

Highlands County Engineering Department
Final Site Plan Checklist

Development Name: _____

Date Received: _____

Submitted by: _____

Due out: _____

Y N E N / S O A	Y N E N / S O A
<p style="text-align: center;"><u>Permits/Approvals</u></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 1. Copy of Water Management District permit and approved Plans? 12.04.107, C</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 2. Copy of Florida Department of Transportation Connection Permit? 12.04.107, C</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 3. Copy of permit application to: 12.04.107, C</p> <p style="padding-left: 20px;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> a. Florida Department of Environmental Protection?</p> <p style="padding-left: 20px;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> b. Army Corps of Engineers?</p> <p style="padding-left: 20px;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> c. Environmental Health Director (HRS)?</p> <p style="padding-left: 20px;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> d. Water Management District?</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 4. Utility permit application when water or sewer lines are to be placed within the public right-of-way? 12.04.108, B</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 5. Permit application for construction within the public right-of-way when connecting to a County road? 12.04.108, A</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 6. Flood Hazard Development Permit application? 12.03.110, H</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 7. A copy of an elevation certificate prepared by a registered engineer or professional land surveyor? 12.04.108, D</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 8. Design based on an approved preliminary site plan? 12.04.106</p> <p style="text-align: center;"><u>General Requirements</u></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 9. Fee attached? 12.04.101, H Receipt No. _____ Amount \$ _____</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 10. Five (5) blue line or backline copies submitted? 12.04.102, A-3 & 12.04.107, C</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 11. Sheet size 24" X 36" with 1/2" margins, and left binding side with at least a 2" margin? 12.04.102, A-1</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 12. Scale: no smaller than 1"=100'? 12.04.102, A-4</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 13. North arrow (north to top of sheet)? 12.04.102, A-5</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 14. Sheet # and total number of sheets indicated on each sheet? 12.04.102, A-2</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 15. Plans signed and sealed by a registered __architect/ __landscape architect/__engineer? 12.04.107, C</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 16. Development name & address? 12.04.102, B-1</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 17. Date of preparation? 12.04.102, B-2</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 18. Owner's name, address & telephone number? 12.04.102, B-3</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 19. Consultant's name, address & telephone number? 12.04.102, B-4</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 20. Certified Engineering Testing Laboratory's name, address & telephone number? HCTSM Section 2.106 B</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 21. Metes and bounds description/legal description (property boundaries with line dimensions, bearings and curve data)? 12.04.102, C-1</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 22. Location map? 12.04.102, C-2</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 23. STRAP description (reference to section, township and range, including subdivision name, block #s and lot or parcel #s)? 12.04.102, C-1</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 24. Area of project in square feet and acres? 12.04.102, C-1</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 25. Percentage of total site area to be covered by impervious surfaces, including buildings? 12.04.107, C-3</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 26. Existing use on the property? 12.04.102, C-1</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 27. Existing zoning according to the County Zoning Atlas? 12.04.102, C-1 _____</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 28. Permitted land use according to Future Land Use Map? 12.04.102, C-1 _____</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 29. Legend explaining symbols, abbreviations, etc.? 12.04.102, C-1</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 30. Water and sewer type including name(s) of service provider(s)? 12.04.107, C-3b, c</p> <p style="text-align: center;"><u>Plan Review</u></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 31. A benchmark referenced to the National Geodetic Vertical Datum (NGVD)? 12.04.107, C-3</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 32. Existing land use and zoning classification of all abutting property, including names and addresses of the owners? 12.04.102, C-2 (Ordinance 05-06-30)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 33. Existing easements and rights-of-way (widths, dimensions, curve data, type, etc.) or a note that there are none? 12.04.102, C-2</p>

Y N
E N /
S O A

- 34. Lands to be dedicated or transferred to a public or private entity and the purposes for which these lands will be held and used? 12.04.105 C-6
 - 35. Existing and proposed physical improvements including: buildings, off-street parking areas, pavement, driveway, sidewalks, culverts, utilities, on-site recreation, walls, poles, towers, signs, and the distances of all these improvements from the boundaries of the property, with elevations if applicable? 12.04.107, C-3
 - 36. Location of all water courses, water bodies, floodplains, xeric uplands, wetlands, cutthroatgrass seeps, historical and archaeological resources, cones of influence for potable wells, aquifer recharge areas, soil types, and vegetative cover or a note that there are none? 12.04.107, C-3
 - 37. Location of all wellheads supplying public potable water systems as defined in Chapter 17-550, F.A.C. and regulated by F.D.E.P. within 600 feet of property line or a note that there are none? 12.04.105, C-15
 - 38. Provisions to be made for adequate control of erosion, sedimentation, dust, and debris during all phases of clearing, grading, and construction? 12.04.107, C-3
 - 39. The street names of all abutting rights-of-way? 12.04.107, C-3
 - 40. Centerline, edge of pavement or traveled way for unpaved roads, and centerline of side swales or ditches for all abutting streets and roads, with elevations? 12.04.107, C-3
 - 41. All existing and proposed structures (including fences), labeled as to type, height, composition, and intended use? 12.04.107, C-3
 - 42. Building setback distances from property lines, abutting right-of-way centerlines, and all adjacent structures? 12.04.107, C-3
 - 43. Locations of all proposed permanent signs and exterior lights, with details or a note that none are proposed? 12.04.107, C-3
 - 44. Locations of the nearest existing and all proposed fire hydrants? 12.04.107, C-3
 - 45. Pad location and specifications, if a garbage dumpster is proposed? 12.04.107, C-3
 - 46. Location and size of any proposed sanitary sewer and water main construction, including the locations of proposed connections to existing facilities? 12.04.107, C-3
- Setbacks from Natural Surface Water Bodies and Wetlands
- 47. Setback is the lesser of 50' or 40% of the average depth of site from a natural surface water body perpendicularly measured from the SHWL? 12.12.203, A
 - 48. Conservation Easement shown? 12.12.203, A

