SITE PLAN
PRE-APPLICATION CONFERENCE
APPLICATION SUBMITTAL PACKAGE REQUIREMENTS

All Pre-application Conference Submittal Packages shall contain the following items, as a minimum, or be considered INCOMPLETE and NOT accepted for processing. Pre-application Submittal Packages shall be submitted to the DRC Coordinator, by calling (850) 595-3472 to schedule an appointment Monday thru Wednesday. The deadline to submit a COMPLETE Pre-application Submittal Packages is 11:30 am every WEDNESDAY. There are no fees associated with a pre application conference.

- ❑ 1.) A transmittal letter from the applicant naming the project, identifying the materials being submitted. The project name on the documents shall be consistent

- ❑ 2) A copy of the Project Information Form completely filled out prior to submittal. This form must be faxed to the DRC Coordinator 2 days (48 hours) before submitting the pre-application package or the application package will NOT be accepted.

- ❑ 3) A copy of a narrative explaining the proposed development. Include information of size of property, # of units, square footage of buildings, zoning district, future land use category, water and sewer services, wetland impacts, density transfers include, access, stormwater management, etc.

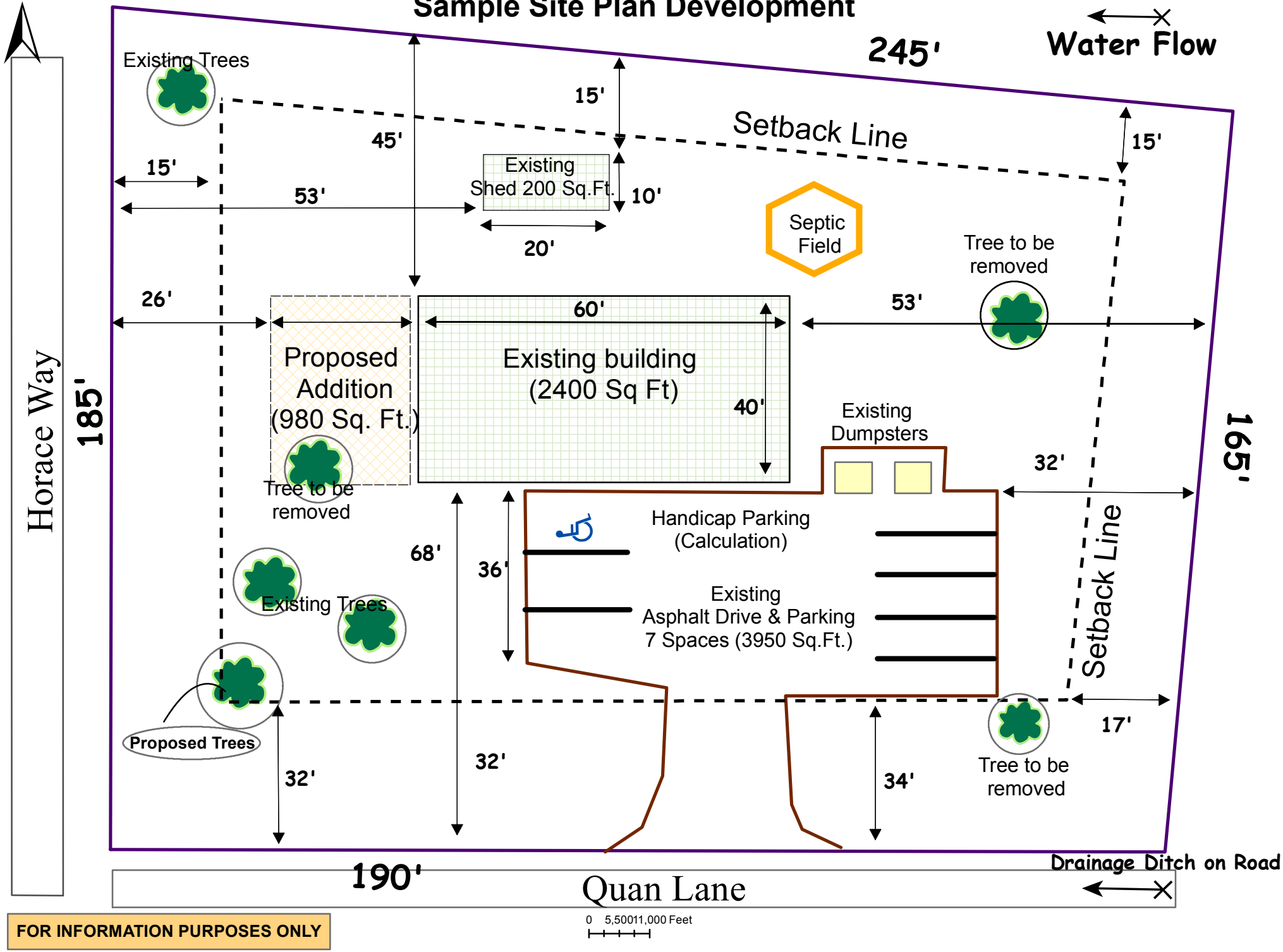
- ❑ 5) A copy of the preliminary development plans drawn to scale (no less than 1 to 20) that show all required information (see below). These preliminary plans do not need the signature and seal of the engineer. Plans are to be a minimum size of 11” x 17”. If 24" X 36" each plan shall be folded or they will NOT be accepted.

- ❑ 6) A CD with all of the above information included. Each document must be in an individual PDF format (ex: A five page form is to be converted into ONE PDF document.)

The development plan must be labeled and include the following items:

a) Draw or sketch the property boundaries to scale or, in as much as possible, proportionally to its dimensions. Include the actual dimensions (length) or each side of the property. Using a dotted line, show the required building setback distance.
b) Draw and label all structures that are located on the property, both existing and proposed
c) List the current and proposed use of the structures.
d) Show the total square footage (length x width) of existing or proposed structures.
e) Show the total square footage (length x width) of existing or proposed impervious areas (area that cannot absorb water: e.g., concrete, asphalt, buildings, other structures). Show these dimensions on the site plan (distances of length and width). Include distances of impervious areas to the property line.
f) Show the driveways and parking area dimensions, label an existing or proposed, and indicate the type of material that they are constructed or will be constructed of (concrete, asphalt, dirt, gravel, grass, etc.).
g) Include the number of parking spaces existing and proposed.
h) Show distances of all structures to the property line.
i) Show, with arrows, the direction that water flows across the property. If the site is flat, state this on the plan.
j) Show all existing drainage systems on the site (retention ponds, swales, culverts, pipes). Include any existing drainage systems in the right-of-way (roadside ditches, curbs, drainage inlets). If there are no drainage systems adjacent to the site, indicate, as best as possible, where the stormwater from the property flows.
k) Show all outside waste facilities. This would include dumpsters, storage areas, proposed or existing septic

Sample Site Plan Development



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