

Straight to Construction Plan Application Sufficiency Checklist

§ 4.1.5.1.2 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
		Transmittal Letter including itemized responses to reviewer comments, as applicable
		Owners Affidavit, if applicable
		Application
		Supplemental Applications if determined at Pre-submittal
		Natural Resources Application
		Concurrency Application (Transportation, Utility, & Stormwater)
		Deed
		Irrigation Design Certification
		Grand Oak Pruning Affidavit, if applicable
		Right-of-Way Use Permit Application
		2 Stormwater calculations – signed and sealed by EOR
		2 Geotechnical/Soil Report
		FDEP Water and Wastewater Construction Permit Application Forms
		Exterior Lighting Plan (signed & sealed)
		Copy of Utilities Commitment Letter (other than Hillsborough County)
		Signed, sealed, and dated Construction Plans (3 sets)
		Landscaping Plan in accordance with Section 6.06, LDC (if submitted separately, 3 copies required), if applicable
		Irrigation Plan in accordance with Section 6.06.03.F, LDC, (if submitted separately, 3 copies required) if applicable
		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, as applicable
		Invasive Plant Species Removal, Disposal and Maintenance Plan, if applicable
		Table of contents on first page of plans
		Submit a Project Compatibility Plan in accordance to Section 4.0 of the LDC, as applicable
		Certification of Complete Submittal
		Current 1" = 200' Scale Aerial Photo with Contours (2 Copies)
		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 Construction Plans
		Current aerial photograph (1 inch equals 200 feet) outlining subject property boundaries & names of adjacent streets
		Title Block – including the following:
		Title of project
		Name of owner(s) and applicant, if different
		Date
		Professional Engineer's Title Block – including the following:
		Name and license number (address required if not practicing through duly authorized business)
		Name, address, and certification or authorization number of engineering business
		North arrow
		Legal description
		Scale
		All information required to be shown of Preliminary Site Plan
		Roadway/driveway layout and paving type and information specified in Transportation Technical Manual
		Existing & proposed contours – contours shall be one foot within parcel boundary, to a minimum of 25 feet outside boundaries, and based upon NAVD 88 unless approved by County Surveyor
		Stormwater information specific in Stormwater Technical Manual
		Off-Site Improvements
		Excavation – if applicable, indicate the following:
		Cubic yards of material to be hauled off-site
		Truck haul route, if >500 cubic yards to be hauled
		Land Excavation Permit, if >10,000 cubic yards to be hauled
		Upland and/or Wetland Conservation and/or Preservation Areas, if applicable
		Identification of the pertinent Wetland Conservation and/or Preservation Area Setback
		Water, Wastewater and Reclaimed Water Utilities – existing and proposed public and/or private utilities and information specified in Water, Wastewater, and Reclaimed Water Technical Manual
		Location of power poles – adjacent to site and off-site improvements
		Documentation of application for SWFWM or EPC permit or exemption letter
		Identification of all Grand Oaks