



Site Plan

Initial Submittal Requirements

All Site Plan Application Submittal 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. For specific information required on the site plan, refer to each Department's Checklists.

Submittal Requirements:

1. Prior to submittal of the 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 set of site plans, each bearing the signature and seal of the engineer. Plans shall be submitted no smaller than 11 X 17, but no larger than 24 x 36.
5. 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".
6. A Project Information Form
7. Site Conditions Survey results (if required) shall be on file at time of application package submittal.
8. The original DRC application form completely filled out prior to 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. It must bear the signature and seal of the Engineer
11. A set of scaled drawings of the sides, front and rear of the building or structure, generalized floor plan uses and square footage of each proposed use of all buildings or structures.
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13. A copy of 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.
14. A 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.)



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Final 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 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 signed and sealed.
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.