

## MINOR 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. Please contact the DRC Coordinator at (850) 595-3472 for deadline information.

- 1) Prior to submittal of the Minor Site Plan Application Package Submittal, the applicant is **strongly encouraged** to schedule 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. The project name on the documents shall be consistent
- 3) Please call the DRC Coordinator to verify submittal fees (850) 595-3472. We accept Visa, Mastercard, check or cash (3% fee on credit card payments).
- 4) A Development Review Application completely filled out.
- 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) 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.
- 7) 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.
- 8) 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.
- 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.)

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 (email [zoninginfo@myescambia.com](mailto:zoninginfo@myescambia.com))
  - 6) Parcel's Future Land Use (FLU) Category (email [zoninginfo@myescambia.com](mailto:zoninginfo@myescambia.com))
  - 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 and proposed structures on the property.
  - 2) Clearly label each as existing or proposed.
  - 3) Identify the current and 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 or proposed septic tanks.
- F) Identify the following for each driveway, parking area, sidewalk, etc.
- 1) Draw all existing and 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 and 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.

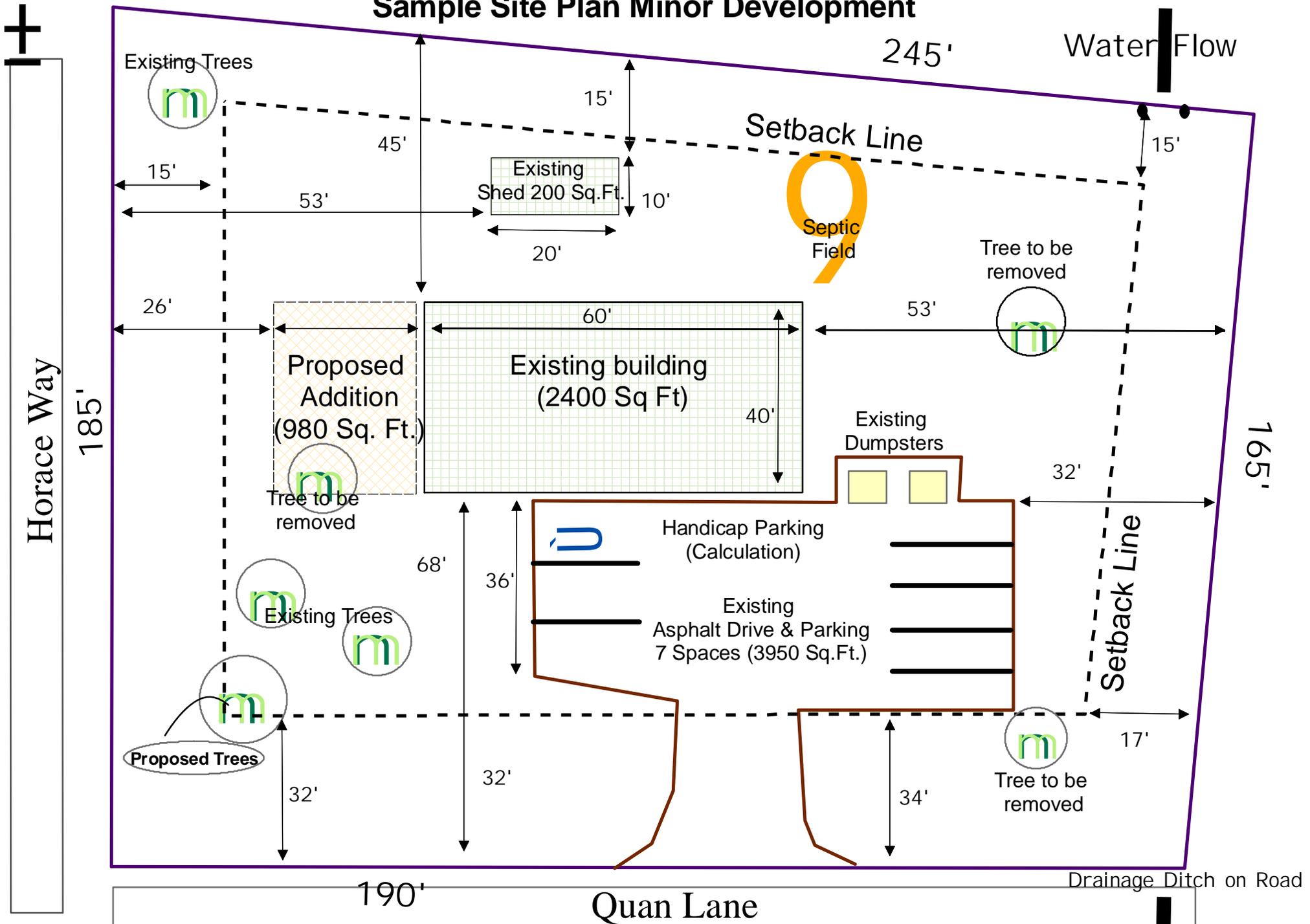
## Minor Sample Site Plan Instructions

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:

