OR ATTACH COPY OF SITE PLAN. CLIP REQUIRED NUMBER OF ADDITIONAL COPIES TO THIS APPLICATION.**

Site Plan Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

*"Meeting Needs by Exceeding Expectations"*

**APPENDIX C  
BROCHURES AND PUBLIC EDUCATION**

# APPENDIX C BROCHURES AND PUBLIC EDUCATION

## Marion County Growth Services

Countywide population (BEBR): 341,205 and growing...



**County efforts have saved taxpayers 15% in Flood insurance.**

**Disaster Recovery**  
Flood/Hurricane/Tornado  
Local Mitigation Strategy  
FEMA/CRA



**Guiding Documents**  
Comprehensive Plan  
Land Development Code  
Code of Ordinances

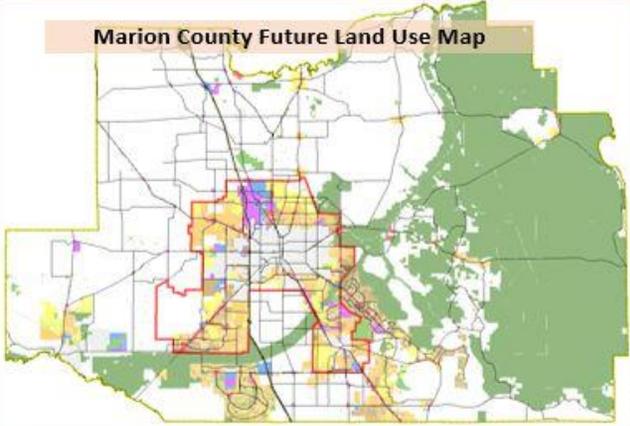


**Public involvement is critical for successful planning.**

**Community Involvement**  
Corridor Studies  
Impact Fees  
Development Review  
Traffic Counts  
Community  
Redevelopment Areas



**Marion County Future Land Use Map**



**Natural Resources**  
Management Plan  
Aquifer Protection  
Water Supply



**Marion County boasts 47 natural community types.**

**Code Enforcement responded to 5808 complaints in FY 14 15.**

**Code Compliance**  
Noise  
Abatements  
Junk and Litter  
Bingo



## APPENDIX C BROCHURES AND PUBLIC EDUCATION



## APPENDIX C BROCHURES AND PUBLIC EDUCATION

### LAND DEVELOPMENT CODE

**Article 5. Zoning.** Land use is regulated by zoning classifications that apply to every parcel in Marion County. They range from residential, to commercial, to industrial and agricultural uses. Some examples are:

\* Livestock and poultry may not be kept in residential areas without a special use permit.

\* Parking of commercial vehicles greater than 10,000 lbs is only allowed on private residential property by special use permit obtained from the zoning department, and commercial/industrial land zoned B-3, B-4, B-5, M-1 & M-2.

\* Occupying a recreational vehicle anywhere other than an established RV park or campground, or without a temporary permit is prohibited.

\* Fruit, vegetables, produce, (boiled or roasted) peanuts, hot dogs or sausages and barbecued meat, fireworks, Christmas trees, and uncooked seafood are the only items permitted to be sold by conforming roadside vendors. No plants, rugs, stuffed animals, pottery, or personal items that are typically peddled at yard sales or flea markets. Vendors must meet a variety of conditions including having proper driveways, adequate parking, and can not be on a right-of-way.

\* Off-premises tent sales or events are not allowed without a Temporary Use Permit issued by the County's Zoning Manager.

**Appendix B.** No person may construct or erect objects or utilize for private use, including parking, upon a right-of-way

without a proper permit from the Office of the County Engineer.

\*Mailboxes shall comply with AASHTO installation guide and have break away supports.

#### **Article 7. Signs.**

Signs that are prohibited:

- Blank temporary signs
- Signs that obstruct the vision of pedestrians, cyclists, or motorists traveling on or entering public streets
- Signs erected on public rights-of-way or on private utility poles located on public rights-of-way except signs erected by governmental entities
- Signs not placed by the property owner and are nailed, fastened or affixed to any tree, stone, fence, stump, utility pole, mile board, danger sign, guide post, highway sign, historical marker, fence post, or other object adjacent to a public right-of-way or within 50 ft. of a public right-of-way.
- Real estate signs are not allowed to be erected off-site from the property they are advertising for sale.
- Political signs shall not be placed or erected in the public right-of-way.
- County employees shall have the right to immediately remove any and all signs in the sight triangle, in the right-of-way and on utility poles located in the right-of-way.
- All political signs shall be removed within 2 weeks after the final election date of each candidate or issue.

This brochure is provided by Code Enforcement as a general reference to the most commonly observed violations, and should not be considered all inclusive.

Marion County Board of  
County Commissioners

Growth Management Department  
Division of

### CODE ENFORCEMENT

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### VIOLATION REFERENCE GUIDE

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2710 E. Silver Springs Boulevard  
Ocala, Florida 34470  
(352) 671-8900  
Fax (352) 671-8903

[code@marioncountyfl.org](mailto:code@marioncountyfl.org)

[www.marioncountyfl.org](http://www.marioncountyfl.org)

## APPENDIX C BROCHURES AND PUBLIC EDUCATION

### COUNTY CODES

**Chapter 2** provides the authority to enforce ordinances adopted by the County Commissioners. Violators must be notified of the violation & given a reasonable time in which to come into compliance. Cases may be presented to the Code Board or citations may be issued to violators that fail to correct the problem.

**Chapter 5.5 Building permit** violations and unlicensed contractors should be reported to the Building Department. (352) 438-2400. Privacy fences over 6 ft. tall, above ground pools, metal carports and even pre-fab sheds require building permits.

**Chapter 8. Open burning** of yard trash and household paper products is allowed when it does not create a nuisance, is not less than 50 ft. of any public street, is not less than 25 ft. from any residence on the same property, is ignited after 9:00 a.m. and extinguished 1 hr. before sunset, is not less than 150 ft. from any occupied building not owned or leased by the individual doing the burning, the burning is enclosed in a noncombustible container or ground excavation covered by metal mesh or grill to prevent escaping embers/hot ash, is not less than 25 feet from any woodlands, forest or brush, AND must be attended at all times. A camp fire or other fire will be allowed for recreational purposes, noncommercial preparation of food, or on cold day for warming outdoor workers.

**Chapter 9. Hazardous materials.** No person shall discharge, cause or permit the discharge of hazardous materials into the soil, air, ground or surface waters, septic tank or other on-site sewage system or centralized water, sewer, or storm water drainage system unless in compliance with federal, state or local law.

**Chapter 13. Noise.** Received limits are as follows:

Residential areas: 7 am to 10 pm = 65 dB(A)  
10 pm to 7 am = 55 dB(A)  
Commercial: 7 am to 10 pm = 65 dB(A)  
10 pm to 7 am = 60 dB(A)  
Industrial: Any time = 75dB(A)

#### Exemptions:

- \*Refuse collection vehicles not exceeding 86dB(A) from 7am to 10 pm.
- \*Permitted construction activities that occur between 7 am & 10 pm.
- \*Agricultural related activities on agriculturally zoned land.
- \*Activities allowed by existing special use permits, special exemptions, conditional zoning, nonconforming uses or variances at existing noise levels.

A measurement period shall not be less than 15 minutes, and must report the average (LEQ) value for the time period.

**Chapter 15. Address to be displayed.** The Public Safety Communications Dept. assigns building numbers under the quadrant addressing system. Said number shall be affixed to the building using numbers of a contrasting color, at least 4 inches high, so they are easily visible from the roadway. Whenever the building is more than 50 feet from the street the number shall also be affixed at the entrance to the property.

#### Chapter 16. Solid wastes.

Article III, Section 16-91 Littering. It shall be unlawful for any person to drop, discard, deposit or otherwise dispose of litter except, in public litter receptacles or authorized private receptacles for public use or in a lawfully established/maintained garbage or waste disposal site, sanitary landfill or junk yard. It shall be unlawful to drive or move any vehicle on any street unless such vehicle is constructed or load is secured to prevent any of the loads from dropping, leaking, or otherwise escaping. Effective Oct. 1, 2003, all loads must be secured. Violators issued citations to appear in Court may face

additional penalties of picking up litter or performing other labor commensurate with the offense committed.

#### Article III, Section 16-92 Accumulation of junk; Unserviceable vehicles.

*Junk* is defined as any litter, debris, waste material of any kind, dead or decaying vegetation, dead animals, used or unserviceable automobile or machinery parts, used and nonfunctional furniture, appliances, tools, equipment and implements, but shall not include compost piles for normal personal use. It shall be unlawful for the owner of any land in the county to permit or cause any accumulation of junk within 300 ft. of any boundary of said land, except for junk stored in enclosed litter receptacles or completely enclosed buildings. Junk/trash shall not sit out for more than 96 hours for pick up and removal. Exemptions include junk stored at lawfully established junk yards, garbage/waste disposal site, sanitary landfills; and accumulations of vegetative wastes in agricultural districts.

*Unserviceable vehicle* means any vehicle which is required to be licensed by the state if used on public streets and which remains for a period of seven (7) days in such condition that it cannot be started or moved under its own power or in its normal and usual manner, without repair or the addition of parts, or would be in violation of section 316.215, Florida Statutes, if used on public streets. This term does not include an automobile that is more than twenty (20) years old and undergoing repair or restoration inside a completely enclosed building. Storing of unserviceable vehicles is prohibited unless vehicle can be stored no less than 300 ft. from any boundary of land, and then no more than 2 vehicles; on the premises of a lawfully establish/maintained junk yard, vehicle repair business; or inside a completely enclosed building.

\*Residents are limited to 3 yard sales annually.

