

# SITE PLAN APPLICATION PACKAGE SUBMITTAL REQUIREMENTS

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All Site Plan Application Submittal Packages shall contain the following items, as a minimum, or be considered INCOMPLETE and NOT accepted for processing. Site Plan 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 Site Plan Submittal Packages is 11:30 am every WEDNESDAY. For specific information required on the site plan, refer to each Department's Checklists.

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

- 1) The original 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) A check made out to Escambia County for submittal fees. Please call the DRC Coordinator in the Planning & Zoning Department at 595-3472 to verify submittal amounts and to schedule an appointment for submitting application packages.
- 3) One (1) set of site plans, each bearing the signature and seal of the engineer. The drawings shall be folded or they will NOT be accepted.
- 4) One (1) copy of 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".
- 5) One (1) copy of the Project Information Form completely filled out prior to submittal of the application package. **WARNING:** This form must have the street address of the project site or it will not be accepted.
- 6) Site Conditions Survey results (if required) shall be on file at time of application package submittal.
- 7) 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.
- 8) A notarized written power of attorney or agent's affidavit authorizing a person (e.g., project engineer) other than the owner(s) to act on his behalf during the development review process.
- 9) One (1) copy of the proof of ownership (recorded deed) for all (each) development parcels. Names on deed and legal description provided by Tax Appraiser must be the same.
- 10) One (1) section map with the project site clearly highlighted and project name labeled.
- 11) One (1) set of stormwater calculations. It must bear the signature and seal of the Engineer.
- 12) One set of scaled drawings of the sides, front and rear of the building or structure, generalized floor plan uses and square footage of each proposed use of all buildings or structures.
- 13) One (1) original copy of 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.
- 14) One (1) original copy of 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.

- 15) One CD with all of the above information included. Each documents must be in an individual PDF format (ex. A five page form is to be converted into ONE PDF document.)  
Follow the attached Document naming list when putting the documents on the CD.

Document Type	Person Providing Documents	Description
ACOE Letter of Non Jurisdiction	Provided by applicant	
ACOE/FDEP Dredge & Fill Application	Provided by applicant	
ACOE/FDEP Dredge & Fill Permit	Provided by applicant	
Administrative Denial Letter	Created by County Directors	
Administrative Variance	Created by County Directors	
Aerial Photo	Get from WF Regional Planning Counsel/Do not list the year	
Aerial Photo w/ Contours	Get from WF Regional Planning Counsel/Do not list the year	
Affidavit of Owner & Ltd Power of Atty	Provided by applicant	
BCC Improvement	Issued by County staff	
BCC Recommendation	Issued by County staff	
BCC Resume Action Page	Issued by County staff	
BCC Vacation Approval	Issued by County staff	
BOA Conditional Use Findings of Fact	Issued by County staff	
BOA Variance Finding of Fact	Issued by County staff	
Bond/Letter of Credit	Provided by applicant before BC approval	
By-Laws	Provided by applicant before BCC approval	
CCCL Permit	Coastal Construction Control Line permit/Provided by applicant	
Cert of Concurrency	Created by County Staff	
Cert of Occupancy	Created by County Staff	
Cert of Occupancy Site Insp Frm	Issued by County staff	
Cert of Tax Concurrency/SRIA Fee	Provided by applicant	
Certified Estimate of Construction	Provide by applicant	
Conservation Easement Deed	May be required by County department	
Construction Plan Approval Letter	Issued by County staff	
Construction Plan Route/Fee Sheet	Provided by County staff	
County Jurisdictional Approval Letter	Provide by County Staff	
Covenants and Restrictions	For Final Plats	
Development Order	Created by County Staff	
Drainage Impact Fees Sheet	Created by County Staff	
Drawing-Boundary Survey	Provided by applicant at submittal	
Drawing-Building Floor Plan	Provided by applicant at submittal	
Drawing-Building Elevation Plan	Provided by applicant at submittal	
Drawing-Construction Plan	Provided by applicant for preliminary plat submittal	
Drawing-Engineering As-Built	Provided by applicant	
Drawing-Final Plat	Drawing-provided by applicant for final plat submittals	
Drawing-Lot Grading Plan	rovided by applicant	
Drawing-Master Plan	Drawing-provided by applicant for master plan submittals	
Drawing-Plot Plan	Provided by applicant	
Drawing-Preliminary Plat	Drawing-provided by applicant for submittal	
Drawing-Section Map	Provided by applicant for submittal	
Drawing-Site Information Maps	Copy of zoning map, chris jones info., section map	
Drawing-Site Plan	Drawing-provided by applicant for commercial projects	
Drawing-Site Plan/Construction Plan	Combined Drawing-provided by applicant	
Drawing-Unplatted Subdivision	Drawing-provided by applicant	

