



PRELIMINARY PLAT

APPLICATION SUBMITTAL PACKAGE REQUIREMENTS

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

Submittal Requirements:

1. Prior to the submittal of the Preliminary Plat, 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 and specifically commenting on how (if) each of these requirements are being addressed. The project name on all documents shall be consistent.
3. A Project Information Form
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. 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).
6. 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.
7. A 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".
8. Site Conditions Survey results (if required) shall be on file at time of application package submittal.
9. Proof of ownership (recorded deed) for all (each) development parcels. Names on deed and legal description provided by Tax Appraiser must be the same.
10. A set of stormwater calculations. Each set must bear the signature and seal of the Engineer.
11. Letters of availability from all utility providers, to include the following:
 - a. 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.
 - b. 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 NFWFMD is required prior to issuance of a development order.
12. 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.

Submittal 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. 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 (850) 595-3472 to verify amount. We accept Visa, Mastercard, check or cash (3% fee on credit card payments).
5. Four (4) sets of preliminary plat drawings signed and sealed. Each shall be folded or they will NOT be accepted.
6. Any other documentation that has been requested by the plan reviewers.
7. One CD with all of the items listed above. Each document must be in an individual PDF format (ex. A five- page form is to be converted into ONE PDF document).