

## SITE PLAN FINAL COMPARISON SUBMITTAL REQUIREMENTS

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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 & Zoning, by calling (850) 595-3472 to schedule an appointment Monday thru Friday. The deadline to submit a COMPLETE Site plan-Final Comparison Submittal Packages is 11:30 am every Friday.

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**REQUIREMENTS:** The DRC Coordinator shall check for the following item in the submittal package.

**APPLICANT MUST HAVE THE DISPOSITION REPORT SIGNED BY ALL REVIEWERS PRIOR TO THE DRC COORDINATOR ACCEPTING THE FINAL COMPARISON PACKAGE.**

- 1) Transmittal letter from the applicant naming the project, identifying the materials being submitted. The project name on all documents shall be consistent.
- 2) One (1) copy of written Response to Comments that addresses all outstanding issues.
- 3) A check made out to Escambia County for any remaining fees. Please call the DRC Coordinator in the Planning & Zoning Department at 595-3472 to verify submittal amounts & schedule an appointment.
- 4) Four (4) sets of site plan drawings signed and sealed. Each shall be folded or they will NOT be accepted.
- 5) An other documentation that has been requested by the plan reviewers
- 5) A CD containing all items listed above. All drawings and documents are required to be in PDF format.