\*Lawn watering violations should be reported to Marion County Utilities Dept. (352) 671-8540

# APPENDIX C BROCHURES AND PUBLIC EDUCATION

PAID ADVERTISEMENT

## NOTICE OF CHANGE OF LAND USE Marion County Comprehensive Plan

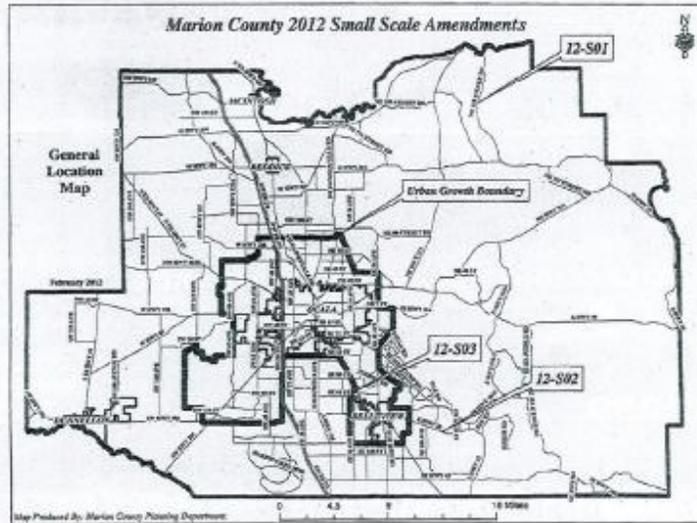
AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF MARION COUNTY, FLORIDA; ADOPTING SMALL SCALE AMENDMENTS (2012-S01, S02, AND S03) TO THE MARION COUNTY COMPREHENSIVE PLAN FUTURE LAND USE MAP SERIES MAP NO. 1, "MARION COUNTY 2035 FUTURE LAND USE MAP" PURSUANT TO CHAPTER 183, FLORIDA STATUTES; PROVIDING FOR FINDINGS; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL; AND PROVIDING AN EFFECTIVE DATE.

THE MARION COUNTY BOARD OF COUNTY COMMISSIONERS proposes to change the use of land within the unincorporated area of Marion County as shown in the map in this advertisement.

A public hearing conducted by the Marion County Planning Commission will be held on March 12, 2012, at 6:00 p.m., at the McPherson Complex Commission Auditorium, 801 SE 25th Avenue, Ocala, Florida, to consider the 12-SSA1 Small Scale Future Land Use Map Amendments.

An adoption public hearing conducted by the Marion County Board of County Commissioners will be held on March 20, 2012, at 2:00 p.m., immediately following the zoning public hearing, at the McPherson Complex Commission Auditorium, 801 SE 25th Avenue, Ocala, Florida, to consider the 12-SSA1 Small Scale Future Land Use Map Amendments.

ALL INTERESTED PERSONS may appear at this public hearing and be heard regarding the proposed amendments to the Comprehensive Plan.



Amend. No.	Owner Name	General Location	Town/Plng	Acres	Parcel ID	Current Land Use	Proposed Future Land Use
12-S01	Evilyn Knowles	SW corner of the Intersection of NE 360 <sup>th</sup> Ave Rd and NE 302 <sup>nd</sup> Ln	S17, T12, R24	0.61	05269-001-03; 05269-001-03	Rural Land	Commercial
12-S02	Perry Mitchell Carter /Downtown Underground, Inc.	West side of US 441 and approx. N-mile north of SE 92 <sup>nd</sup> Pl Rd	S23, T16, R22	2.27	36883-000-00	Medium Density Residential	Commercial
12-S03	Sheila & Richard Hedge & William Deaner	NW corner of CR 25 East and SE 113 <sup>th</sup> Ter	S01, T17, R23	1.0	Portion of 44997-008-01	Rural Land	Commercial

The proposed 2012 Small Scale Amendments to the Marion County Comprehensive Plan may be inspected by the public and information and material is available at the Marion County Growth Management Department/Planning Division, 2710 East Silver Springs Blvd, Ocala, Florida, Telephone (352) 438-2600.

If reasonable accommodations of a disability are needed for you to participate in this meeting, please contact the ADA Coordinator/HR Director at (352)438-2345 forty-eight (48) hours in advance of the hearing, so appropriate arrangements can be made.

Any person who decides to appeal any decision of the Board of County Commissioners with respect to any matter considered at this hearing will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made. For more information:

<http://www.marioncountyfl.org/legal.htm>

PLEASE BE GOVERNED ACCORDINGLY.

Dated this 28th day of February 2012  
BOARD OF COUNTY COMMISSIONERS  
MARION COUNTY, FLORIDA  
STAN MCCLAIN, CHAIRMAN

PUBLISH DATE: MARCH 2, 2012

# APPENDIX C BROCHURES AND PUBLIC EDUCATION

## NOTICE OF CHANGE OF LAND USE Marion County Comprehensive Plan

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF MARION COUNTY, FLORIDA; ADOPTING SMALL SCALE AMENDMENTS (11-S05 & 11-S06) AND LARGE SCALE AMENDMENTS (11-L01, 11-L02, 11-L03, 11-L04) TO THE MARION COUNTY COMPREHENSIVE PLAN FUTURE LAND USE TEXT AND MAP SERIES, MAP NO. 1, "MARION COUNTY 2011 FUTURE LAND USE MAP" PURSUANT TO CHAPTER 161, FLORIDA STATUTES; PROVIDING FOR FINDINGS; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL; AND PROVIDING AN EFFECTIVE DATE.

THE MARION COUNTY BOARD OF COUNTY COMMISSIONERS proposes to change the use of land within the unincorporated area of Marion County as shown in the map in this advertisement.

A public hearing conducted by the Marion County Board of County Commissioners will be held on **October 26, 2011**, at 6:00 p.m. at the McPherson Complex Commission Auditorium, 601 SE 25th Avenue, Ocala, Florida, to consider adoption of the 11-S05 & 11-S06 Small Scale map amendment and traversal of the 11-L01 Large Scale Future Land Use Text and Map Amendments.

**ALL INTERESTED PERSONS** may appear at this public hearing and be heard regarding the proposed amendments to the Comprehensive Plan.



Amend. No.	Owner Name	General Location	Tract/Bag	Acres	Parcel ID	Current Land Use	Proposed Future Land Use
11-S05	C21 Group, LLC	South side of CR 35, approximately 300 ft. east of CR 25A.	S60, T16, R23	5.96	Portion of 30296-003-00	Rural Land	Commercial
11-S06	Harold G. Franquet	Northwest corner of the intersection of SR 48 & NW 55 <sup>th</sup> Ave.	S16, T15, R21	0.30 & 0.19	2301-607-008, 2301-003-014	Medium & High Density Residential	Commercial
11-L01	Crosspointe Developers, LLC	Approx. 3 mi SW of CR 464 & approx. 3 mi NW of Pine Rd.	S06, T16, R23	30.45	37071-013-00	Medium Density Residential	URB w/ Multi-Family Residential High & Limited Commercial
11-L02	Sunny Dale Estates, LLC	South side of CR 318, approx. 300' east of I-75 & CR 318 intersection	S12, T12, R21	349.85	08264-000-00	Specialized Commerce District & Rural Land	Specialized Commerce District & High Density Residential
11-L03	Ocala 629 Land Development, Inc.	North side of US 27, approx. 1/2 mile East of NW 60 <sup>th</sup> Ave; west side of NW 44 <sup>th</sup> Ave; approx. 2 1/2 miles north of US 27	S28, 31, 34, T14, R21 S04, T15, R21	662.26	Multiple Parcels	Medium Density Residential and a URB w/ Low, Medium & High Density Residential	URB w/ Low, Medium & High Density Residential
11-L03 TEXT	Ocala 629 Land Development, Inc.	Text Amendment to Future Land Use Element, Policy 2.1.5, for a Developer's Agreement Summary regarding Map Amendment 11-L03.					
11-L04	Marion County	Countywide Text Amendment; Revisions due to Growth Management regulations, corrections and policy changes of the Comprehensive Plan Elements: Future Land Use, Transportation, Housing, Conservation, Recreation and Open Space, Intergovernmental Coordination and Capital Improvements.					

The proposed 2011 Second Cycle Small Scale and 2011 First Cycle Large Scale Amendments in the Marion County Comprehensive Plan may be inspected by the public and information and material is available at the Marion County Growth Management Department/Planning Division, 2700 East Silver Springs Blvd, Ocala, Florida, Telephone (352) 438-2660.

If reasonable accommodation of a disability are needed for you to participate in this meeting, please contact the ADA Coordinator/TIR Director at (352) 438-2345 forty-eight (48) hours in advance of the hearing, so appropriate arrangements can be made.

Any person who decides to appeal any decision of the Board of County Commissioners with respect to any matter considered at this hearing will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made.

For more information: <http://www.marioncountyfl.org/legal.htm>

PLEASE BE GOVERNED ACCORDINGLY.

Dated this 8th day of October 2011  
BOARD OF COUNTY COMMISSIONERS  
MARION COUNTY, FLORIDA  
STAN MCCLAIN, CHAIRMAN

PUBLISH DATE: OCTOBER 10, 2011

SF00000000

**APPENDIX C  
BROCHURES AND PUBLIC EDUCATION**

**VIOLATION NOTICE**

\*\*\*\*\*

**MARION COUNTY CODE  
ENFORCEMENT**

Please contact this office immediately at (352) 671-8900 in reference to a complaint or possible violation of Marion County Codes or Ordinances on your property, as indicated on the reverse side of this form.

Please reference the information listed below for further assistance:

Code Officer: \_\_\_\_\_

Case number: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

You COULD be issued a Civil Citation or Notice to Appear in court or before the Code Enforcement Board for violation(s) indicated.

