

FINAL PLAT APPLICATION SUBMITTAL PACKAGE REQUIREMENTS

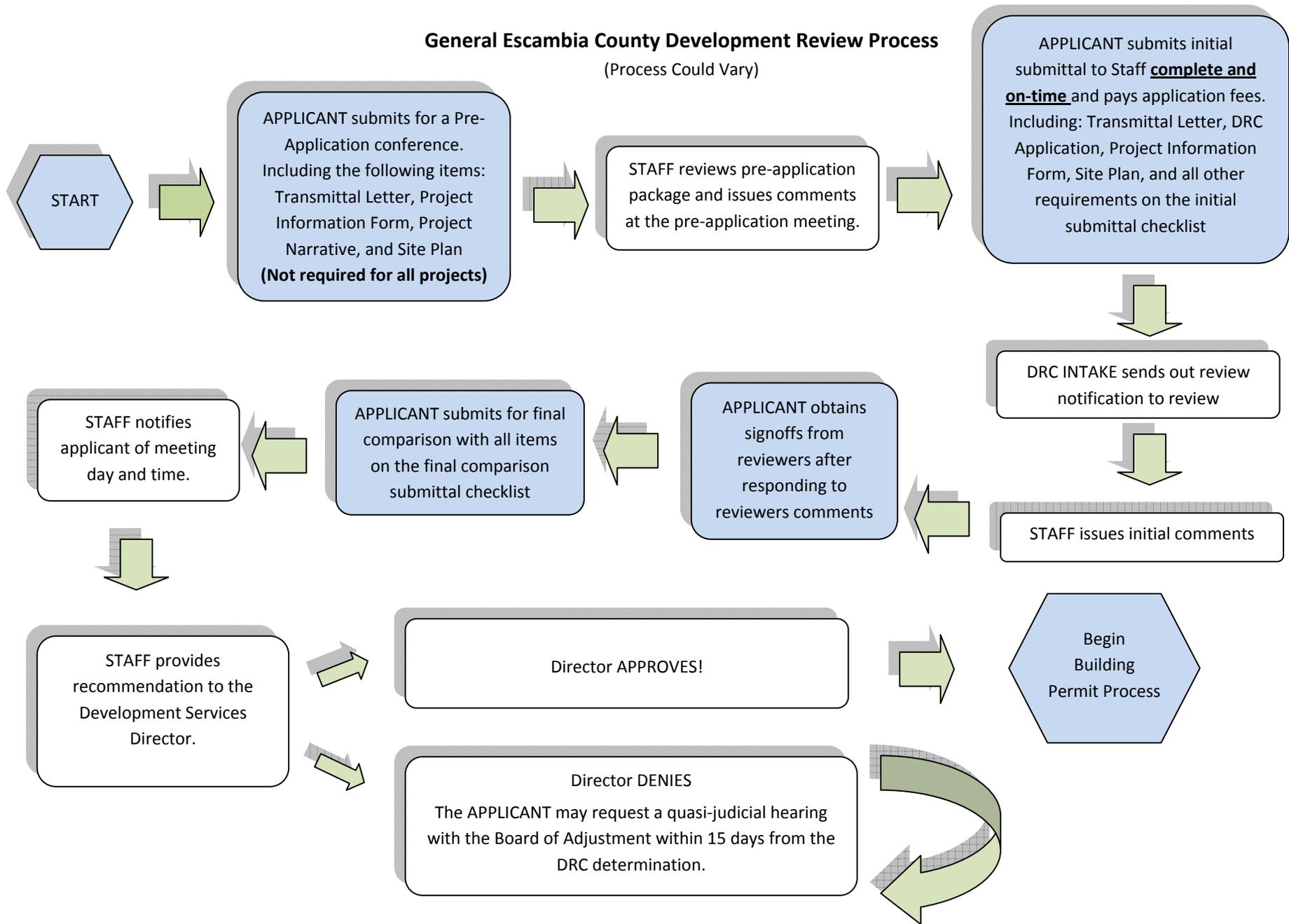
All Final Plat Application Submittal Packages shall contain the following items, as a minimum, or be considered **INCOMPLETE** and **NOT** be accepted for processing. Final Plat Application Submittal Packages shall be submitted to the DRC Coordinator. Please contact the DRC Coordinator at (850) 595-3472 for deadline information. For specific information required on the final plat, refer to each Department's Checklists.

- 1) Transmittal letter from the applicant naming the project, identifying the materials being submitted, what phase and number of lots being submitted, and specifically commenting on how (if) each of these requirements are being addressed. The project name on all documents shall be consistent.
- 2) 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.
- 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 set of final plat plans. Each shall be folded or they will NOT be accepted.
- 5) A current certified Boundary Survey identifying amount of acreage and mean highwater line, if applicable.
- 6) A Two year Warranty Agreement/Guarantee of roads/drainage easements. **If not submitted it may hold up approval.**
- 7) As-built Certification and As Built Plans. **If not submitted it may delay BCC approval***
- 8) Title certificate or policy less than 1.5 years old.
- 9) A copy of the Subdivision and Street Name Approval Letter provided by Addressing Department.
- *10) Original Restrictive Covenants, By-Laws & Articles of Incorporation in recordable form.
- *11) Mortgage Adjoinders/ Ratification of Plat
- *12) Hold Harmless Agreements
- *13) Deed for Conservation Easement (To be recorded)
- *14) Acknowledgement of Density Transfer
- *15) Public Access Easement
- *16) Stormwater collection area warranty deed.
- *17) Public Utility & Drainage Easement Deed
- 18) 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.)

***NOTE: All legal documents must have county legal department approval prior to disposition report sign off and final comparison submittal. Please sign all original recordable documents, in blue ink. Please include notation on all original recordable documents stating that after recording, return to County Surveyor, 3363 West Park Place, Pensacola, Florida 32505. If applicable seal's (raised Embossed) will be required.**

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

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: _____

FINAL PLAT 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 (850) 595-3472 for deadline information.

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

- 1) Prior to the submittal of the Final Comparison, the applicant must have a Final Plat Meeting with the Plan Review Committee. To arrange this meeting, call the DRC Coordinator at (850) 595-3472.
- 2) Transmittal letter from the applicant naming the project, identifying the materials being submitted. The project name on all documents shall be consistent.
- 3) Disposition Report with all required signatures
- 4) Written Response to Comments that addresses all outstanding issues.
- 5) Payment for any remaining fees. Please call the DRC Coordinator at (850) 595-3472 to verify fee amount. We accept Visa, Mastercard, check or cash (3% fee on credit card payments).
- 6) Four (4) sets of final plat plans with all signatures. Each shall be folded or they will NOT be accepted.
- 7) As-Built Drawings and As-Built Certification
- 8) A lot grading plan if there have been changes to the approved construction plans.
- 9) All associated documents to be recorded with final plat.
- 10) Documented improvement deficiencies.
- 11) Permission for County survey field crews to perform monument check.
- 12) A certificate of tax concurrency from the tax collector or SRIA fee certificate.
- 13) A CD containing all items listed above. All drawings and documents are required to be in PDF

***NOTE: ALL LEGAL DOCUMENTS MUST HAVE COUNTY LEGAL DEPARTMENT APPROVAL PRIOR TO DISPOSITION REPORT SIGN OFF AND FINAL COMPARISON SUBMITTAL**

After Final Plat approval, A digital copy of the final plat in “DWG” or “DXF” format containing the State Plane coordinate values of 3 survey monuments shown on the plat shall be submitted to the plat Surveyor.