

SUBDIVISION (all types) PRE-APPLICATION CONFERENCE APPLICATION SUBMITTAL PACKAGE REQUIREMENTS

All Pre-application Conference Submittal Packages shall contain the following items, as a minimum, or be considered **INCOMPLETE** and **NOT** accepted for processing. Pre-application 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 Wednesday. The deadline to submit a **COMPLETE** Pre-application Submittal Packages is 11:30 am every **WEDNESDAY**. There are no fees associated with a pre application conference.

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

- 1) A transmittal letter from the applicant naming the project, identifying the materials being submitted. The project name on the documents shall be consistent
- 2) One (1) copy of the Pre-Application Form Completely filled out prior to submittal. This form must be faxed to the DRC Coordinator 2 days (48 hours) before submitting the pre-application package or the application package will **NOT** be accepted.
- 3) One (1) copy of a narrative explaining the proposed development. Include information of size of property, # of units, square footage of buildings, zoning district, future land use category, water and sewer services, wetland impacts, density transfers include, access, stormwater management, etc.
- 4) One (1) section map with the project site clearly highlighted and project name labeled. Please note that you may request that these section maps be kept on file so that they may be used when an official application package is submitted.
- 5) One (1) copy of the preliminary development plans drawn to scale (no less than 1 to 20) that show all required information (see below). These preliminary plans do not need the signature and seal of the engineer. Plans are to be a minimum size of 11" x 17". If 24" X 36" each plan shall be folded or they will **NOT** be accepted.
- 6) One CD with all items listed above. Each set of documents must be in **PDF** format.
- The development plan must be labeled and include the following items:
 - a. The existing parcel's property reference number.
 - b. The area (acreage) of the parent parcel (pre-subdivision parcel.)
 - c. The area (acreage) of each parcel being created.
 - d. Dimensions of the parent parcel.
 - e. Dimensions of each new parcel, including the dimensions along roadways.
 - f. A north arrow.
 - g. The name(s) of the road(s) fronting the parent parcel.
 - h. The existing width of the private right-of-way.
 - i. The width of each proposed new right-of-way.
 - j. The parcel's Zoning District(s).
 - k. The parcel's Future Land Use Category(s).

Subdivision Pre- Application Requirements cont.

- l. A note indicating that the street(s) is (are) to be private street(s).
- m. A note detailing water availability, sewer or septic service availability.
- n. A note detailing the location of fire hydrants.
- o. Show all existing drainage systems on the site (retention ponds, swales, culverts, pipes) Include any existing drainage systems in the right-of-way (roadside ditches, curbs, drainage inlets). If there are no drainage systems adjacent to the site, indicate, as best as possible, where the storm water from the property flows