



**Land Use & Environmental Services Division** (850) 891-7100  
 435 N. Macomb Street  
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## TYPE A SITE PLAN COMPLETENESS DETERMINATION CHECKLIST

NOTE: All documentation should be in PDF format and named using the Standard Naming Conventions

Project Name: \_\_\_\_\_ Parcel ID #: \_\_\_\_\_

APPLICANT

- \_\_\_\_\_ 1. This completed checklist with the naming convention *Checklist.pdf*.
- \_\_\_\_\_ 2. E-Notarized Owner's Affidavit with the naming convention *OwnersAff.pdf*. **(see the Digital Signature page on talgov.com for more information)**
- \_\_\_\_\_ 3. Completed Application for each Deviation Requested with the naming convention *DeviationOne.pdf, DeviationTwo.pdf, etc.*
- \_\_\_\_\_ 4. Legal description and boundary survey of the parcel, which is **digitally signed and sealed** by a Florida Registered Land Surveyor with the naming convention *BoundrySur.pdf*. **(see the Digital Signature page on talgov.com for more information)**
- \_\_\_\_\_ 5. Certificate of Land Use Compliance with the naming convention *LUCC.pdf*.
- \_\_\_\_\_ 6. If Concurrency approval is required, the applicant must have submitted for (and have an active application for) a Certificate of Concurrency. Note: The applicant may apply simultaneously for Concurrency and Site Plan Approval.
- \_\_\_\_\_ 7. A copy of the Natural Features Inventory (NFI) exemption or approval letter with the naming convention *NFI.pdf* or *Exemption.pdf*.
- \_\_\_\_\_ 8. An Environmental Impact Analysis application (if no NFI exemption) with the naming convention *EIA.pdf*. **(Please note that before receiving final NFI approval, an EIA or an amendment to your current EIA may be required.)**
- \_\_\_\_\_ 9. Detailed statement of objectives, with the naming convention *ProjectNar.pdf*, indicating:
  - \_\_\_\_\_ a. General purpose of the development;
  - \_\_\_\_\_ b. Density number and type of units to be constructed;
  - \_\_\_\_\_ c. Method and time schedule of development and improvements to be made; and
  - \_\_\_\_\_ d. Type and sq. ft. of non-residential development including floor area ratios, pervious & impervious surface areas, and other standards as may be required.
- \_\_\_\_\_ 10. Complete site plan drawings package containing the items listed below in a multi-page PDF file named using the naming convention *SPDrawings.pdf*.
  - \_\_\_\_\_ • A site conditions map drawn to an appropriate engineer's scale sufficient to show and to depict the location of existing property lines for both private and public property, existing contours shown at a contour interval of no greater than two (2) feet, streets, buildings, transmission lines, sewers, bridges, culverts, and drain pipes, water mains, public utility easements, natural features as identified in the natural features inventory and any other physical conditions on the site.
  - \_\_\_\_\_ • A site plan shall be drawn to an appropriate engineer's scale showing:
    - \_\_\_\_\_ a. Scale used both written and graphic;
    - \_\_\_\_\_ b. Proposed grading plan;
    - \_\_\_\_\_ c. Width, location and typical sections and names of proposed streets;

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- \_\_\_\_\_ d. Width, location and names of surrounding streets including any/all rights-of-way and easements;
  - \_\_\_\_\_ e. Zoning district categories and existing land uses on properties;
  - \_\_\_\_\_ f. Use, size, location, and height of all proposed buildings and other structures;
  - \_\_\_\_\_ g. Location of phase lines indicating all applicable construction phases;
  - \_\_\_\_\_ h. Off-street parking and loading plan;
  - \_\_\_\_\_ i. Circulation diagram showing vehicular and pedestrian movements including any special engineering features and traffic regulation devices;
  - \_\_\_\_\_ j. Location and size of common open space and public or quasi-public areas; and
  - \_\_\_\_\_ k. Approved location(s) of the surveyed natural features lines/ locations.
  - A utility service plan showing:
    - \_\_\_\_\_ a. Existing drainage;
    - \_\_\_\_\_ b. Disposition and/or retention of stormwater;
    - \_\_\_\_\_ c. Location of existing water and sewer mains;
    - \_\_\_\_\_ d. Conceptual water and sewer service plan; and
    - \_\_\_\_\_ e. Location and width of all utility easements and rights-of-way.
  - A landscaping plan showing:
    - \_\_\_\_\_ a. Landscaped areas;
    - \_\_\_\_\_ b. All protected trees or groups of trees eighteen (18) inches in diameter or larger on the interior of the site or four (4) inches in diameter or larger on the perimeter of the site within the setbacks, indicating those to be retained, removed, or relocated;
    - \_\_\_\_\_ c. Location, height, and material for walks, fences, walkways, and other man-made landscape features; and
    - \_\_\_\_\_ d. Any special landscape features including, but not limited to, man-made lakes, land sculptures and waterfalls.
  - Statistical information including:
    - \_\_\_\_\_ a. Total acreage of the site;
    - \_\_\_\_\_ b. Maximum building coverage expressed as a percentage of the total site area;
    - \_\_\_\_\_ c. Area of land devoted to rights-of-way, transportation easements, parking and other transportation facilities expressed as a percentage of the total site area;
    - \_\_\_\_\_ d. Area of land devoted to undisturbed open space expressed as a percentage of the total site area;
    - \_\_\_\_\_ e. Area of land devoted to landscaping and/or open space usable for recreation purposes expressed as a percentage of the total site area; and
    - \_\_\_\_\_ f. Calculated density/intensity for the project.
  - Development schedule showing order of construction, proposed date for the beginning of construction and completion of the project as a whole and any phases thereof.
- \_\_\_\_\_ 19. Covenants, grants, easements, dedications and restriction to be imposed on the land, buildings, and structures, including proposed easements for public utilities and instruments relating to the use and maintenance of common open spaces and private streets. Such instruments shall give consideration to access requirements of public vehicles for maintenance purposes.
- \_\_\_\_\_ 20. Identification of any individual, neighborhood association, or business association with which you voluntarily met prior to submitting this application.
- \_\_\_\_\_ 21. Additional relevant information which is deemed to be appropriate by the City to ensure consideration of all relevant issues.
- \_\_\_\_\_ 22. School Concurrency Impact Analysis (if residential) with the naming convention *SchoolConcurr.pdf*.

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**NOTE: All of the items listed above must be uploaded to City Projects before the application is reviewed for completeness, unless the Land Use Administrator waives a specific item when a Land Use Compliance Certificate is issued or during a Pre-Application Conference. Failure to provide one of the items listed above may result in the rejection of the site plan application.**