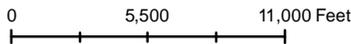
- Property reference number (16 digit)
- Project location (physical address) including adjacent road names
- Name of property owner and name of agent (if necessary)
- Contact information for the property owner
- All dimensions and locations for property lines and setbacks
- All existing buildings, structures, 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

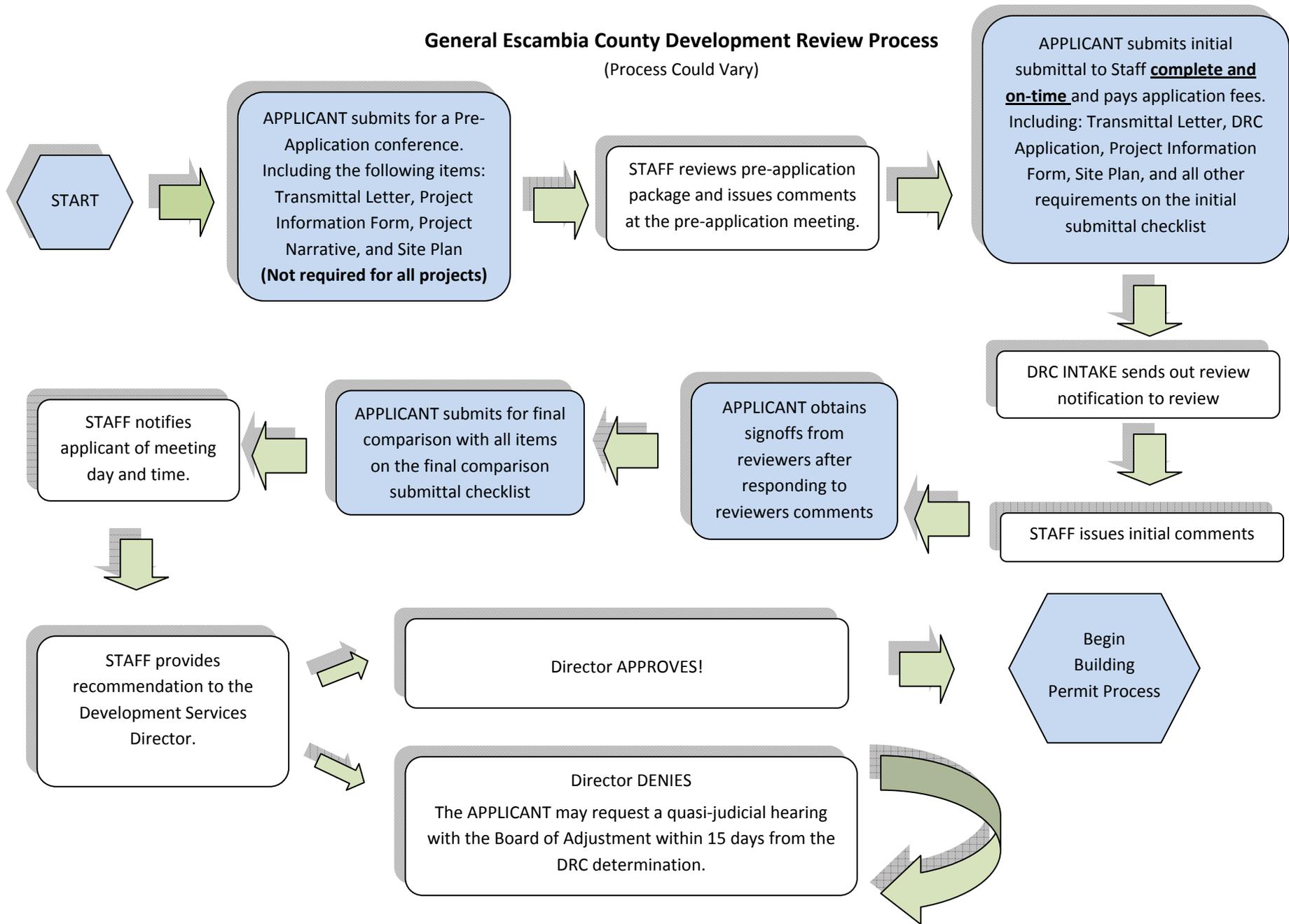


FOR INFORMATION PURPOSES ONLY



# General Escambia County Development Review Process

(Process Could Vary)



**DISCLAIMER:** The data within this chart was compiled from numerous sources and it is provided for reference and information purposes only. No warranties express or implied are provided for the accuracy of the data, its use, or its interpretation. For current up-to-date information contact the Planning & Zoning Staff.

