

Preliminary Site Plan Application Sufficiency Checklist

§ 4.1.5.1.1 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
		Fee Payment
		Application
		Transmittal Letter including itemized responses to reviewer comments, as applicable
		Supplemental Applications & Forms
		Natural Resources Application
		Concurrency Application (Transportation, Utility, & Stormwater)
		Right-of-Way Use Permit Application
		Owners Affidavit, if applicable
		No Tree Affidavit, 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)
		Copy of Water, Wastewater, and Reclaimed Water Master Plan (phased projects)
		Deed – copy of recorded deed
		Building Elevations – 6 copies for projects located in zoning or overlay districts
		Site Development Plans (3 folded copies or number determined at Pre-sub)
		Zoning Conditions of approval
		Vicinity Map
		Tree Survey - showing location of all trees 5 inches in diameter or greater at breast height (DBH) overlaid on the proposed improvement and grading sheets
		Plant/ Wildlife Survey for endangered, threatened or species of special concern, if applicable
		Certification of Complete Submittal
		Wetland Delineation Letter (if applicable)
		PDF Copy of all Plans and Paperwork on CD or Flashdrive

Signature of Person Submitting Application/Date



Staff Initials	EOR's Initials	PART B: Information Required on Site Plan
		Title Block – including the following:
		Title of project
		Name of owner(s) and applicant, if different
		Date
		North arrow
		Legal description
		Scale
		Location & identification of the following:
		Buildings
		Off-street vehicular use areas
		Parking spaces including handicapped (number required & number provided)
		Access ways
		Retention/detention ponds and easements
		Existing and proposed rights-of-way
		Identification of adjacent uses and zoning
		Spacing from intersection and other access points
		Throat depth of access points
		Number of residential units and resulting density
		Gross floor area
		Building coverage
		Open space
		Impervious coverage
		Building height(s)
		Number of floors
		Applicable flood zone map number shown with elevations & floodways
		Use of structures
		Sidewalks – location and width
		Accessible route
		Identification of all Grand Oaks
		Fire flow – identify source of fire flow
		Upland Significant Wildlife Habitat – identification of boundaries
		Wetlands – general location of all wetlands on site
		Refuse areas – location of all collection facilities and required screening
		Phase lines
		Pre-development topography (one foot contours based on NAVD88) to a minimum of 25 feet outside of property boundaries.
		Stormwater – identification of onsite stormwater basins and offsite basins contributing to the site
		Pre-development curve number (CN) – based on soil type
		Pre-development impervious area (in square feet)
		Proposed signage
		Perimeter boundary walls and gates
		Identification of required vehicular use landscape buffers and incompatible land use buffers