**MARION COUNTY CODES**

- Building without a permit
- Unsafe building or systems
- Open burning violation
- 9-1-1 Building numbers
- Littering
- Accumulation of junk
- Unserviceable vehicle
- Vehicle parking in zones for residential uses

**LAND DEVELOPMENT CODES**

- Accessory use without primary structure
- Parking commercial vehicle in improper zone
- Having livestock/poultry in improper zone
- Operating a business in improper zone
- Occupying an RV in improper zone
- \_\_\_\_\_ in improper zone
- Improperly storing a mobile home
- Prohibited signs
- Temporary signs
- Private use of right-of-way
- Construction in the right-of-way
- Retail sales / yard sales

OTHER: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



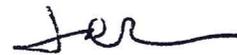
**APPENDIX D**  
**CORRESPONDENCE**

Ms. Kathy Bryant

April 14, 2016

Marion County -Chairman Board of County Commissioners

Dear Kathy, my name is John Adams and I want to take a moment to mention to you some things that County staff is doing well. I am currently involved in what has become a full range of growth and land planning issues. I am so impressed with Sam Martsolf and his staff, in particular John Harvey and Chris Rison. I am not sure how our requests will be resolved but I can tell you they have done their part, on behalf of the county, that my request will be heard. They were accessible, patient and very helpful. I know a lot of times you don't hear from the public unless they are upset so I wanted to let you know this department and these individuals are conducting the business of county government with professional integrity and believe me a whole lot of patience. Please share this with the other commissioners if it is appropriate. Sincerely, John Adams



P.s Kathy my son Brooke, and your son played Belleview baseball together and I am Sarah Lorick's uncle. Thanks

APR 14 2016

MARION CO BCC



8299 S.W. 103<sup>rd</sup> St. Rd  
Ocala Fl 34481

Case number # 586287 - S.L.

Dear Mr Stubbs and Mr Martsoff

This is in reference to a problem I had recently regarding my neighbor. I would like to inform you. It was handled very efficiently and pleasant by your very fine officer Mr Sammie L. Luckey. He communicated with the neighbor and the problem was solved. He also did a follow-up call. I would like to offer my gratitude and thanks again to Mr Luckey an asset to your department.

RECEIVED

JAN 09 2015

Sincerely  
Lillian Kirk

M.C. PLANNING & ZONING



**Marion  
County**  
FLORIDA

**Marion County  
Board of County Commissioners**

McPherson Governmental Complex

601 SE 25th Ave.  
Ocala, FL 34471  
Phone: 352-438-2323  
Fax: 352-438-2324

District 1 – David Moore, Commissioner  
District 2 – Kathy Bryant, Chairman  
District 3 – Stan McClain, Commissioner  
District 4 – Carl Zalak, III, Vice-Chairman  
District 5 – Earl Arnett, Commissioner

February 21, 2013

Officer Greg Frink, Code Officer III  
Marion Co. Code Enforcement  
Marion County Growth Services  
2710 E. Silver Springs Blvd.  
Ocala, FL 34470

Dear Greg,

It gives me great pleasure to let you know what a wonderful impression you made with Mr. Barry Schwartz in Rainbow Lakes Estates and to thank you for your exemplary service to the citizens of Marion County. Mr. Schwartz was so pleased with your actions on behalf of the Code Enforcement Department that he felt compelled to speak with me directly about your response to his complaints.

I can't tell you how much I appreciate knowing that we have such a dependable, front-line employee working to help solve the issues most concerning our residents. I thank you for your dedication and outstanding customer service.

Sincerely,

Kathy Bryant, Chairman

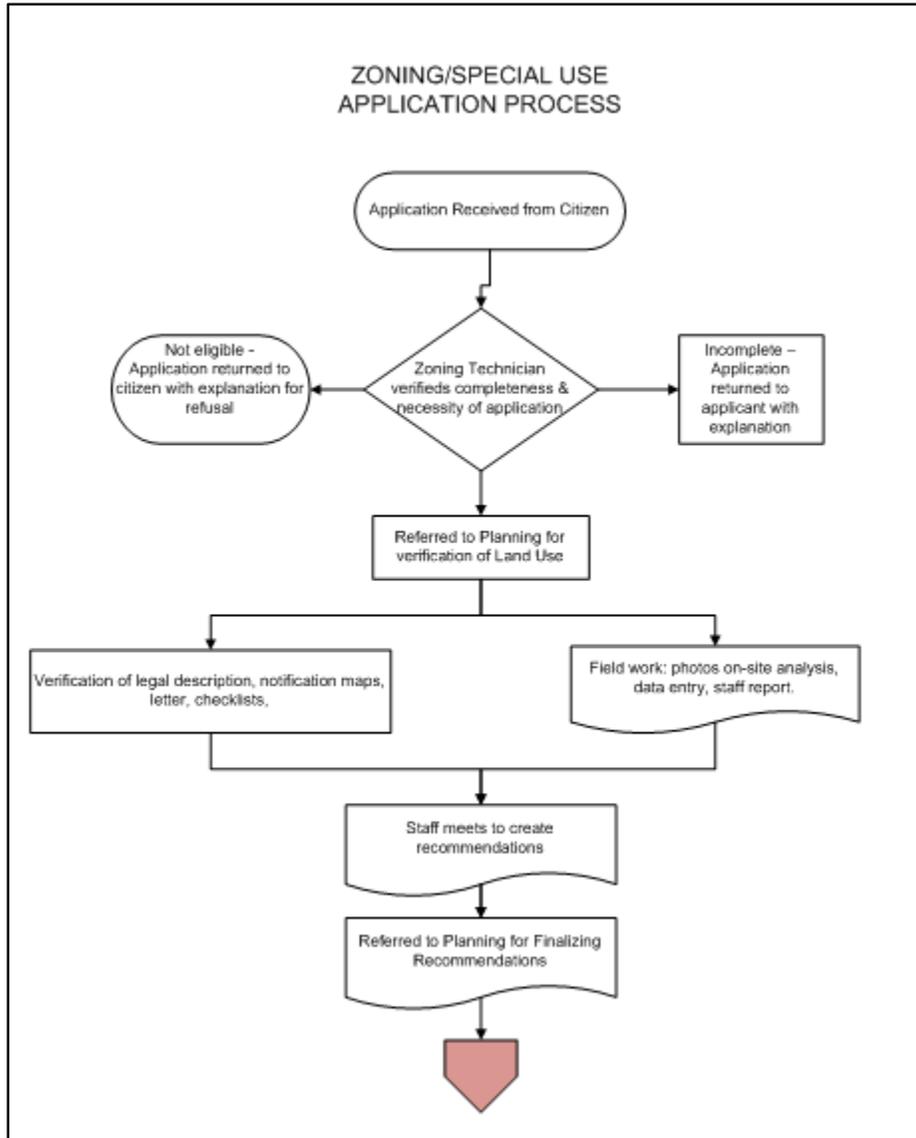
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cc Greg Stubbs  
Mounir Bouyounes  
Lee Niblock  
Human Resources

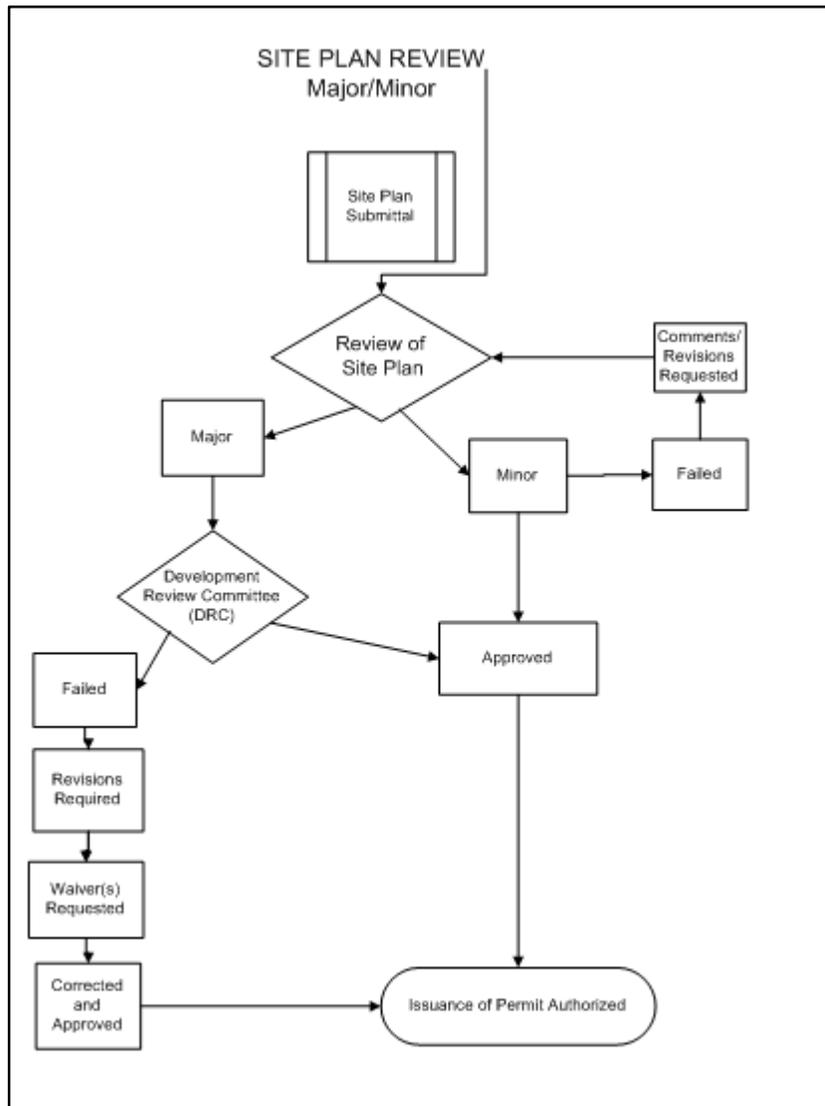
*"Meeting Needs by Exceeding Expectations"*

