PRELIMINARY PLAT / CONSTRUCTION PLAN APPLICATION SUBMITTAL PACKAGE REQUIREMENTS

All Preliminary Plat / Construction Plan Submittal Packages shall contain the following items, as a minimum, or be considered INCOMPLETE and NOT accepted for processing. Preliminary Plat / Construction 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 Preliminary Plat / Construction Plan Submittal Packages is 11:30 am every WEDNESDAY

General Requirements:

- ❑ 1) Prior to the submittal of the Preliminary Plat and Construction plan, the applicant must have a Pre-Application Meeting with the Plan Review Committee. To arrange this meeting, call the DRC Coordinator at (850) 595-3472.

- ❑ 2) A 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. The project name on all documents shall be consistent.

- ❑ 3) A check made out to Escambia County for initial submittal fees (Preliminary Plat = $700.00 and Construction Plans = $2,500.00, plus inspection fees if required, see below). Two separate checks are acceptable. Please call the DRC Coordinator in the Planning & Engineering Department at 595-3472 to verify submittal amounts and to schedule an appointment for submitting application packages.

  Construction Plans:
  Inspection Fee for Subdivision:
  Inspection Fee $450.00 for less than 10 lots
  Inspection Fee $450.00 + 50.00 per lot > 10 lots = _____

- ❑ 4) One CD with all of the General, Preliminary Plat, and Construction Plan requirements included. Each document must be in an individual PDF format (ex. A five- page form is to be converted into ONE PDF document).

  Note: Any document that is required to be signed and sealed the CD must reflect the embossed seal.

Preliminary Plat Requirements:

- ❑ 1) 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.

- ❑ 2) 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.

- ❑ 3) A set of preliminary plat plans, each bearing the signature and seal of the Engineer. Each shall be folded or they will NOT be accepted.

- ❑ 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 Site Conditions Survey results (if required) shall be on file at time of application package submittal.

- ❑ 6) Proof of ownership (recorded deed) for all (each) development parcels. Names on deed and legal description provided by Tax Appraiser must be the same.

- ❑ 7) Letters of availability from all utility providers, to include the following:
  - o 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.
  - o 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.

Construction Plan Requirements:

- ❑ 1) Three (3) sets of Subdivision Construction Plans, each plan must be folded
- ❑ 2) A set of Stormwater Management Plan (includes narrative and calculations
- ❑ 3) Geotechnical Data
- ❑ 4) Technical Specification
- ❑ 5) A Lot Grading Plan