

# SITE PLAN REVIEW CHECKLIST

\_\_\_\_\_ Development : \_\_\_\_\_ Applicant: \_\_\_\_\_

## Information Required for Preliminary, Final, and Major Modification Development Plan Approval

	N/A	YES	NO
1. Name, address and telephone number of the record fee simple owner of the property and applicant			
2. A statement which describes in detail the character and intended use of the development.			
3. A general location map which shows the relationship of the property to the streets, schools, utilities, shopping areas, important physical features in and adjoining the property.			
4. A site plan which contains the following:			
a. Name of project			
b. Name of project's planner, engineer and/or architect.			
c. Name of the developer.			
d. Date.			
e. North arrow.			
f. Boundaries for the property.			
g. Existing streets, buildings, watercourses and easements, utility rights-of-way, and section lines.			
h. The location of all buildings and structures, proposed access and traffic flow.			
i. The manner in which the vehicular traffic will be separated from the pedestrian traffic. Include traffic flow arrows.			
j. Off-street parking and loading areas and facilities.			
k. Open space habitat requirements (Ordinance 98-43)			
l. Recreational facilities.			
m. Screens, fences, walls, and required landscape buffers.			
n. Refuse collection areas buffered with landscape or fence.			
o. Essential services including points of utility hook-ups and emergency services			
5. 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.			
6. Project density stated in dwelling units per acre.			
7. The number of off-street parking and loading spaces.			
8. A tree inventory and landscape plan.			
9. A conceptual stormwater management plan.			

	N/A	YES	NO
10. If the project is in a Development of Regional Impact, a narrative addressing the Development Order of the applicable DRI			
11. If the project is in the Charlotte Harbor CRA, a letter from the CRA advisory Committee approving the project and compliance with the design guidelines.			
Application for <b>FINAL</b> approval or <b>MAJOR MODIFICATION</b> approval <b>MUST</b> include the following:			
	N/A	YES	NO
1. Copies of all permits required by State and Federal law or regulation, including but not limited to:			
a. Water Management Permits (SWFWMD or SFWMD)			
b. Florida Department of Environmental Protection Permits			
c. Florida Department of Transportation Permits			
d. Florida Game & Fresh Water Fish Commission			
2. Letter of availability and commitment for the provision of potable water and/or sanitary sewage disposal if these utilities are to be provided by an entity other than the developer.			
3. Letter of dumpster location approval from appropriate refuse hauler.			
4. Plan showing the stormwater management plan and water and sanitary sewer mains by location and size, fire suppression facilities, and utility easements.			
Additional Comments:A			