**APPENDIX E**  
**FLOW CHARTS**

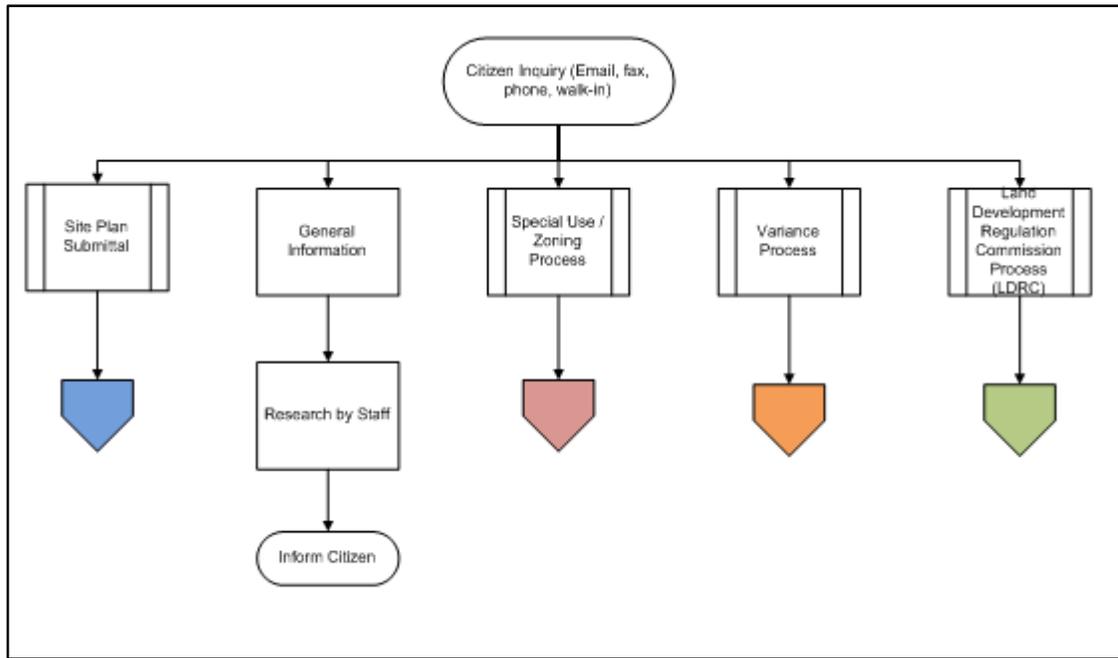
# APPENDIX E FLOW CHARTS



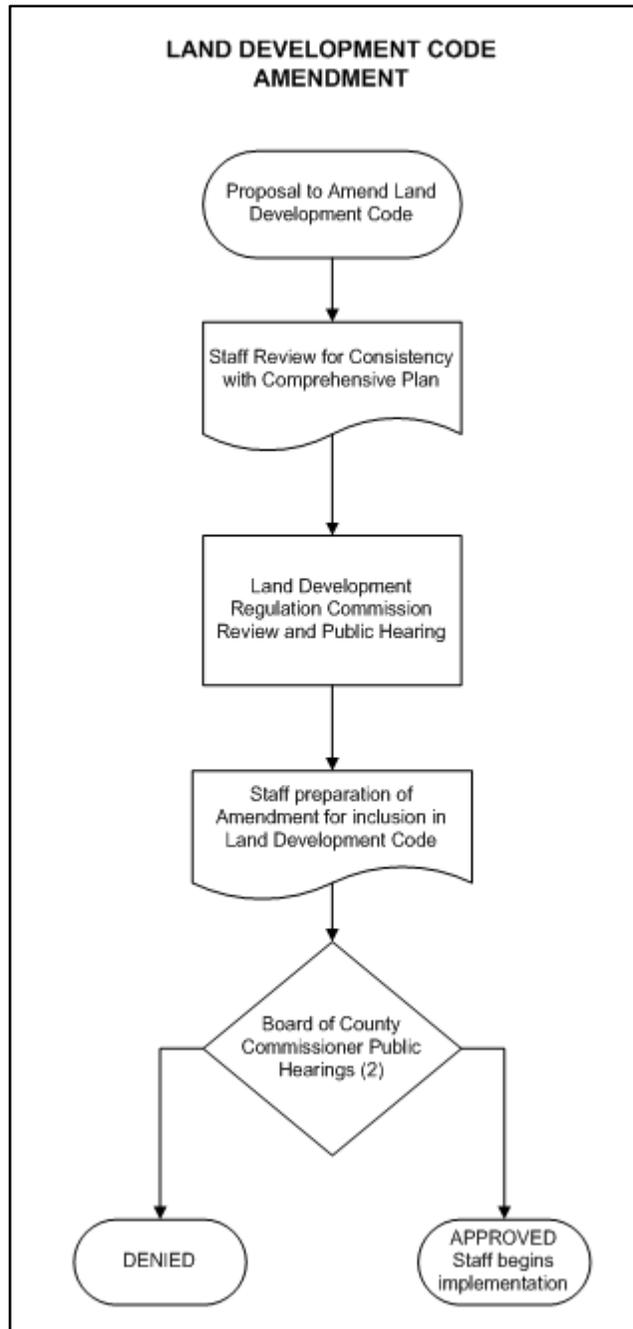
# APPENDIX E FLOW CHARTS



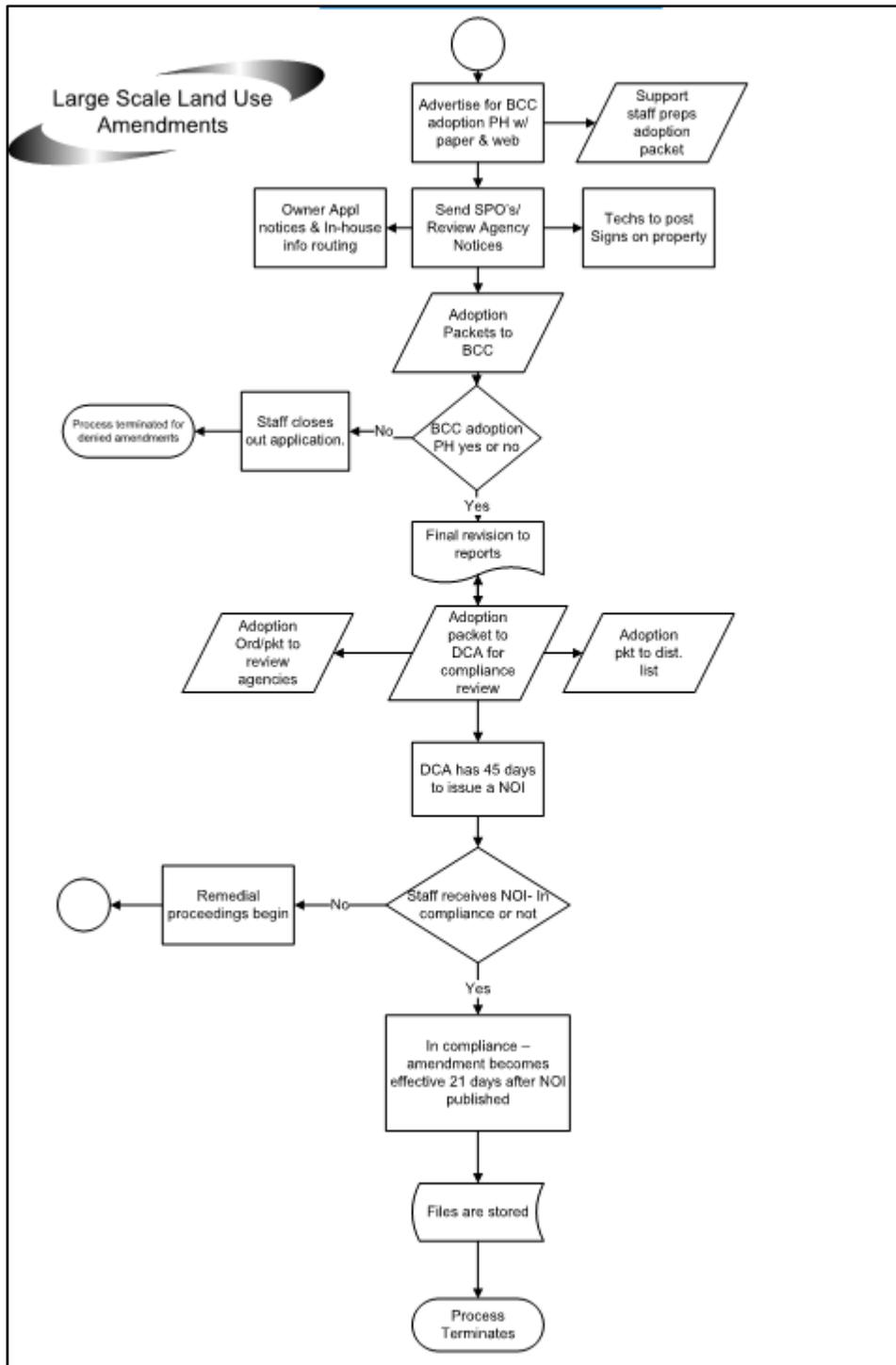
## APPENDIX E FLOW CHARTS



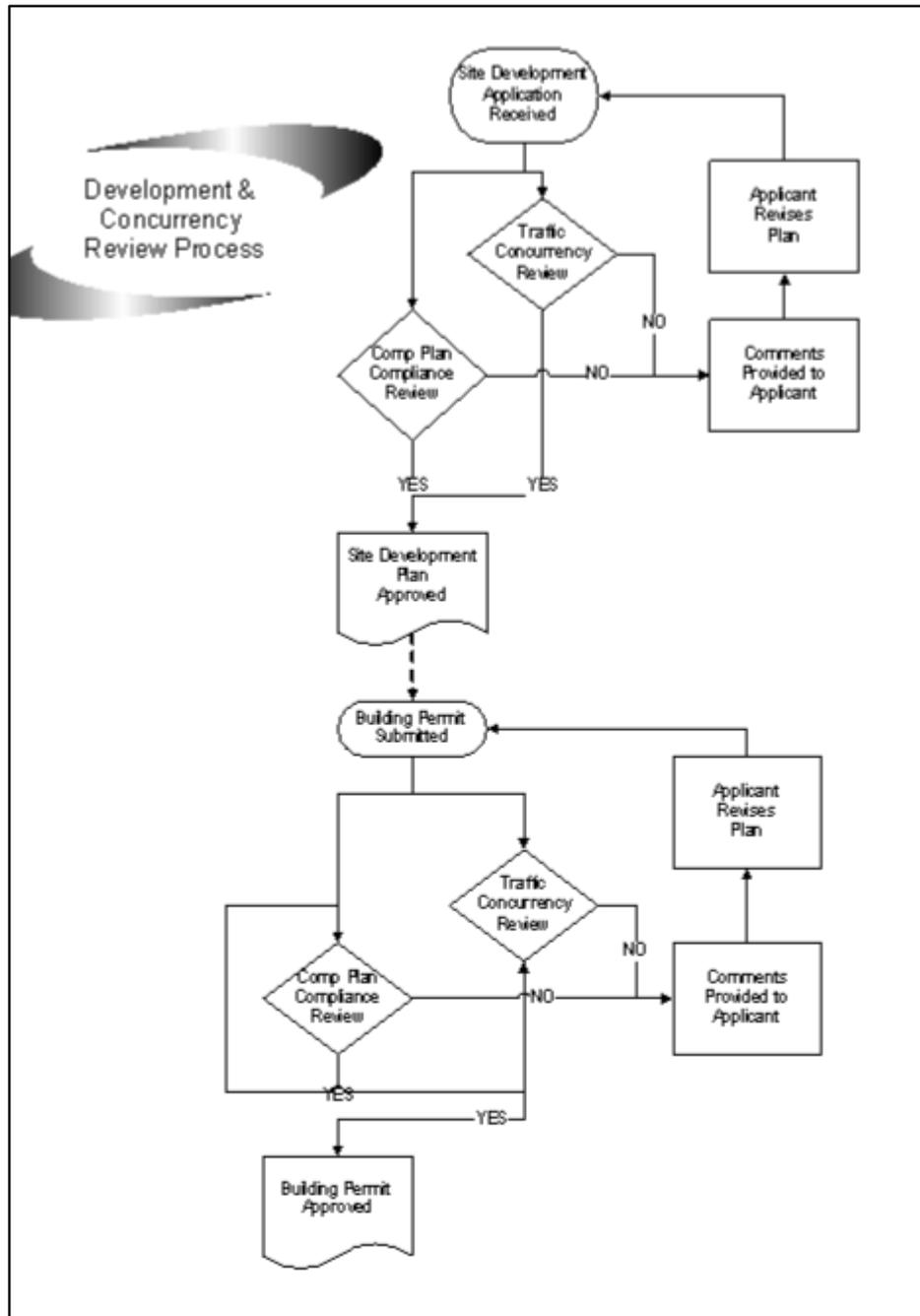
