

## SUBDIVISION CONSTRUCTION PLAN SUBMITTAL PACKAGE REQUIREMENTS

All Subdivision Construction Plan Submittal Packages shall contain the following items, as a minimum, or be considered **INCOMPLETE** and **NOT** accepted for processing. Subdivision Construction Plan Submittal Packages shall be submitted to the Planning & Zoning Central Intake Area by calling (850) 595-3097 or 595-3472 to obtain fee amounts and schedule an appointment to deliver plans for a completeness review. For specific information required on the Subdivision Construction Plan, refer to each Department's Checklists.

**REQUIREMENTS INITIAL SUBMITTAL:** Staff shall check for the following item in the initial submittal package:

- 1) Transmittal letter from the applicant naming the project, identifying the materials being submitted, specifically commenting on how (if) each of these requirements are being addressed. The project name on all documents shall be consistent.
- 2) A check made out to Escambia County for submittal fees. Please call the Intake Staff in the Planning & Zoning Department at 595-3097 to verify submittal amounts and schedule an appointment for delivery.

Note: *Money must be received before 3:00 pm.*

- A. Fee Schedule for Subdivision Construction Plan Submittal  
Submittal Fee = \$2500.00
- B. Inspection Fee for Subdivision

Inspection Fee \$450.00 + \$50.00 per lot for > 10 lots = \_\_\_\_\_.

Note: The inspection must be paid prior to plan approval and may be paid at submittal if desired.

- 3) Three (3) sets of Subdivision Construction Plans at submittal, each plan must be folded.
- 4) One (1) set of the Stormwater Management Plan including:
  - A. Narrative
  - B. Stormwater calculations
  - C. Geotechnical data
  - D. Technical Specifications
- 5) One (1) Lot Grading Plan
- 6) Electronic Copy (CD) of all documents in the PDF format. Label files on CD according to the DRC File Naming List.

**REQUIREMENTS RESPONSE TO COMMENTS SUBMITTAL:** The DRC Office Assistant shall check for the following item in the response to comments submittal package:

- 1) Transmittal letter from the applicant identifying the materials being submitted and including written response to each reviewer's comments.
- 2) A check made out to Escambia County for inspection fees, if not paid at submittal.
- 3) A minimum of four (4) sets of revised plans are required at final submittal (3 sets are to be retained by the County, and the remaining set will be returned to the applicant stamped approved; each plan must be folded)
- 4) One (1) set of revised Stormwater Management Plan as necessary.
- 5) One (1) set of revised Technical Specifications as necessary.
- 6) Three (2) separate copies of the Lot Grading Plan.
- 7) Electronic Copy (CD) of all documents in the PDF format. Label files on CD according to the DRC File Naming List.