



MASTER PLAN

APPLICATION SUBMITTAL PACKAGE REQUIREMENTS

All Master Plan Submittal Packages shall contain the following items, as a minimum, or be considered INCOMPLETE and NOT accepted for processing. Master Plan 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 Master Plan, refer to each Department's Checklists.

1. Prior to submittal of a Master Plan Application Submittal Package, 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. 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.
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 completed Project Information Form
5. 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.
6. A current **certified** Boundary Survey identifying the total amount of acreage and mean high water line (MHWL), if applicable. The survey procedure used to determine the MHWL must be approved by the Dept. of Environmental Protection, Bureau of Survey and Mapping.
7. Site Conditions Survey results (if required) shall be on file at time of application package submittal.
8. Proof of ownership (recorded deed) for all (each) development parcels. Names on deed and legal description provided by Tax Appraiser must be the same. If property is leased or under contract to buy, written power of attorney from the property owner is required.
9. A set of Master Plans, each bearing the signature and seal of the engineer. Each shall be folded or they will NOT be accepted.
10. 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.) Any document that is required to be signed and sealed the CD must reflect the embossed seal.



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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. Disposition Report with all required signatures, or signed by EOR.
2. Transmittal letter from the applicant naming the project, identifying the materials being submitted. The project name on all documents shall be consistent.
3. Written Response to Comments that addresses all outstanding issues.
4. 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).
5. Four (4) sets of site plan drawings signed and sealed. Each shall be folded or they will NOT be accepted.
6. An 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