# APPENDIX E FLOW CHARTS



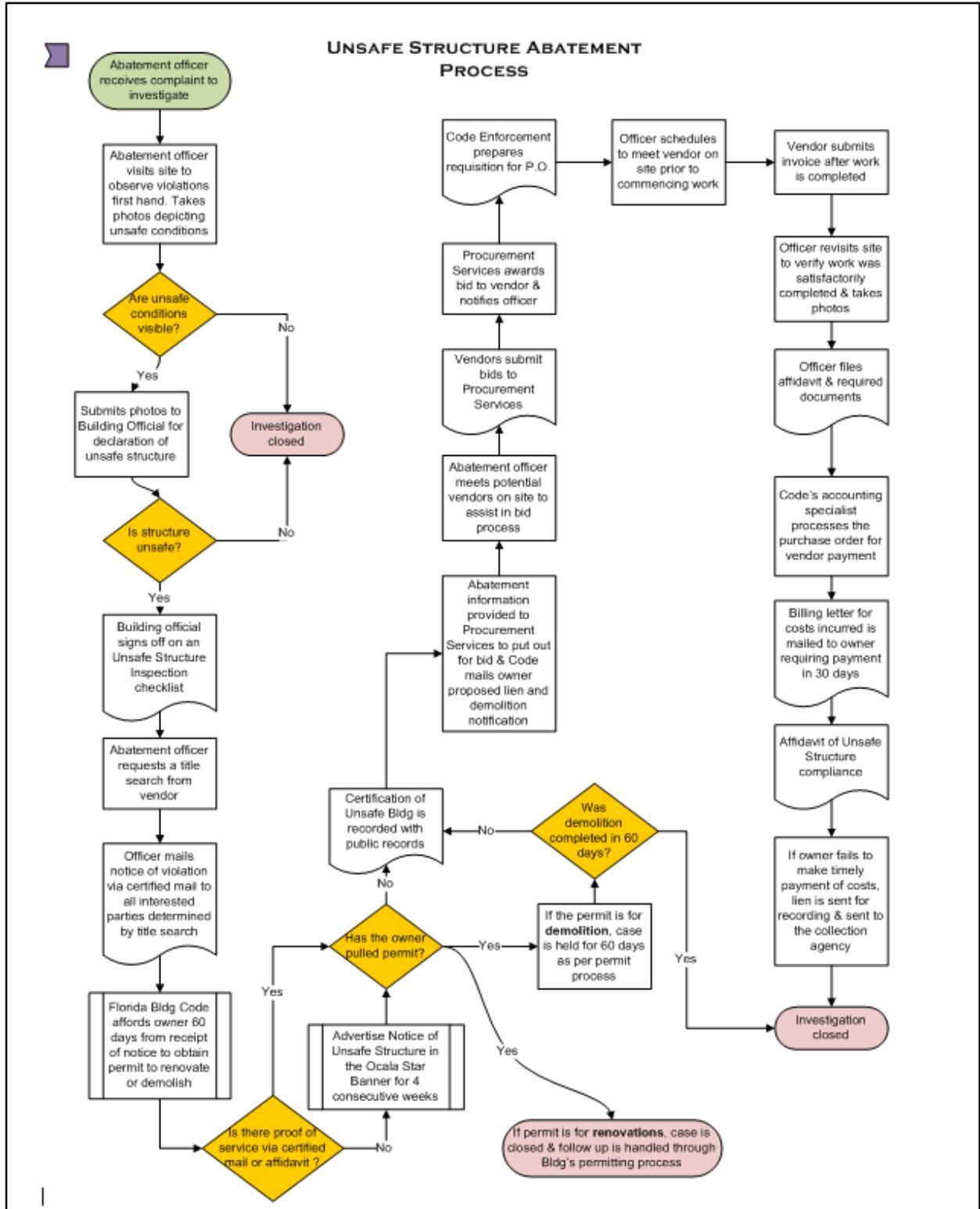
## APPENDIX E FLOW CHARTS



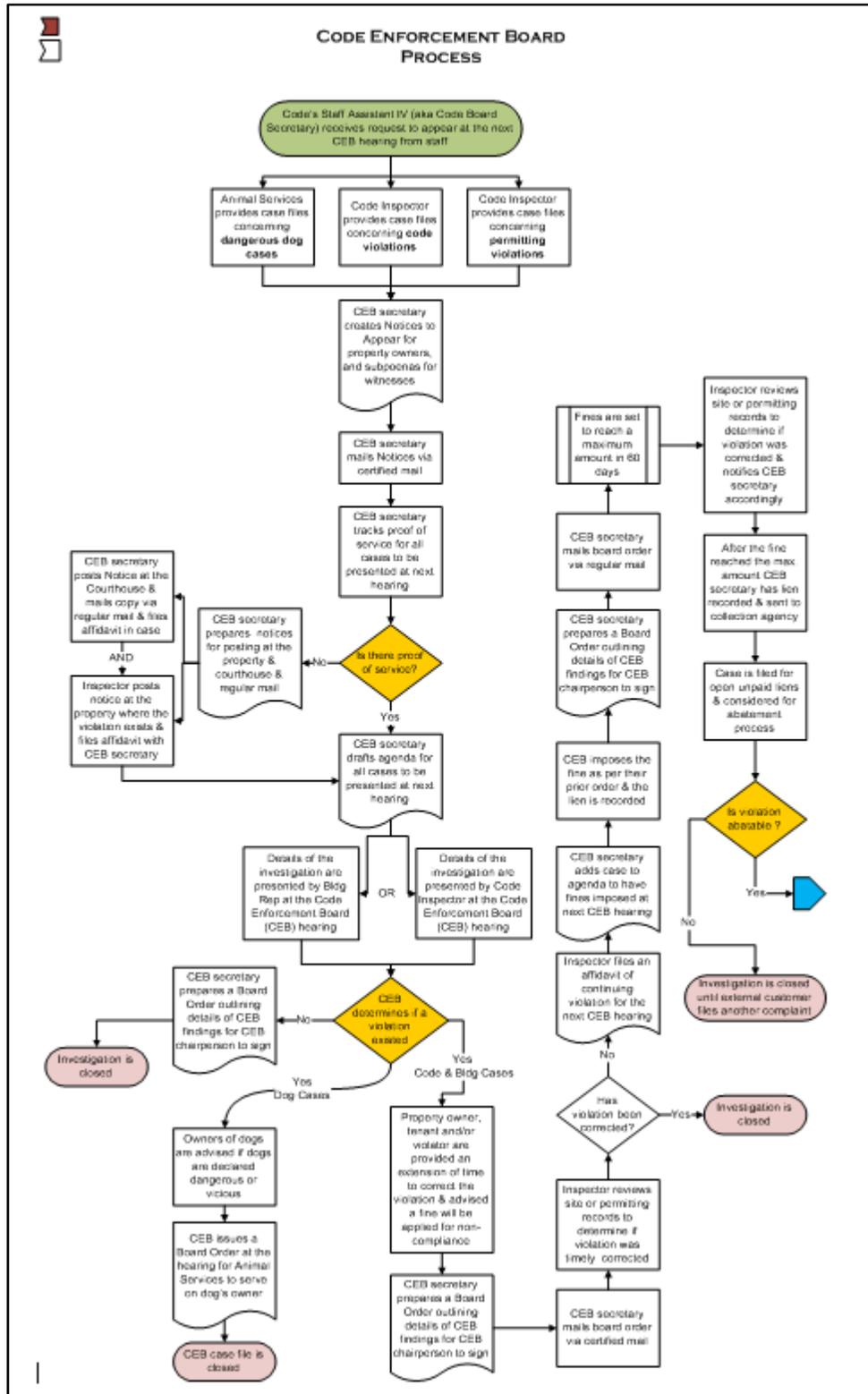
# APPENDIX E FLOW CHARTS



# APPENDIX E FLOW CHARTS



# APPENDIX E FLOW CHARTS



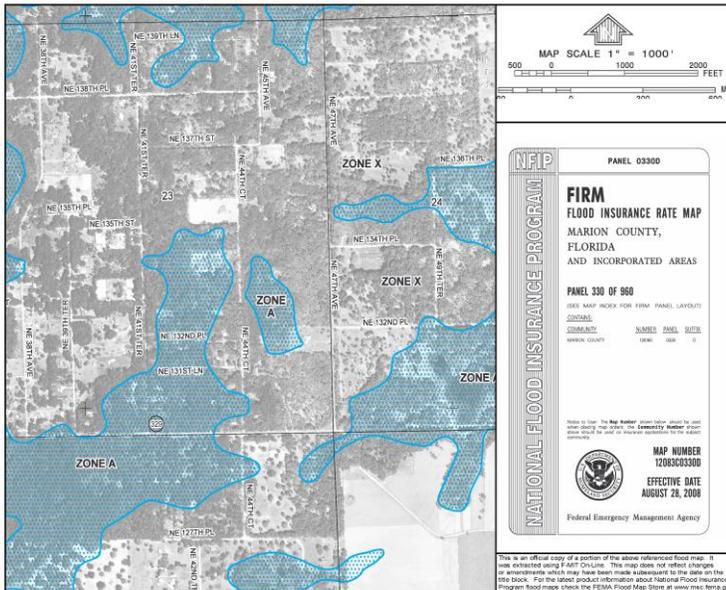
**APPENDIX F**  
**COMMUNITY RATING SYSTEM (CRS)**