# PROJECT INFORMATION FORM

Development Services Department, 3363 West Park Place, Pensacola, FL 32505 (Phone) 850-595-3475 (Fax) 850-595-3703  
[www.myescambia.com](http://www.myescambia.com)

**Allow 2 working days for the return of this form**

## SECTION 1-A: MANDATORY – THIS SECTION TO BE COMPLETED BY APPLICANT

Applicant/Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Project Name: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Property Reference Number(s): \_\_\_\_\_

Project Address: \_\_\_\_\_ Estimated Parcel Acreage: \_\_\_\_\_

Is Site currently developed? NO \_\_\_ YES \_\_\_ If YES, describe existing development \_\_\_\_\_

Is a Conditional Use, Variance, Rezoning or Future Land Use Amendment required for the Proposed development? NO \_\_\_ YES \_\_\_

**\*If you would like to apply for a Variance (as required by the Land Development Code) prior to the issuance of a Development Order, please contact (850) 595-3475.**

Select Type of Submittal:

Site Plan: \_\_\_\_\_ Site Plan Minor: \_\_\_\_\_ Minor Subdivision: \_\_\_\_\_

Master Plan: \_\_\_\_\_ Preliminary Plat: \_\_\_\_\_ Construction Plans: \_\_\_\_\_ Final Plat: \_\_\_\_\_

Would you like a Project Champion (Optional Customer Service Program)? \_\_\_\_\_ Yes \_\_\_\_\_ No

### Site Plan Project Submittals

Estimated SQ. FT. of Building Footprint: \_\_\_\_\_

Estimated SQ. FT. of Impervious Surface  
(Including Bldg Footprint): \_\_\_\_\_

### Subdivision Project Submittals

Total # of Phases: \_\_\_\_\_ Total # of Lots: \_\_\_\_\_

# of Lots in Phase 1: \_\_\_\_\_ # of Lots in Phase 2: \_\_\_\_\_

# of Lots in Phase 3: \_\_\_\_\_ # of Lots in Phase 4: \_\_\_\_\_

## SECTION 2: This section to be completed by County Staff.

Parcel Future Land Use(s): \_\_\_\_\_ Surrounding Future Land Use(s): \_\_\_\_\_

Parcel Zoning District(s): \_\_\_\_\_ Surrounding Zoning Districts: \_\_\_\_\_

Airport Environment(s): \_\_\_\_\_ Overlay District(s): \_\_\_\_\_ Commissioner District: \_\_\_\_\_

Drainage Basin: \_\_\_\_\_ Hurricane Evacuation Zone: \_\_\_\_\_ Flood Zone: \_\_\_\_\_

Notes: \_\_\_\_\_

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

Planner/Project Champion Verified: \_\_\_\_\_ Date: \_\_\_\_\_



**Property Owners:** Name: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Developer:** Name: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Agent / Engineer:** Name: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

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**Provide the requested information in the space provided:**

Future Land Use Category(ies): \_\_\_\_\_ Zoning District(s): \_\_\_\_\_

Has any part of the project site been previously involved in a Future Land Use Map Amendment, Application for Rezoning, Application for Conditional Use, Application for Variance, Application for Vested Rights, Appeal of Administrative Decision, other county review?  
No \_\_\_\_\_ Yes \_\_\_\_\_ If YES, which type: \_\_\_\_\_, Date \_\_\_\_/\_\_\_\_/\_\_\_\_, Case # \_\_\_\_\_

Does the proposed project require a Variance, Conditional Use Approval, Rezoning, or a Future Land Use Change?  
No \_\_\_\_\_ Yes \_\_\_\_\_ If YES, which: \_\_\_\_\_ If YES, attach written explanation.

