



## INITIAL CONSTRUCTION PLAN

### APPLICATION SUBMITTAL PACKAGE REQUIREMENTS

All Construction Plan Submittal Packages shall contain the following items, as a minimum, or be considered INCOMPLETE and NOT accepted for processing. Construction Plan Submittal Packages shall be submitted to the DRC Coordinator. Please contact the DRC Coordinator at (850) 595-3472 for deadline information

#### Submittal Requirements:

1. Prior to the submittal of the 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. A Development Review Application completely filled out.
5. A Project Information Form
6. Three (3) sets of Subdivision Construction Plans, each plan must be folded
7. Stormwater Management Plan (includes narrative and calculations)
8. Geotechnical Report
9. Technical Specification
10. A Lot Grading Plan
11. One CD with all of the General, 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.



## 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. 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 revised plans.
6. A set of revised Stormwater Management Plan as necessary.
7. A Lot Grading Plan.
8. One CD with all of the General Requirements above included. Each document must be in an individual PDF format (ex. A five- page form is to be converted into ONE PDF document).