SITE PLAN
APPLICATION PACKAGE SUBMITTAL REQUIREMENTS

All Site Plan Application Submittal 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 Monday thru Wednesday. The deadline to submit a COMPLETE Site Plan Submittal Packages is 11:30 am every WEDNESDAY. For specific information required on the site plan, refer to each Department's Checklists.

- ❑ 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 $1,750.00. We accept Visa, Mastercard, check, or cash.
- ❑ 3) A set of site plans, each bearing the signature and seal of the engineer. The drawings shall be folded or they will NOT be accepted. Plans shall be submitted no smaller than 11 X 17, but no larger than 24 x 36.
- ❑ 4) A current certified Boundary Survey identifying the amount of acreage and mean high water line, if applicable, as defined by Chapter 177, Part II, Florida Statutes, "Coastal Mapping".
- ❑ 5) 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.
- ❑ 6) Site Conditions Survey results (if required) shall be on file at time of application package submittal.
- ❑ 7) The original DRC application form completely filled out prior to submittal. WARNING: This form must have the street address of the project site or it will not be accepted.
- ❑ 8) Proof of ownership (recorded deed) for all (each) development parcels. Names on deed and legal description provided by Tax Appraiser must be the same.
- ❑ 9) A set of stormwater calculations. It must bear the signature and seal of the Engineer.
- ❑ 10) A set of scaled drawings of the sides, front and rear of the building or structure, generalized floor plan uses and square footage of each proposed use of all buildings or structures.
- ❑ 11) A copy of a letter or other documentation from the sanitary sewer purveyor that adequate capacity within its system is available and the Level of Service (LOS) is maintained. If sanitary sewer is not available, approval from FDHRS and/or DEP is required prior to issuance of a development order
- ❑ 12) A copy of a letter or other documentation from the potable water purveyor that adequate capacity within its system is available and the Level of Service (LOS) is maintained. If project is not served by a central water system, an extraction permit from NWFWMD is required prior to issuance of a development order.
- ❑ 13) A CD with all of the above information included. Each documents must be in an individual PDF format (ex. A five page form is to be converted into ONE PDF document.)