MINOR DEVELOPMENT SITE PLAN APPLICATION PACKAGE SUBMITTAL REQUIREMENTS

All Minor Development Site Plan Application Packages shall contain the following items, as a minimum, or be considered INCOMPLETE and NOT accepted for processing. Site Plan Application Submittal Packages shall be submitted to the DRC Coordinator, by calling (850) 595-3472 to schedule an appointment. The deadline to submit a COMPLETE Site Plan Minor Submittal Packages is 11:30 am every FRIDAY. If you have questions concerning the submittal of an application package, call (850) 595-3472.

- ❑ 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) Payment of the submittal fee of $700.00. We accept Visa, Mastercard, check, or cash. .
- ❑ 3) A Development Review Application <u>completely</u> filled out.
- ❑ 4) A completed Project Information Form completely filled out prior to submittal of the application package. WARNING: This form must have the street address of the project site or it will not be accepted.
- ❑ 5) 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.
- ❑ 6) Proof of ownership (recorded deed or lease) for all (each) development parcel. Names on deed and legal description provided by the Property Appraiser must be the same.
- ❑ 7) A proposed site plan that show all required information (# 9 below). Stormwater Plans shall be signed and sealed. Plans are to be a minimum size of 11” x 17” and no larger than 24" X 36”. Each plan shall be folded or they will NOT be accepted. An example site plan is attached to this checklist.
- ❑ 8) One 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 proposed site plan shall include, identify and detail the following items:

A) Identify the following general information in a notation (note) on the site plan.
- ❑ 1) Property owners name, mailing address, telephone #, and fax #.
- ❑ 2) Applicants name, mailing address, telephone # and fax #, if different from owner.
- ❑ 3) Parcel’s property reference number.
- ❑ 4) Acreage of the parcel
- ❑ 5) Parcel’s Zoning District (contact 595-3550 for zoning information).
- ❑ 6) Parcel’s Future Land Use (FLU) Category (contact 595-3550 for FLU information).
- ❑ 7) Name of person who prepared drawing/plan.
- ❑ 8) Date plan was prepared.

B) Identify the following location and directional information on the site plan.
- ❑ 1) A north arrow.
- ❑ 2) The scale of the drawing/site plan (i.e., 1 inch = 10 feet).
- ❑ 3) The name(s) of the road(s) fronting the parent parcel.
- ❑ 4) A vicinity map showing and labeling the adjacent roadways and cross streets.

C) Identify the following information in a notation (note) on the site plan.
- ❑ 1) A note detailing potable water service availability (i.e., ECUA, etc.
- ❑ 2) A note detailing sewer service provider / availability (i.e., ECUA, etc.)
- ❑ 3) A note detailing if a septic tanks is existing or proposed
- ❑ 4) A note detailing the location and size of any water lines.
- ❑ 5) A note detailing the location of fire hydrants.
- ❑ 6) A note listing the total square footage amount of all existing impervious surface.
- ❑ 7) A note listing the total square footage amount of all proposed impervious surfaces.

- ❑ 8) A note detailing the calculations used to determine the net change in impervious surface area on the site from existing conditions to proposed conditions. Please note that impervious surfaces may include driveways, parking areas, sidewalks, asphalt or concrete pads, buildings and accessory structures.

D) Identify the following property boundary and setback information on the site plan.

- ❑ 1) Parcel's property boundary lines to scale or a proportional as possible.
- ❑ 2) Length and width dimensions of Parcel's property boundary lines.
- ❑ 3) Dashed / dotted lines indicating the parcel's building fronts, side and rear building setback line and the distance the setback lines are from the corresponding property line.
- ❑ 4) Dimensions along all roadways of the property boundary lines.

E) Identify the following for each existing or proposed structure on the property.

- ❑ 1) Draw all existing <u>and</u> proposed structures on the property.
- ❑ 2) Clearly label each as existing or proposed.
- ❑ 3) Identify the current <u>and</u> proposed use of each structure (i.e., shed, retail store, etc).
- ❑ 4) Note the total square footage of each.
- ❑ 5) Note the external dimensions, length and width, of each.
- ❑ 6) Identify the distance of each from the parcels property lines.
- ❑ 7) If multiple structures are on site, identify the distances between adjacent structures.
- ❑ 8) Identify location of existing and proposed dumpsters and the required screening.
- ❑ 9) Identify the location of any existing and proposed outdoor storage areas.
- ❑ 10) Identify the location of any existing of proposed septic tanks.

F) Identify the following for each driveway, parking area, sidewalk, etc.

- ❑ 1) Draw all existing <u>and</u> proposed driveways, parking areas, sidewalks, etc.
- ❑ 2) Clearly label each as existing or proposed.
- ❑ 3) Identify the type of construction material for each (i.e., asphalt, dirt, gravel, etc.).
- ❑ 4) Note the total square footage of each.
- ❑ 5) Note the external dimensions of each.
- ❑ 6) Note the width of each proposed road, drive aisle, right-of-way, etc.
- ❑ 7) Draw all existing and proposed parking spaces
- ❑ 8) Note the dimensions of each parking space (width and length)
- ❑ 9) Clearly label the total number of proposed and existing parking spaces

G) Identify the following information for any additional impervious surface on the property

- ❑ 1) Draw any additional existing <u>and</u> proposed impervious surfaces on the property.
- ❑ 2) Clearly label each as existing or proposed.
- ❑ 3) Identify the use of each additional impervious surface (i.e., loading ramp, etc).
- ❑ 4) Identify the type of construction material for each (i.e., asphalt, dirt, gravel, etc.)
- ❑ 5) Note the total square footage of each.
- ❑ 6) Note the external dimensions of each.

H) Identify the following information for drainage systems.

