

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

### **General Requirements:**

- ❑ 1) Prior to the submittal of the Preliminary Plat/Construction plan, the applicant is **strongly encouraged** to 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) 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) 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:**

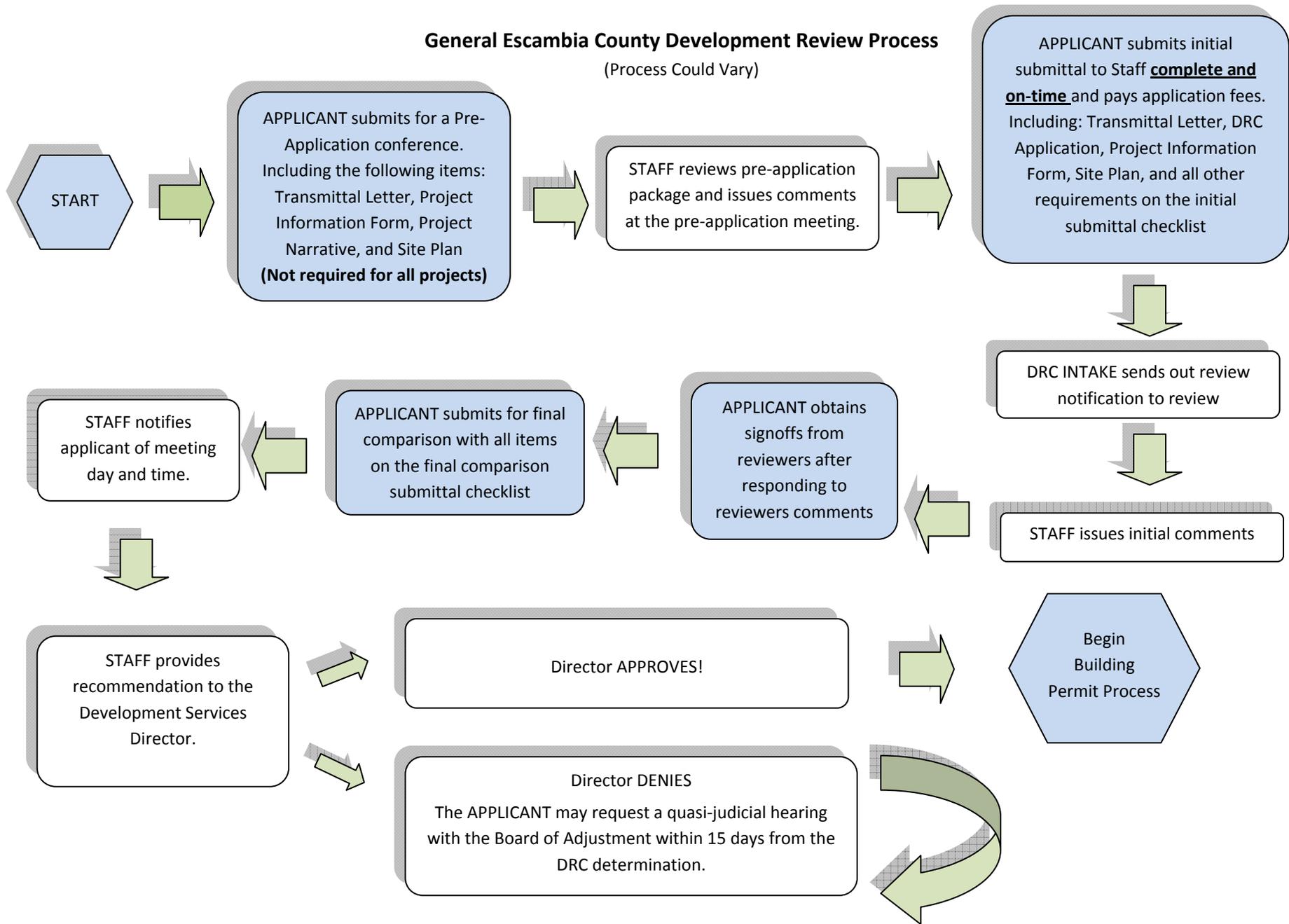
- ❑ 1) A completed Project Information Form completely filled out prior to submittal of the application package. WARNING: This form must have the street address of the project site or it will not be accepted.
- ❑ 2) The original DRC application form completely filled out prior to submittal. WARNING: 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:
  - 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.
  - 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 NWFWMMD 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

# 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)

## PRELIMINARY PLAT / CONSTRUCTION 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, in the Department of Planning & Engineering, by calling (850) 595-3472 to schedule an appointment Monday thru Friday. Please contact the DRC Coordinator at (850) 595-3472 for deadline information.

### **General Requirements:**

- 1) Transmittal letter from the applicant naming the project, identifying the materials being submitted. The project name on all documents shall be consistent.
- 2) A check made out to Escambia County for any remaining fees. Please call the DRC Coordinator at (850) 595-3472 to verify submittal amounts & schedule an appointment. We accept Visa, Mastercard, check or cash (3% fee on credit card payments).
- 3) 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).

### **Preliminary Plat Requirements:**

- 1) Disposition Report with **all** required signatures.
- 2) Written Response to Comments that addresses all outstanding issues.
- 3) Four (4) sets of preliminary plat drawings signed and sealed. Each shall be folded or they will NOT be accepted.
- 4) Any other documentation that has been requested by the plan reviewers.

### **Construction Plan Requirements:**

- 1) Four (4) sets of revised plans.
- 2) A set of revised Stormwater Management Plan as necessary.
- 3) A set of revised Technical Specifications as necessary.
- 4) A Lot Grading Plan.