DRC Application	Provided by Applicant	
DRC Comment Release Form	Created by County Staff	
DRC Comment/Route Sheet	Created by County Staff	
Easement Agreement	Provided by applicant before BCC approval	
ECUA Availability Letter	Letter that ECUA gives applicant	
ECUA Information Sheet	ECUA reviewer	
Encompass Receipt	Created by County Staff	
Engineering As-Built Cert. Form	Created by County Staff	
Engineering Fee Calculations	Created by County Staff	
Environmental Mitigation Plan	Provided by applicant as required	
Environmental Site Specific Survey	Provided by applicant or done by Esc. Co Soil/Water	
Enviro Threatened & Endangered Species	Given by applicant or done by Esc. Co Soil/Water	
FDEP Entity Letter	Provided by applicant	
FDEP Letter of Non Jurisdiction	Provided by applicant	
FDEP Stormwater Permit	Provided by applicant	
FDOT Drainage permit	Provided by applicant	
FDOT Driveway Permit	Provided by applicant	Required for all ne
FDOT Non Compliance Violation		
FDOT Right of Way permit	Provided by applicant	
FDOT Utility Permit	Provided by applicant	
Final Plat Affidavit	Provided by applicant if necessary	
Final Plat Approval Letter	Created by county staff	
Final Plat Route Sheet	Created by County Staff	
Final Plat/Road Dept Insp Sign Off	Created by County Staff	
Geologic Description of Material	Provided by applicant	
Groundwater/Wellhead Impact Report	Provided by applicant	
Health Department Application	N/A	
Hold Harmless Agreement	Provided by applicant	
Inspection Punch List	County Staff	
Land Use Verification Form	County Staff	
Mortgage Adjoinder	Provided by applicant	
Natl Pollutant Dischrge Elimin Statmt	Provided by applicant	
Natl Pollutant Discharge Elimin Survy	Provided by applicant	
Other	To be used for new documents that are not named in our system	
Parking Agreement	Provided by applicant	
Photograph	County Staff	
Planning Board Recommendation	Created by County Staff	
Plat Recording Cashiers Form	Created by County Staff	
Plat Recording Cashiers Receipt	Created by County Staff	
Plat Recording Transmittal Letter	Provided by applicant	
Pre-Application Form	Provided by applicant	
Project Narrative	Provided by applicant	
Proof of Ownership	Deed, lease agreement, etc/ provided by applicant	
Proof of Recording memorandum	Created by County Staff	
Receipt	County Staff	
Recorded Deed or Easement	Provided by applicant	
Response to Comments	Provided by applicant with each final comparison submittal	
Review Comments-Access Management	Created by County Staff	Roads & DW locat
Review Comments-Addressing	Created by County Staff	

Review Comments-ECAT	Created by County Staff	
Review Comments-ECUA	Created by County Staff	
Review Comments-Fire Safety	Created by County Staff	
Review Comments-Growth Management	Created by County Staff	
Review Comments-Handicap Access	Created by County Staff	
Review Comments-Health Department	Created by County Staff	
Review Comments-NESD	Created by County Staff	
Review Comments-Stormwater	Created by County Staff	
Review Comments-Surveying	Created by County Staff	
Review Comments-Traffic Concurrency	Created by County Staff	
Reviewer Attachments	Created by County Staff	
Reviewer Comments	Created by County Staff	
Rezoning Final Order	Created by County Staff	
Sewer Tap Letter	Provided by applicant to Building Inspections	
Sewer Tap Final Acceptance Letter	Provided by ECUA	
Sewer Tap Approval Letter	Provided by ECUA	
Small Scale Amendment	Created by County Staff	
SRIA Approval	Created by SRIA/ provided by applicant when needed	
SRIA Fee Certificate	Created by SRIA/ provided by applicant when needed	
Stormwater Management Plan	Provided by applicant	
Street Name Approval Letter	Created by County Staff	
Street Name Sign Specification	Created by County Staff	
Subdivision Development Agreement	Provided by applicant	
Submittal Checklists	Created by County Staff	
Surveying Status Report	Created by County Staff	
Tax Certificate	Provided by applicant	
Taxes Paid/No Tax Liens Document	Provided by applicant	
Technical Specifications	Provide by County Staff	
Title Cert/Policy (<1.5 years old)	Provided by applicant	
Title Opinion	Provided by applicant	
Traffic Control Inspection Punchlist	Provided by County staff	
Traffic Impact Analysis Report	Provided by applicant when required	
Transmittal Letter	Provided by applicant	
Two Year Warranty	Provided by applicant	