



Charlotte County Site Plan Review Checklist

Site Plan # _____ Project Name _____
 _____ Preliminary _____ PD Concept Date Submitted _____

PRELIMINARY SITE PLAN & PD CONCEPT	
<input type="checkbox"/> Apply online https://secureapps.charlottecountyfl.gov/CitizenAccess/	Upload all documents to the Plans Room by Thursday 3:00 p.m. All comments are posted on the website. A Project Conference meeting is required prior to submitting an application for a Planned Development.
<input type="checkbox"/> 1- Completed Applications (Collated) & Payment	Packets must be submitted on Thursday by 3:00 p.m.
<input type="checkbox"/> 1-Letter of Authorization (Original)	
<input type="checkbox"/> 1- Sufficient documentation to validate common ownership of all parcels proposed to be included in the project or evidence of a contractual obligation to acquire the property.	
<input type="checkbox"/> 1- Narrative of sufficient detail to provide an understanding of the project.	If the project is a DRI, a narrative addressing DRI Development Order. Include the date the Project Conference occurred.
<input type="checkbox"/> 1- Signed & sealed boundary & topographical survey. 1- Sketch & legal description of property signed & sealed on a separate document.	Include easements
<input type="checkbox"/> 1- Complete sets of folded signed & sealed plans. Plans shall include the following: _____ Location Map _____ Site Plan _____ Paving/Drainage Plan _____ Utility Plan _____ Photometric Lighting Plan _____ Landscaping Plans _____ Tree Inventory _____ General Details _____ Phasing Plan (if applicable)	Landscape plans must contain easements, overhead & underground utility lines and name of project & address. Site plans must contain north arrow, property boundaries, easements, all improvements, off street parking & loading areas with dimensions, refuse collection areas with dimensions, name of project & address, proposed access, traffic flow. Include traffic flow arrows with dimensions of all drive aisles. Existing streets, structures, waterways. Clear area of visibility. Parking requirements provide, dimensions for all parking spaces. All development standards such as height setbacks lot coverage.

<input type="checkbox"/> 1- Water & Sewer Availability Letter	
<input type="checkbox"/> 1-Building Elevations	To scale
<input type="checkbox"/> 1- Current Protected Species Assessment	Include Florida Land Use Codes and Classification System (FLUCCS) Map
<input type="checkbox"/> Conceptual Stormwater Management Plan	www.charlottecountyfl.gov/services/buildingconstruction/Pages/Stormwater-Plan-Approval-Requirements.aspx
<input type="checkbox"/> 1- Traffic Impact Statements	
<input type="checkbox"/> Open Space Habitat Requirements	
<input type="checkbox"/> A statement of the total gross acreage of the project and the percentage thereof proposed to be devoted to each permitted use, lot coverage and coverage by all impervious surfaces. Open space requirements.	
<input type="checkbox"/> Project density stated in dwelling units per acre.	
<input type="checkbox"/> The number of off-street parking and loading spaces.	
<input type="checkbox"/>	