



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) 595-3475 to schedule an appointment Monday thru Wednesday. Please contact the DRC Coordinator at (850) 595-3475 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) 595-3475.
2. Please call the DRC Coordinator to verify submittal fees (850) 595-3475. 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). Please separate the items in folders on the CD. One folder for the preliminary plat and one folder for the construction plans.

Preliminary Plat Submittal:

1. 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.
2. Project Information Form
3. 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.
4. A set of preliminary plat plans, each bearing the signature and seal of the Engineer.
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 Site Conditions Survey results (if required) shall be on file at time of application package submittal.
7. Proof of ownership (recorded deed) for all (each) development parcels. Names on deed and legal description provided by Tax Appraiser must be the same.
8. 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.

Construction Plan Submittal:

1. 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.
2. Project Information Form
3. 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.
4. A Site Conditions Survey results (if required) shall be on file at time of application package submittal.
5. One set of Subdivision Construction Plans
6. A set of Stormwater Management Plan (includes narrative and calculations)
7. Geotechnical Data
8. Technical Specification
9. Utility Notification Letters
10. A Lot Grading Plan - **To include items listed below**

Items to be included on the Lot Grading Plan are as follows:

- a. Directional flow arrows on each of the proposed lots in the subdivision showing grading requirements to positive outfall.
- b. Identify a minimum of two bench marks, not more than 1500 feet apart and no closer than 600 feet apart, with the location, elevation (NVGD Datum), and benchmark description.
- c. Provide a fence restriction note for the drainage easements (public and private) to remain unobstructed. FYI: The Final Plat and Covenants and Restrictions document shall also include the note.
- d. Show proposed and existing contours and how they will be tied together.
- e. The 100-year flood zone FEMA elevation data as indicated on the FIRM or FHBM.
- f. Label the pond acreages and *dry* designations.
- g. Show setback information for the homebuilders.
- h. Add note that the conveyance swales shall be built by the Contractor and treatment or side yard swales shall be built by the Homebuilder.
- i. Provide a typical private drainage easement swale cross section detail along each lot property lines.
- j. Add note that Home equipment (ie AC Units) shall not hinder the proper installation and/or function of the side yard swales.
- k. Provide Finished Floor Elevations (FFE) for all lots and spot elevations at the rear of every other perimeter lot line to ensure offsite runoff is not impeded or created.
- l. Determine if all lots will be able to accommodate a slab foundation, if not, indicate on the plans that other foundations may need to be considered (or they may be responsible for retaining walls) by the Homebuilder.
- m. Provide a Typical Lot Grading Plan detail with applicable notes.
- n. Provide and highlight a maximum allowable lot coverage based on the actual stormwater calculations.

- o. Show typical sediment and erosion control measures specific to homebuilder, i.e. silt fencing on the down gradient slopes and typical 12' wide 4" thick FDOT #1 aggregate access location details to be used during home construction.
- p. Utilize accepted best management practices for sufficient erosion and sediment control
- q. Typical driveway connection detail for residential driveways consistent with drainage system. On detail ensure gutter flow is maintained by noting driveway elevation is to be at or above top of curb elevation. Also include note reference saw-cut curb removal.



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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, in the Department of Planning & Engineering, by calling (850) 595-3475 to schedule an appointment Monday thru Friday. Please contact the DRC Coordinator at (850) 595-3475 for deadline information.

Submittal Requirements:

1. A check made out to Escambia County for any remaining fees. Please call the DRC Coordinator at (850) 595-3475 to verify submittal amounts & schedule an appointment. We accept Visa, Mastercard, check or cash (3% fee on credit card payments).
2. 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). Please separate the items in folders on the CD. One folder for the preliminary plat and one folder for the construction plans.

Preliminary Plat 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. Four (4) sets of preliminary plat drawings signed and sealed. Each shall be folded or they will NOT be accepted.
5. Any other documentation that has been requested by the plan reviewers.

Construction Plan 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. Four (4) sets of revised plans.
5. A set of revised Stormwater Management Plan as necessary.
6. A set of revised Technical Specifications as necessary.
7. A Lot Grading Plan.