**\*If you would like to apply for a Variance (as required by the Land Development Code) prior to the issuance of a Development Order, please contact (850) 595-3472.**

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**Provide the requested information in the space provided:**

Water Provider: \_\_\_\_\_ Septic \_\_\_\_\_ Sewer \_\_\_\_\_ Provider: \_\_\_\_\_

Are there existing building(s) on site? No \_\_\_\_\_ Yes \_\_\_\_\_

Describe last use of building(s): \_\_\_\_\_

SQ. FT. of Building Footprint: \_\_\_\_\_

SQ. FT. of Impervious Surface (Including Bldg Footprint): \_\_\_\_\_

Total Site Acreage: \_\_\_\_\_ Total Acreage to be disturbed: \_\_\_\_\_

Total Acres of Wetlands: \_\_\_\_\_ Total Acres of Wetlands to be disturbed: \_\_\_\_\_

Number of Trees on site: \_\_\_\_\_ Number of Trees to be removed: \_\_\_\_\_

**If you have any question or comments regarding this application, please contact us at (850) 595-3472.**

**We appreciate suggestions of how to improve our services.**

# DEVELOPMENT REVIEW APPLICATION CERTIFICATION FORM

**I affirm and certify that I am duly qualified as authorized agent to make such application; that I understand the questions asked in the application; that all information and statements submitted in any documents or plans concerning this application are accurate to the best of my knowledge and belief; that I understand the application, attachments, and fees become part of the Official Records of Escambia County and not returnable or refundable; that this application is of my own choosing and staff has explained all procedures relating to this request; that there are no guarantees as to the outcome of this request; that the application is being accepted subject to verification of information; that any false information knowingly given by me may result in denial of the application, and that additional information may be required by Escambia County in order to make a determination.**

\_\_\_\_\_  
**Name of Proposed Development**

\_\_\_\_\_  
**Authorized Agent's Signature**

\_\_\_\_\_  
**Date**

Agents Name (print): \_\_\_\_\_

Company Name: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: Work (\_\_\_\_\_) \_\_\_\_\_ Fax:(\_\_\_\_\_) \_\_\_\_\_

STATE of \_\_\_\_\_

COUNTY of \_\_\_\_\_

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ ,  
year of \_\_\_\_\_ by \_\_\_\_\_ who ( ) did ( ) did not take an oath.

He/she is ( ) personally known to me, ( ) produced current Florida/Other driver's license, and/or ( ) produced current  
\_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
My Commission Expires

\_\_\_\_\_  
Commission No. (Notary seal must be affixed)

**AFFIDAVIT OF OWNERSHIP AND LIMITED POWER OF ATTORNEY**

As owner of the property located at \_\_\_\_\_, Pensacola, Florida, property reference number(s) \_\_\_\_\_, I hereby designate \_\_\_\_\_ for the sole purpose of completing this Development Review Application and to act on my behalf during the county's processing of the Development Review Application on the above referenced property.

This Limited Power of Attorney is granted on this \_\_\_\_\_ day of \_\_\_\_\_ the year of \_\_\_\_\_ and is effective until the County has rendered a decision on this request and any appeal period has expired. The owner reserves the right to rescind this Limited Power of Attorney at any time with a written, notarized notice to the Department of Growth Management.

\_\_\_\_\_  
Signature of Property Owner                      Date                      Printed Name of Owner

STATE of \_\_\_\_\_  
COUNTY of \_\_\_\_\_

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, year of \_\_\_\_\_ by \_\_\_\_\_ who ( ) did ( ) did not take an oath. He/she is ( ) personally known to me, ( ) produced current Florida/Other driver's license, and/or ( ) produced current \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public                      Date                      Printed Name of Notary

\_\_\_\_\_  
My Commission Expires                      Commission No. (Notary seal must be affixed)

## MINOR SITE PLAN FINAL COMPARISON SUBMITTAL REQUIREMENTS

**All Final Comparison Submittal Packages shall contain the following items. Final Comparison Submittal Packages shall be submitted to the DRC Coordinator. Please contact the DRC Coordinator at (850) 595-3472 for deadline information.**

APPLICANT MUST HAVE THE DISPOSITION REPORT SIGNED PRIOR TO THE DRC COORDINATOR ACCEPTING THE FINAL COMPARISON PACKAGE.

- 1) Transmittal letter from the applicant naming the project, identifying the materials being submitted. The project name on all documents shall be consistent.
- 2) Disposition Report with all required signatures.
- 3) Written Response to Comments that addresses all outstanding issues.
- 4) Payment of any remaining fees. Please call the DRC Coordinator at 595-3472 to verify amount. We accept Visa, Mastercard, check or cash (3% fee on credit card payments).
- 5) Four (4) sets of site plan drawings. Stormwater Plans shall be signed and sealed. Each set shall be folded or they will NOT be accepted.
- 6) Any other documentation that has been requested by the plan reviewers
- 7) A CD containing all items listed above. All drawings and documents are required to be in PDF format