



MINOR SITE PLAN

APPLICATION PACKAGE SUBMITTAL REQUIREMENTS

All Minor Development Site Plan Application 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. Please contact the DRC Coordinator at (850) 595-3472 for deadline information.

1. Prior to submittal of the Minor Site Plan Application Package Submittal, the applicant is **strongly encouraged** to schedule a Pre-Application Meeting with the Plan Review Committee. To arrange this meeting, call the DRC Coordinator at (850) 595-3472.
2. A transmittal letter from the applicant naming the project, identifying the materials being submitted. The project name on the documents shall be consistent
3. Please call the DRC Coordinator to verify submittal fees (850) 595-3472. We accept Visa, Mastercard, check or cash (3% fee on credit card payments).
4. A Development Review Application completely filled out.
5. A Project Information Form
6. 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.
7. Proof of ownership (recorded deed or lease) for all (each) development parcel. Names on deed and legal description provided by the Property Appraiser must be the same.
8. A proposed site plan that show all required information (# 9 below). Stormwater Plans shall be signed and sealed. Plans are to be a minimum size of 11" x 17" and no larger than 24" X 36". Each plan shall be folded or they will NOT be accepted. An example site plan is attached to this checklist.
9. One CD with all of the above information included. Each document must be in an individual PDF format (ex. A five- page form is to be converted into ONE PDF document.)

The proposed site plan shall include, identify and detail the following items:

1. Identify the following general information in a notation (note) on the site plan.
 - a. Property owners name, mailing address, telephone #, and fax #.
 - b. Applicants name, mailing address, telephone # and fax #, if different from owner.
 - c. Parcel's property reference number.
 - d. Acreage of the parcel.
 - e. Parcel's Zoning District (email zoninginfo@myescambia.com)
 - f. Parcel's Future Land Use (FLU) Category (email zoninginfo@myescambia.com)

- g. Name of person who prepared drawing/plan.
 - h. Date plan was prepared.
 2. Identify the following location and directional information on the site plan.
 - a. A north arrow.
 - b. The scale of the drawing/site plan (i.e., 1 inch = 10 feet).
 - c. The name(s) of the road(s) fronting the parent parcel.
 - d. A vicinity map showing and labeling the adjacent roadways and cross streets.
 3. Identify the following information in a notation (note) on the site plan.
 - a. A note detailing potable water service availability (i.e., ECUA, etc.)
 - b. A note detailing sewer service provider / availability (i.e., ECUA, etc.)
 - c. A note detailing if a septic tanks is existing or proposed
 - d. A note detailing the location and size of any water lines.
 - e. A note detailing the location of fire hydrants.
 - f. A note listing the total square footage amount of all existing impervious surface.
 - g. A note listing the total square footage amount of all proposed impervious surfaces.
 - h. A note detailing the calculations used to determine the net change in impervious surface area on the site from existing conditions to proposed conditions. Please note that impervious surfaces may include driveways, parking areas, sidewalks, asphalt or concrete pads, buildings and accessory structures.
 4. Identify the following property boundary and setback information on the site plan.
 - a. Parcel's property boundary lines to scale or a proportional as possible.
 - b. Length and width dimensions of Parcel's property boundary lines.
 - c. Dashed / dotted lines indicating the parcel's building fronts, side and rear building setback line and the distance the setback lines are from the corresponding property line.
 - d. Dimensions along all roadways of the property boundary lines.
 5. Identify the following for each existing or proposed structure on the property.
 - a. Draw all existing and proposed structures on the property.
 - b. Clearly label each as existing or proposed.
 - c. Identify the current and proposed use of each structure (i.e., shed, retail store, etc).
 - d. Note the total square footage of each.
 - e. Note the external dimensions, length and width, of each.
 - f. Identify the distance of each from the parcels property lines.
 - g. If multiple structures are on site, identify the distances between adjacent structures.
 - h. Identify location of existing and proposed dumpsters and the required screening.
 - i. Identify the location of any existing and proposed outdoor storage areas.
 - j. Identify the location of any existing of proposed septic tanks
 6. Identify the following for each driveway, parking area, sidewalk, etc.
 - a. Draw all existing and proposed driveways, parking areas, sidewalks, etc.
 - b. Clearly label each as existing or proposed.
 - c. Identify the type of construction material for each (i.e., asphalt, dirt, gravel, etc.).
 - d. Note the total square footage of each.
 - e. Note the external dimensions of each.
 - f. Note the width of each proposed road, drive aisle, right-of-way, etc.

- g. Draw all existing and proposed parking spaces
 - h. Note the dimensions of each parking space (width and length)
 - i. Clearly label the total number of proposed and existing parking spaces
- 7. Identify the following information for any additional impervious surface on the property
 - a. Draw any additional existing and proposed impervious surfaces on the property.
 - b. Clearly label each as existing or proposed.
 - c. Identify the use of each additional impervious surface (i.e., loading ramp, etc).
 - d. Identify the type of construction material for each (i.e., asphalt, dirt, gravel, etc.)
 - e. Note the total square footage of each.
 - f. Note the external dimensions of each.
- 8. Identify the following information for drainage systems.
 - a. Show with arrows the direction that stormwater flows across the property. If the site is flat, indicate this by writing "FLAT" on the plat.
 - b. Draw any existing drainage systems on site (retention ponds, swales, culverts, pipes).
 - c. Draw any existing drainage systems in the right-of-way (roadside ditches, curbs, drainage inlets).
 - d. If there are no drainage systems adjacent to the site, indicate where stormwater flows from the property.
- 9. Identify the following information for any landscaped areas on the property
 - a. Clearly label each as existing or proposed.
 - b. Identify the type of landscaping material for each (i.e., grass, bushes, etc)
 - c. Note the total square footage of all existing landscaped areas
 - d. Note the total square footage of all proposed landscaped areas
 - e. Show the location of all existing trees 12" in diameter and larger, and indicate if they are proposed to remain or be removed.
 - f. Show and label the location of any new trees that will be planted.



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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. Please contact the DRC Coordinator at (850) 595-3472 for deadline information.

APPLICANT MUST HAVE THE DISPOSITION REPORT SIGNED 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. Disposition Report with all required signatures.
3. Written Response to Comments that addresses all outstanding issues.
4. Payment of any remaining fees. Please call the DRC Coordinator at 595-3472 to verify amount. We accept Visa, Mastercard, check or cash (3% fee on credit card payments).
5. Four (4) sets of site plan drawings. Stormwater Plans shall be signed and sealed. Each set shall be folded or they will NOT be accepted.
6. Any other documentation that has been requested by the plan reviewers
7. A CD containing all items listed above. All drawings and documents are required to be in PDF format