# APPENDIX F

## COMMUNITY RATING SYSTEM (CRS)



The CRS is an optional program eligible to communities that participate in the National Flood Insurance Program. The program encourages communities to adopt higher regulatory standards and floodplain management programs that go above and beyond the minimum FEMA/NFIP standards. In return property owners receive discounts for their flood insurance premiums.



### Community Rating System Premium Discounts

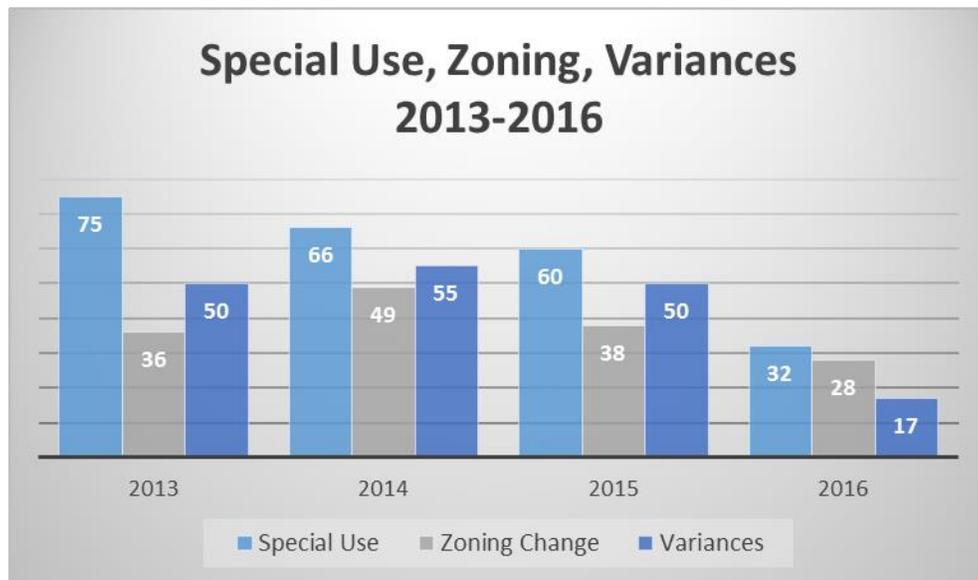
Class	Premium Discount	
	SFHA*	Non-SFHA
1	45%	10%
2	40%	10%
3	35%	10%
4	30%	10%
5	25%	10%
6	20%	10%
7	15%	5%
8	10%	5%
9	5%	5%
10	0	0

\* Special Flood Hazard Area. Non-SFHA premium reductions apply to B, C, D, X, A99, and AR Zones.

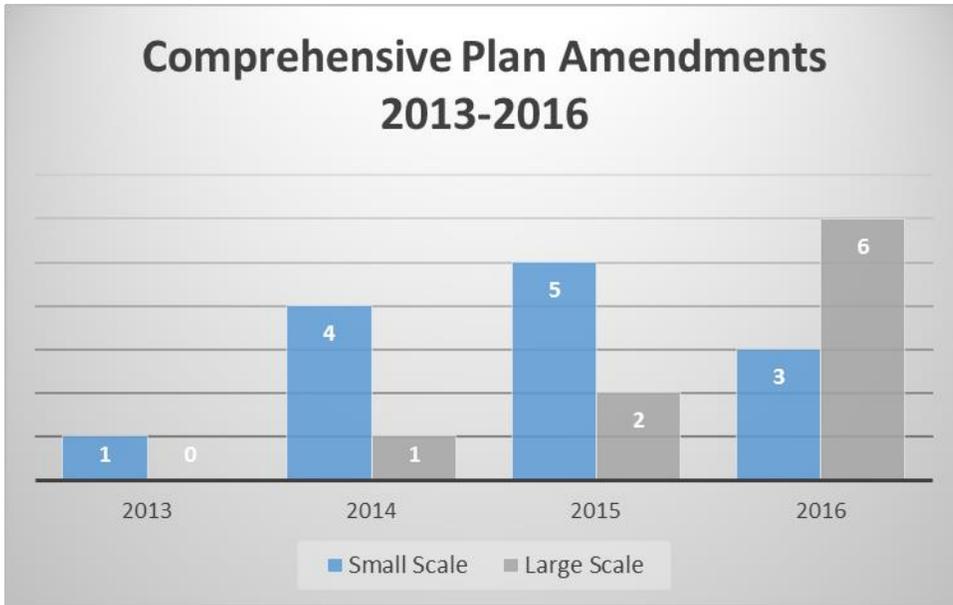
**APPENDIX G**  
**GROWTH SERVICES DEPARTMENT DATA**

Applications Reviewed by Year						
Year	Special Use	Zoning Change	Variances	Small Scale	Large Scale	Totals
2013	75	36	50	1	0	162
2014	66	49	55	4	1	175
2015	60	38	50	5	2	155
2016	32	28	17	3	6	86
Total	233	151	172	13	9	578

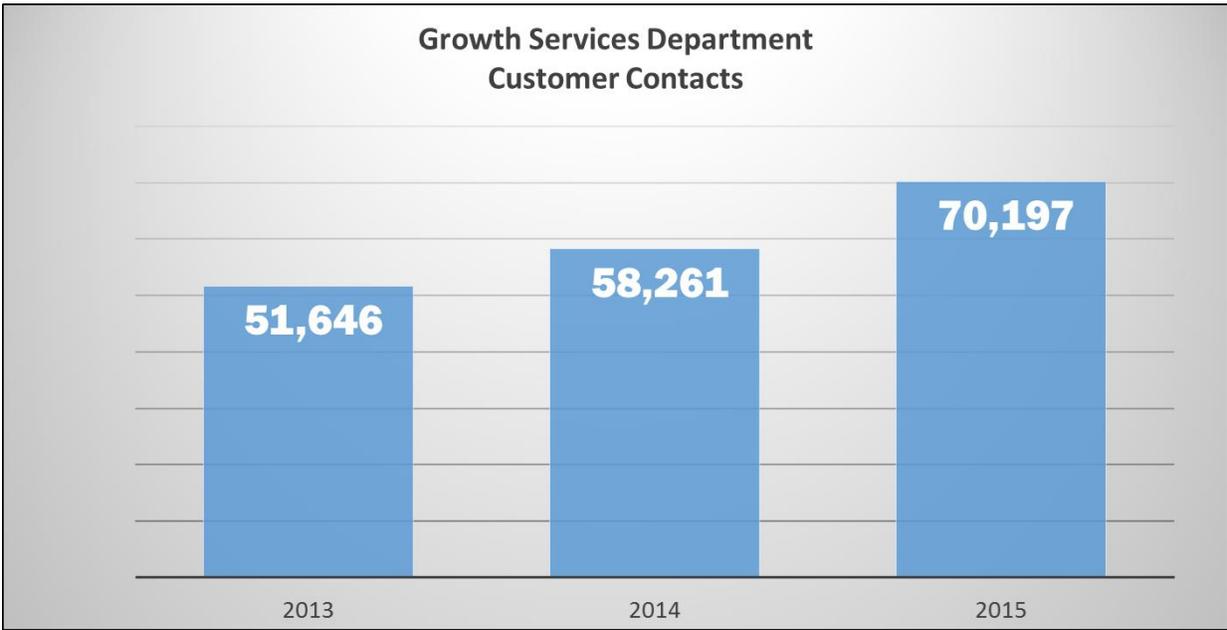
*Note: Data for 2016 is January-June only.*



## Comprehensive Plan Amendments 2013-2016



Growth Services Department Customer Service Data			
Year	Telephone	Walk-in, permits, inspections, etc.	Total Customer Contacts
2013	21,085	30,561	51,646
2014	23,124	35,137	58,261
2015	25,791	44,406	70,197

