UNPLATTED SUBDIVISION
APPLICATION PACKAGE SUBMITTAL REQUIREMENTS

All Unplatted Subdivision Application Submittal Packages shall contain the following items, as a minimum, or be considered INCOMPLETE and NOT accepted for processing. Application Packages shall be to the submitted to the DRC Coordinator, by calling 595-3472 to schedule an appointment Monday thru Wednesday. The deadline to submit a COMPLETE Unplatted Subdivision Submittal Package is 11:30 am each WEDNESDAY.

- ❑ 1) Proof that, prior to submittal of an Unplatted Subdivision Application Submittal Package, applicant scheduled, attended and completed 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 the requirements in this checklist are being addressed. The project name on all documents shall be consistent.

- ❑ 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 check made out to Escambia County for the initial $525.00 application submittal fee. Additional fees may be applicable (drainage impact fee, inspections, tree removal, etc.) once the application is approved.

- ❑ 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.

- ❑ 8) Restrictive Covenants, if any, indicating that the street(s) is (are) private street(s), if applicable (LDC 4.01.05.B.) The applicant is responsible for recording of any Restrictive Covenants.

- ❑ 9) A narrative on the number of street access points on the road segment directly impacted by the proposed development.

- ❑ 10) A legal description for each proposed new lot. Please be aware that the legal descriptions for the new lots must be recorded in the public record within two (2) years form the date of project approval

- ❑ 11) A certified Boundary Surveys identifying the total amount of acreage and mean high water line, if applicable, as defined by Chapter 177, Part II, Florida Statutes, “Coastal Mapping”. The survey procedure used to determine the MHWL must be approved by the Department of Environmental Protection, Bureau of Survey and Mapping.

❑ 12) One (1) copy of the proposed subdivision development plans. If 24" X 36" each plan shall be folded or they will NOT be accepted. The development plans shall be labeled and include the following items:

a. The existing parcel's property reference number.
b. The area (acreage) of the parent parcel (pre-subdivision parcel.)
c. The area (acreage) of each parcel being created.
d. Dimensions of the parent parcel.
e. Dimensions of each new parcel, including the dimensions along roadways.
f. A north arrow.
g. A scale of the drawing/development plan.
h. The name(s) of the road(s) fronting the parent parcel.
i. The existing width of the private right-of-way.
j. The name(s) of each proposed new private right-of-way.
k. The width of each proposed new right-of-way.
l. The parcel's Zoning District(s).
m. The parcel's Future Land Use Category(ies).
n. The name of the person who prepared the drawing/plan.
o. The name of the owner of the parent parcel.
p. The date the plan was prepared.
q. A note indicating that the street(s) is(are) to be private street(s).
r. A note detailing potable water service availability.
s. A note detailing the location and size of any water lines.
t. A note detailing the location of fire hydrants.
u. A note detailing sewer service availability or septic tank usage.
v. A driveway connection typical detail.
w. A vicinity map.

❑ 13) A set of drainage plans and calculations prepared and certified by a licensed professional engineer. Each set must bear the signature and seal of the Engineer. If the development is de minimis or exempt from stormwater requirements provide a letter certifying so from a licensed professional engineer.

❑ 14) A set of grading plans showing the proposed grading direction of lots to conform with Section 4.02.06.D of the Escambia County Land Development Code. Directional flow arrows may be utilized for this purpose.

❑ 15) A CD that contains all paper documents submitted. Each document on the CD must be in an individual PDF format.