MASTER PLAN
APPLICATION SUBMITTAL PACKAGE REQUIREMENTS

All Master Plan Submittal Packages shall contain the following items, as a minimum, or be considered INCOMPLETE and NOT accepted for processing. Master Plan 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 Master Plan Submittal Packages is 11:30 am every WEDNESDAY. For specific information required on the Master Plan, refer to each Department's Checklists.

- ❑ 1) Transmittal letter from the applicant naming the project, identifying the materials being submitted and specifically commenting on how (if) each of these requirements are being addressed.
- ❑ 2) A check made out to Escambia County for the initial 750.00 submittal fees. Please call the DRC Coordinator at (850) 595-3472 to verify submittal amounts & schedule an appointment.
- ❑ 3) 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.
- ❑ 4) 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.
- ❑ 5) A current **certified** Boundary Survey identifying the total amount of acreage and mean high water line (MHWL), if applicable. The survey procedure used to determine the MHWL must be approved by the Dept. of Environmental Protection, Bureau of Survey and Mapping.
- ❑ 6) Site Conditions Survey results (if required) shall be on file at time of application package submittal.
- ❑ 7) Proof of ownership (recorded deed) for all (each) development parcels. Names on deed and legal description provided by Tax Appraiser must be the same. If property is leased or under contract to buy, written power of attorney from the property owner is required.
- ❑ 8) A set of Master Plans, each bearing the signature and seal of the engineer. Each shall be folded or they will NOT be accepted.
- ❑ 9) 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.) Any document that is required to be signed and sealed the CD must reflect the embossed seal.