

## Minor Site Application Sufficiency Checklist

### § 4.1.5.1.3 AND 4.1.6.1.1, DRPM

Items listed under Part A of this check list are required for a sufficient application submittal. Applications will not be accepted if all required Part A items are not included with the initial submittal package. All application items are to be submitted unless the Engineer of Record (EOR) indicates they are not applicable. Not applicable items must be denoted as "NA" accordingly. Any item that is not initialed or shown as "NA" will be considered missing. Items listed under Part B are required for review of a project. If one of the Part B items is missing, the application will be considered insufficient and the review will be stopped, the application marked insufficient and the review time will be restarted once the missing item(s) have been submitted.

Staff Initials	EOR's Initials	PART A: Required Submittal Items, §4.1.5.1.3, DRPM
		Fee Payment
		Application
		Transmittal Letter including itemized responses to reviewer comments, as applicable
		Owner Affidavit
		Natural Resources Application
		Concurrency Application (Transportation, Utility, & Stormwater)
		Right-of-Way Use Permit Application
		No Tree Affidavit, if applicable
		Grand Oak Pruning Affidavit, if applicable
		Irrigation Design Certification, if applicable
		Current aerial photograph (1 inch equals 200 feet) outlining subject property boundaries & names of adjacent streets.
		Copy of Vesting Letter (if applicable)
		Copy of Utilities Commitment Letter (other than Hillsborough County)
		Completed Water and Wastewater DEP Forms – 4 copies, if applicable
		Copy of recorded deed
		Signed, sealed & dated Site Development Construction Plans – 3 sets
		Certification of Complete Submittal
		2 Exterior Lighting Plans, if applicable
		*PDF Copy of all Plans and Paperwork on CD or Flashdrive*

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Signature of Person Submitting Application/Date



Staff Initials	EOR's Initials	<b>PART B: Information Required on Minor Site Plans (continued)</b>
		Certification - Engineer of Record certification of registration, competency, and professional liability insurance
		<b>Information Required on Construction Plans:</b>
		Signed, sealed and dated construction plans consisting of improvement facilities design drawings and calculations
		Title Block – including the following:
		Title of project
		Name of owner(s) and applicant, if different
		Date
		North arrow
		Legal Description
		Scale
		<b>Location and identification of the following:</b>
		Buildings
		Off-street vehicular use areas
		Parking spaces (number required and number provided)
		Retention/detention ponds and easements
		Identification of adjacent uses and zoning
		Gross floor area
		Amount of building coverage
		Amount of open space
		Amount of impervious coverage
		Building height(s)
		Number of floors
		<b>Floor elevations</b>
		Use of structures
		Signage
		Fences and walls
		Location of sidewalks
		Refuse collection facilities
		All required screening
		Type of paving
		Utilities – existing and proposed public and private utilities, point of connection, lift stations, treatment facilities, and location & general dimensions of septic tanks, drain fields, and wells, if applicable
		Planned Development (PD) Conditions of Approvals including the rezoning petition number
		Vicinity map
		Tree Survey – showing location of all trees 5 inches in diameter or greater at breast height (DBH)
		Identification of all Grand Oaks
		Fire flow
		Contours – existing and proposed one foot
		Stormwater – all information required by Stormwater Technical Manual
		Landscaping Plan in accordance with Section 6.06, LDC
		Irrigation Plan in accordance with Section 6.06.03.F, LDC, if applicable