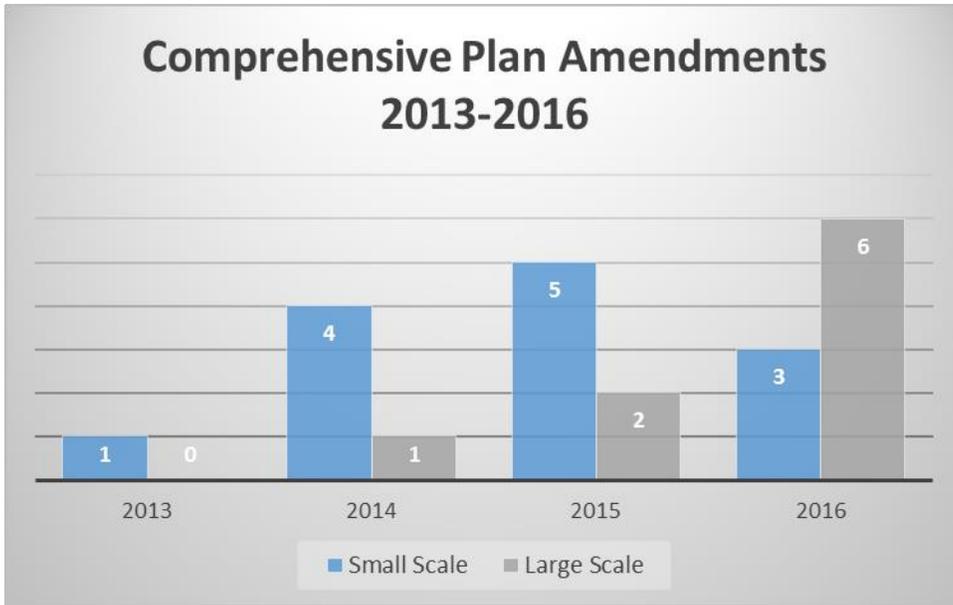


<b>Unincorporated Marion County</b>	
<b>Single Family Permits Issued 2000-2015</b>	
Year	Single Family Permits Issued
2000	2,085
2001	2,759
2002	4,678
2003	5,427
2004	4,611
2005	5,601
2006	6,026
2007	2,139
2008	933
2009	316
2010	399
2011	325
2012	359
2013	497
2014	608
2015	938
Total	37,701
Annual Average	2,356

**Marion County Building Department  
New Construction Activity and Valuation Report  
Calendar Years 2013-2015**

Single Family Residence 2014			Single Family Residence 2015			Single Family Residence 2016		
Month	# Permits Issued	Dollar Value	Month	# Permits Issued	Dollar Value	Month	# Permits Issued	Dollar Value
Jan 14	42	8,852,322.00	Jan 15	59	10,873,800.00	Jan 16	55	8,980,192.00
Feb 14	46	9,574,826.00	Feb 15	76	14,826,609.00	Feb 16	54	8,413,693.00
Mar 14	37	7,697,483.00	Mar 15	67	12,512,218.00	Mar 16		
Apr 14	53	11,024,229.00	Apr 15	79	14,375,687.00	Apr 16		
May 14	46	8,140,755.00	May 15	63	11,937,643.00	May 16		
Jun 14	54	9,605,540.00	Jun 15	90	15,764,226.00	Jun 16		
Jul 14	45	9,520,967.00	Jul 15	76	12,731,002.00	Jul 16		
Aug 14	77	15,876,936.00	Aug 15	105	17,675,324.00	Aug 16		
Sep 14	39	7,841,679.00	Sep 15	76	13,345,947.00	Sep 16		
Oct 14	50	9,574,818.00	Oct 15	70	12,918,335.00	Oct 16		
Nov 14	52	9,274,957.00	Nov 15	78	13,313,536.00	Nov 16		
Dec 14	67	11,621,887.00	Dec 15	82	16,463,315.00	Dec 15		
<b>Totals</b>	<b>608</b>	<b>118,606,399.00</b>	<b>Totals</b>	<b>921</b>	<b>166,737,642.00</b>	<b>Totals</b>	<b>109</b>	<b>17,393,885.00</b>
Multi-Family Residence 2014			Multi-Family Residence 2015			Multi-Family Residence 2016		
Month	# Permits Issued	Dollar Value	Month	# Permits Issued	Dollar Value	Month	# Permits Issued	Dollar Value
Jan 14	0	-	Jan 15	0	-	Jan 16	0	-
Feb 14	2	245,000.00	Feb 15	0	-	Feb 16	0	-
Mar 14	2	2,600,000.00	Mar 15	0	-	Mar 16		
Apr 14	0	-	Apr 15	0	-	Apr 16		
May 14	0	-	May 15	0	-	May 16		
Jun 14	0	-	Jun 15	0	-	Jun 16		
Jul 14	4	5,419,597.00	Jul 15	0	-	Jul 16		
Aug 14	0	-	Aug 15	0	-	Aug 16		
Sep 14	0	-	Sep 15	0	-	Sep 16		
Oct 14	0	-	Oct 15	0	-	Oct 16		
Nov 14	0	-	Nov 15	0	-	Nov 16		
Dec 14	0	-	Dec 15	0	-	Dec 16		
<b>Totals</b>	<b>8</b>	<b>8,264,597.00</b>	<b>Totals</b>	<b>0</b>	<b>-</b>	<b>Totals</b>	<b>0</b>	<b>-</b>
Commercial 2014			Commercial 2015			Commercial 2016		
Month	# Permits Issued	Dollar Value	Month	# Permits Issued	Dollar Value	Month	# Permits Issued	Dollar Value
Jan 14	2	325,000.00	Jan 15	2	304,000.00	Jan 16	5	4,550,000.00
Feb 14	0	-	Feb 15	2	1,139,297.00	Feb 16	0	-
Mar 14	2	690,000.00	Mar 15	1	838,000.00	Mar 16		
Apr 14	4	4,643,000.00	Apr 15	4	1,373,000.00	Apr 16		
May 14	3	1,143,000.00	May 15	1	1,300,000.00	May 16		
Jun 14	1	224,000.00	Jun 15	2	1,108,000.00	Jun 16		
Jul 14	1	27,500.00	Jul 15	2	9,175,000.00	Jul 16		
Aug 14	1	1,750,000.00	Aug 15	3	1,257,500.00	Aug 16		
Sep 14	1	300,000.00	Sep 15	2	2,300,000.00	Sep 16		
Oct 14	1	300,000.00	Oct 15	7	2,111,297.00	Oct 16		
Nov 14	3	2,299,855.00	Nov 15	2	2,010,000.00	Nov 16		
Dec 14	0	-	Dec 15	2	1,525,000.00	Dec 16		
<b>Totals</b>	<b>19</b>	<b>11,702,355.00</b>	<b>Totals</b>	<b>30</b>	<b>24,441,094.00</b>	<b>Totals</b>	<b>5</b>	<b>4,550,000.00</b>

## Comprehensive Plan Amendments 2013-2016

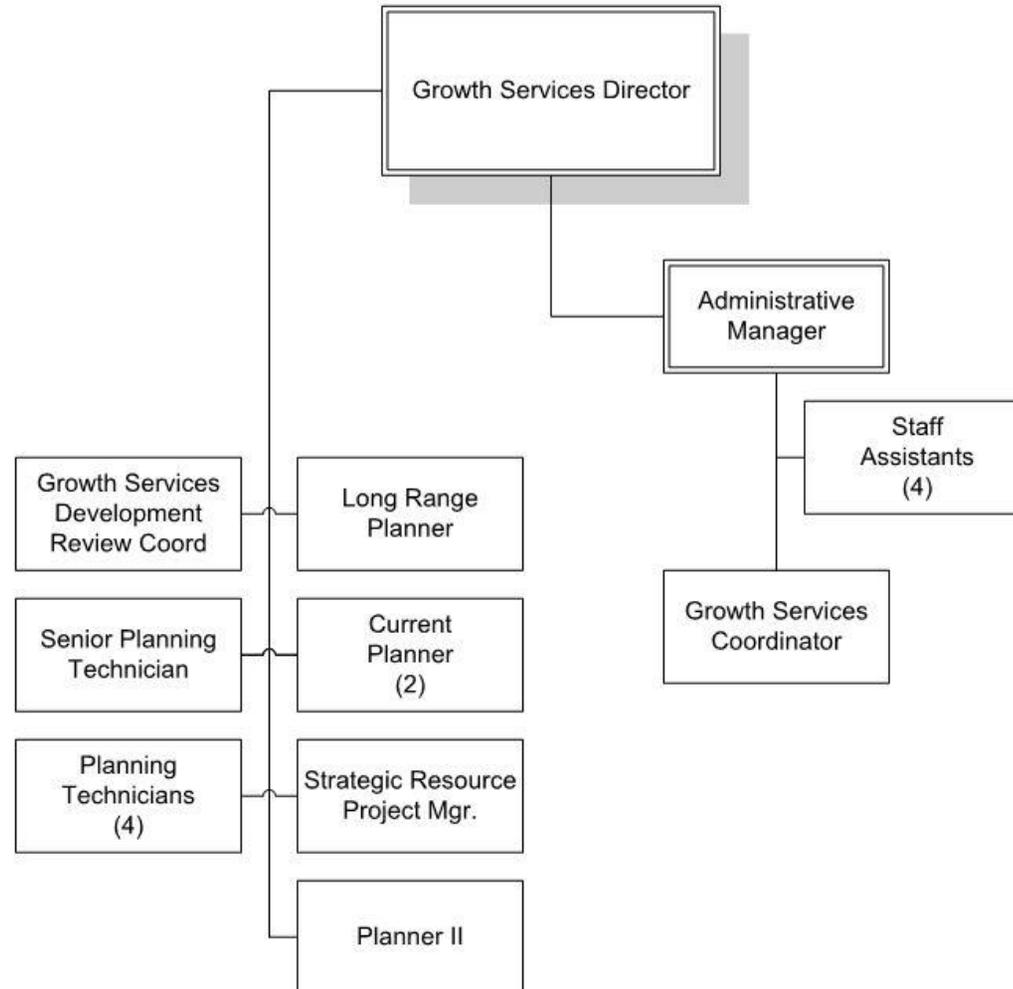


**APPENDIX H**  
**ORGANIZATIONAL CHARTS**



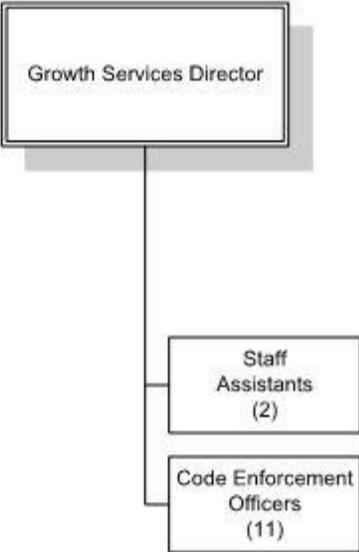
## APPENDIX H ORGANIZATIONAL CHARTS

### Growth Services Department Planning / Zoning Division



**APPENDIX H  
ORGANIZATIONAL CHARTS**

**Code Enforcement**



**APPENDIX I**  
**FEE SCHEDULE**

# RESOLUTION 14-R-366

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF MARION COUNTY, FLORIDA, PROVIDING FOR AND AMENDING VARIOUS USER FEES AND CHARGES, PROVIDING A WAIVER FOR INDIGENT PERSONS, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board has authority to adopt user fees and charges for various services provided by County Departments and the Board desires to amend and establish user fees, now therefore,

BE IT RESOLVED by the Board of County Commissioners of Marion County, Florida;

**SECTION 1. FEE SCHEDULE.** The Board hereby amends and establishes the user fees and charges to be collected within the Department of Growth Services and adopts the amended user fee schedule attached hereto as Exhibit "A".