- ❑ 1) Show with arrows the direction that stormwater flows across the property. If the site is flat, indicate this by writing "FLAT" on the plat.
- ❑ 2) Draw any existing drainage systems on site (retention ponds, swales, culverts, pipes).
- ❑ 3) Draw any existing drainage systems in the right-of-way (roadside ditches, curbs, drainage inlets.
- ❑ 3) If there are no drainage systems adjacent to the site, indicate where stormwater flows from the property.

I) Identify the following information for any landscaped areas on the property

- ❑ 1) Clearly label each as existing or proposed.
- ❑ 2) Identify the type of landscaping material for each (i.e., grass, bushes, etc)
- ❑ 3) Note the total square footage of all existing landscaped areas
- ❑ 4) Note the total square footage of all proposed landscaped areas
- ❑ 5) Show the location of all existing trees 12" in diameter and larger, and indicate if they are proposed to remain or be removed.
- ❑ 6) Show and label the location of any new trees that will be planted.

I acknowledge that all items identified above are included in my submittal.

Applicant/Agent Signature: _____ Date: _____

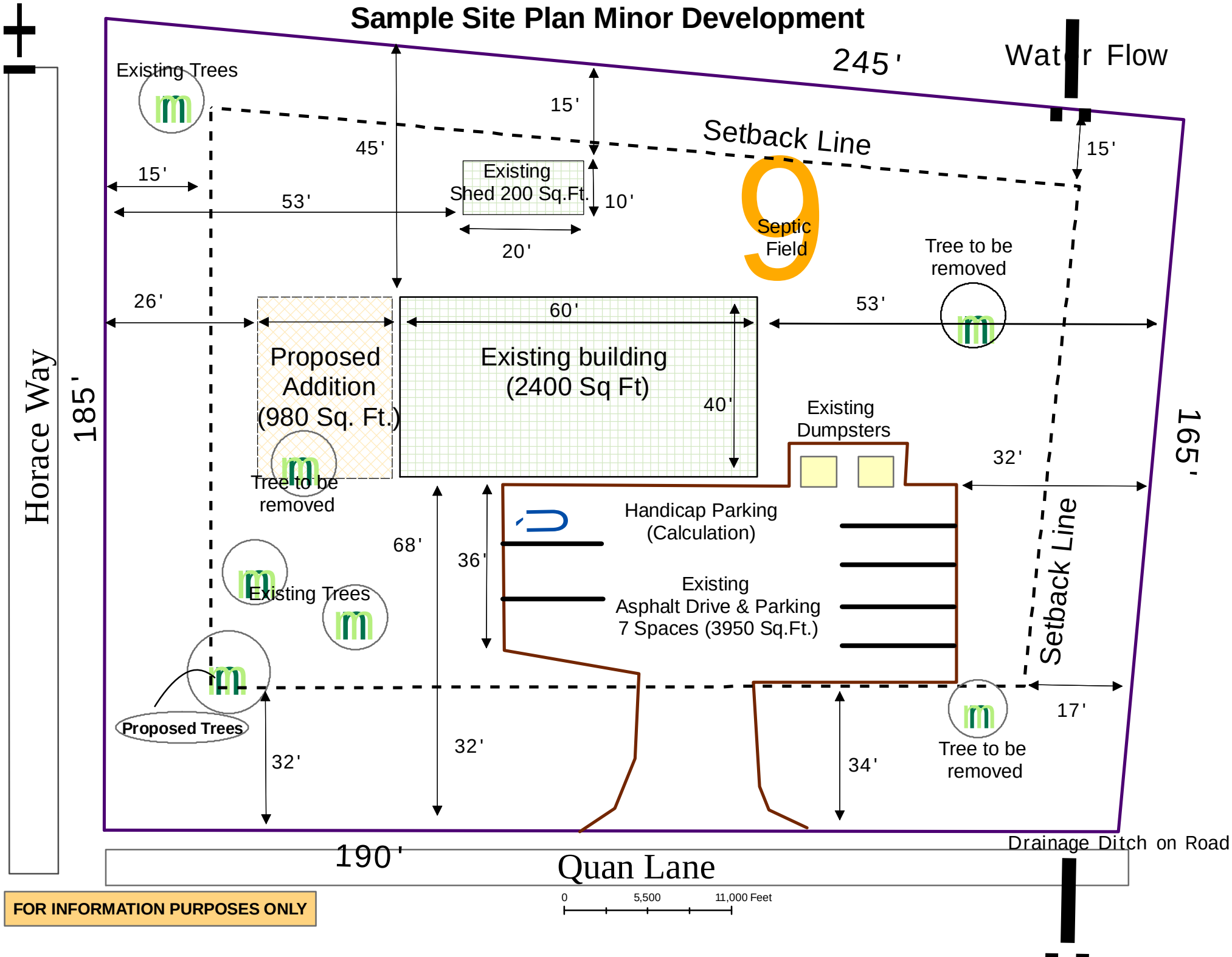
Minor Sample Site Plan Instructions

When creating the individual site plan for your project, please utilize the sample provided on the next page. The following list identifies some specific items you need to display with your plan, in order to facilitate the project review process during submittal:

- ☐ Property reference number (16 digit)
- ☐ Project location (physical address) including adjacent road names
- ☐ Name of property owner and name of agent (if necessary)
- ☐ Contact information for the property owner
- ☐ All dimensions and locations for property lines and setbacks
- ☐ All existing buildings, structures, carports, pools, walls, patio covers, fences, septic tank location with complete dimensions
- ☐ All proposed buildings, structures, carports, pools, walls, patio covers, fences, septic tanks with complete dimensions
- ☐ Plans must be drawn neatly and legible
- ☐ Please refer to the Land Development Code for further information

Disclaimer**- Additional items may be required in accordance with the Escambia County Land Development Code***

Sample Site Plan Minor Development



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