**SECTION 2. WAIVER.** The Board hereby authorizes the waiver of the attached user fees for indigent persons upon submission of a letter of certification prepared by the Marion County Community Services Department to the appropriate County Department.

**SECTION 3. PREVIOUS RESOLUTIONS.** This amendment to the user fee schedule as attached hereto as Exhibit "A" shall repeal and replace the applicable portions of Resolution #'s 92-R-81, 95-R-33, 95-R-282, 97-R-72, 98-R-107 and 04-R-64. All Resolutions addressing these user fees will be superceded with the adoption of this Resolution.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect immediately upon its adoption, provided however, the new fee schedule shall take effect on October 1, 2014.

DULY ADOPTED in regular session this 5th day of August, 2014.

BOARD OF COUNTY COMMISSIONERS  
MARION COUNTY, FLORIDA



CARL ZALAK, III

ATTEST:



DAVID R. ELLSPERMANN

## EXHIBIT "A"

<b>MARION COUNTY GROWTH SERVICES LIST OF SERVICES AND USER FEES</b>	
SERVICE	\$ FEE
Zoning and Land Use designation determination (including setbacks)	40
Code Enforcement lien/violation verification	15
Subdivision determination (lot split) PA authorization form	100
Floodplain determination	30
Custom maps	35-76
Reliance letter	300
Research	25/hr.
Copies	15 cents/pg.
Special Event permit	50
Zoning Change	700
Residential PUD	1,000 + 5/DU
Commercial/Industrial/Institutional PUD	1,000 + 5/DU
Mixed Use PUD	1,000 + 5/DU
Amendment to PUD	150 + 5/AC
Variance	450
Special Use Permit	700
Special Use Permit and Zoning Change	925
Special Use Permit Renewal	300
Special Use Permit Cell Tower	2,000
Special Use permit Mining	700
Land Use Change Large Scale	5,000
Land Use Change Small Scale	3,000
DRI/FQD/VDRI (new) <sup>1</sup>	
Application for Development Approval (ADA)(DRI)	4,000
Application for Development Designation (ADD)(FQD)	3,000
Binding Letter of Interpretation of Vested Rights (BLIVR)	3,000
Notice of Proposed Change (NOPC) to Amend a DRI <sup>2</sup>	1,000
Notice of Proposed Change (NOPC) to Amend a FQD	800
Binding Letter of Modifications to Vested Rights (BLIM)	800
DRI/FQD Biennial Report Review Fee	0
Application for a Preliminary Development Agreement (PDA)	1,000
Application to Abandon a Preliminary Development Agreement (APDA)	800
Application for DRI/FQD Pre-Application Conference	1,000

**MARION COUNTY GROWTH SERVICES  
LIST OF SERVICES AND USER FEES**

SERVICE	\$ FEE
Binding Letter of Interpretation of DRI Status (BLID)	800
Application for Abandonment of a DRI/FQD (ADRI)	800
Community Development District Application Fee	15,000
Marion County Vesting Committee Application for Vested Rights	600
Agricultural structure and development exemptions	40
Building Permit site plan process and review comments	30
Community residential home for ACHA	30
Temporary sign permits	15
Permanent sign permits	30
Minor Site Plan Residential	50 + 5/lot
Minor Site Plan Commercial/Industrial/Institutional	50
Environmental assessments	50
Environmentally Sensitive Overlay Zone, Site Visit	50
Modified Environmental Impact Study Evaluation	50
Alcoholic beverage license fee	100
On-site Merchants Sales Event	35
Temporary Use permit	40
Temporary use off site auto sales	500
Temporary use temp residential (RV)	50
Home Occupation permit	70
Tree Removal/Protection Application	50
Tower Administrative antenna only	200
Tower Administrative other	500
Transportation Impact Service Fees:	
Single Family	20/DU
Multi-Family	20/DU
Mobile/Manufactured Home	20/DU
Non-Residential	25 Building Permit
Hotel/Motel	20 Building Permit
Wellhead Permit	25
Wellhead Protection Zone Inspection (per parcel)	50

<sup>1</sup> A VDRI, DRI, or FQD related application which also requires a Comprehensive Plan Amendment in order to obtain and/or proceed with such an application, is also subject to submission and payment of the applicable Comprehensive Plan Amendment Application and its accompanying Application Fee, in addition to the various VDRI/DRI/FQD Application and its accompanying Fee; however the applications may be process concurrently consistent with Florida Statutes.

<sup>2</sup> For a NOPC or BLIM determined to be a "Substantial Deviation" requiring "DRI review" the initial NOPC/BLIM fee paid will be credited towards the upgraded ADA/ADD/BLIVR application fee.

**APPENDIX J**  
**NATURAL RESOURCE PLAN IMPLEMENTATION**

**APPENDIX J**  
**NATURAL RESOURCE PLAN IMPLEMENTATION**

***Action items for Natural Resource Plan policy implementation.***

Goal	Objective	Policy	Timeframe
<b>Protect habitat known to support threatened and endangered species without negatively affecting the development rights of private landowners.</b>	Provide tools to assist the development community regarding potential for significant habitat or threatened or endangered species on specific parcels.	Develop GIS based information that is available via the county's interactive map feature.	Year 1
	Focus development within the Urban Growth Boundary in order to protect prime agricultural, water recharge and habitat areas.	Evaluate the current TDR Program and make necessary revisions. Continue to track TDRs and seek maximum participation in the program.	Year 1-2 (ongoing)
		Evaluate opportunities for payment for environmental services programs.	Year 3-4
	Support, improve and protect habitat for key species.	Create a Habitat Management Plan for the Florida Scrub Jay and gopher tortoise in southern Marion County. The plan will recognize significant habitat areas already in conservation and prioritize any additional needs for land management, conservation or restoration projects.	Year 1-3
		Develop a strategic approach to invasive species management.	Year 2
<b>Maximize benefit of publicly owned and managed lands for the citizens of Marion County.</b>	Increase communication and coordination between land managers.	Staff will conduct a minimum of one meeting with land managers of public lands in Marion County, annually.	Year 1-10
		Staff will investigate feasibility of becoming a Cooperating Partner with federal and state agencies.	Year 1-3
	Seek opportunities to increase connectivity of public lands, through public/private partnerships.	Update the county's Land Acquisition Manual (circa 1989), which will include prioritizing specific areas for conservation easements or purchase.	Year 2

**APPENDIX J**  
**NATURAL RESOURCE PLAN IMPLEMENTATION**

Goal	Objectives	Policy	Timeframe
<p><b>Ensure long-term viability of water supplies.</b></p>	<p>Evaluate future water demands and methods to meet those demands.</p>	<p>Develop a Water Supply Plan through 2050 that addresses estimated demand county-wide. The plan will provide alternatives that include Upper and Lower Floridan well locations, and consider potential surface water withdrawals. The plan will consider environmental impacts of each, specifically as they relate to spring flow.</p>	<p>Year 1 (Complete)</p>
	<p>Maximize coordination between water management districts with jurisdiction in the county.</p>	<p>Host a minimum of 2 coordination meetings annually, with SJRWMD and SWFWMD staff.</p>	<p>Year 1 (ongoing)</p>
	<p>Fully implement water conservation measures for all water users.</p>	<p>Evaluate feasibility of agricultural mobile irrigation lab and implement if feasible.</p>	<p>Year 2 (ongoing)</p>
		<p>Implement irrigation installation and maintenance professional training requirements as described in LDC Sec. 6.9.10, which states, <i>“contractors licensed to perform work under this section shall annually complete a minimum of four professional development hours (PDH) in Florida Friendly Landscaping and Irrigation Practices...”</i></p>	<p>Year 2</p>
<p><b>Protect ground and surface water countywide.</b></p>	<p>Minimize human impacts to surface water bodies.</p>	<p>Develop a management plan for Lake Weir that includes analysis of water quantity and measures to improve water quality and prevent further degradation.</p>	<p>Year 1</p>
		<p>Develop Reasonable Assurance Plans for select water bodies that are verified as impaired, but are not prioritized for TMDL development.</p>	<p>Year 2-5</p>
	<p>Ensure that all users share responsibility of protecting water resources.</p>	<p>Develop best management practices manual for “hobby farmers” in cooperation with UF-IFAS, FDACS and FDEP.</p>	<p>Year 2</p>

**APPENDIX J**  
**NATURAL RESOURCE PLAN IMPLEMENTATION**

		Develop and implement best management practices and monitoring criteria for public reuse recipients	Year 3
Goal	Objectives	Policy	Timeframe
<b>Maintain the County's quality of life and economic vitality through the management and conservation of natural resources.</b> <i>(Excerpt from Comprehensive Plan Conservation Element Goal 1)</i>	Create focused strategies for the regulation of mining and resource extraction inside and outside of the urban growth boundary.	Coordinate with existing mines to verify entitlements and compliance with local regulations.	Year 1
		Refine FGS Commercially Viable Minerals map using local data.	Year 2
		Conduct mineral need and supply assessment through 2050.	Year 2
<b>Protect the County's unique assets, character and quality of life through the implementation of land use policies that allow for mixed land uses, promote conservation of natural resources and protect private property rights.</b> <i>(modified from FLUM Goal 1)</i>	Refine Comprehensive Plan and LDC language to incorporate strategies that ensure sufficient natural resource protection, without being duplicative of state and federal regulations.	Review current mining practices and strategies implemented by similar local governments that minimize environmental and social effects of mining activities.	Year 1-2