Y N
E N /
S O A

- 49. A statement that "Existing topography and vegetation shall be retained within the Conservation Easement." Or "Vegetation within the Conservation Easement shall be retained or reestablished if damaged during construction, as appropriate, so as to stabilize soil conditions along the boundary of development, to minimize siltation from eroded soils, and to control storm water runoff from the developed area."? 12.12.204, A-2 & 8
- 50. A note that "The Conservation Easement line shall be marked and posted prior to the commencement of construction on the site."? 12.12.204, A-7
- 51. Septic tank system is set back a minimum distance of 75' from the SHWL of a natural surface water body? 12.12.203, C
Groundwater and Wellhead Protection
- 52. WHPZs identified with reference to USGS Quadrangle maps or County's official map if available? 12.12.304
- 53. Zone of Exclusion shown (200' radius circle centered on the wellhead)? 12.12.301, B
- 54. Zone of Control shown (600' radius circle centered on the wellhead)? 12.12.301, B
- 55. Assessment of the impact on groundwater quality? 12.12.403, B
Storm water Management Plan
- 56. An aerial photograph encompassing the project area and total land area? 12.12.403, A-1
- 57. A topographic map of the site (the contour interval shall be not greater than one foot) showing existing hydrograph and runoff patterns and off-site contributing areas? 12.12.403, A-2
- 58. A soil map of the site and soil investigation report? 12.12.403, A-4
- 59. Seasonal high water table elevations and method used to determine the elevations? 12.12.403, A-5
- 60. A map of vegetative cover, if wetlands are present (may be shown on the aerial or soil map)? 12.12.403, A-6
- 61. Grading plan describing the interface between the proposed development and abutting properties? 12.12.403, A-8
- 62. A structure, road, and paving plan showing the location, elevations, dimensions, and specifications? 12.12.403, A-9
- 63. An erosion and sedimentation control plan describing the type and location of control measures, and the stage of development they will be put into place or used, and maintenance provisions? 12.12.403, A-10

Y N
E N /
S O A

- 64. Storm water calculations indicating existing and proposed runoff included. on 8 1/2" X 11" sheets? 12.12.403, A-3
- 65. Where development is proposed adjacent to a water body, a note stating "Except for maintaining existing lots where lake vegetation has been removed, removal of xeric upland vegetation along lake frontages shall be limited to the minimum necessary to achieve reasonable access to the water body."? 12.12.403, B-5
- 66. Proposed channel, direction, flow rate, flow arrows, and volume of storm water that will be conveyed from the site with a comparison to natural or existing conditions? 12.12.403, B-1
- 67. Detention and retention areas (including means for discharging contained waters - outfall structure, percolation, etc.), maintenance plans, and a statement of expected surface water quality changes? 12.12.403, B-2
- 68. Location of all water bodies (natural and artificial) to be included in the surface water management system with details of hydrology, side slopes, depths, and water surface elevations or hydrographs? 12.12.403, B-4
- 69. Any off-site right-of-ways or easements required for proper functioning of the system, also showing the outfall destinations with inserts for those areas outside the limits of the project, with elevations? 12.12.403, B-7
- 70. Deeds or Easements submitted for outfall outside property boundary?
- 71. Storm water management design provides for onsite percolation to the same extent as predevelopment conditions? 12.12.402, A
- 72. Velocity calculations and appropriate type of cover/erosion control provided in the drainage plan for conveyance facilities? 12.12.400, B
- 73. Roadside swales in the right-of-way have side and back slopes no steeper than 4' horizontal to 1' vertical? Section 3 HCTSM
- 74. Drainage structures placed such that flooding of the shoulder or roadway property does not occur? Section 3 HCTSM
- 75. Piping and appurtenances shown, and designed in accordance with Section 2 Highlands County Technical Standards Manual, FDOT Drainage Manual, FDOT Roadway and Traffic Design Standards, and FDOT Standard Specifications for Road and Bridge Construction?
- 76. Manholes, catchbasins and headwalls shown, with elevations? Section 3 HCTSM
Transportation System Design
- 77. Complies with Section 12.09.103, Access and Circulation & 12.10.205?

Y N
E N /
S O A

- 77a. Sidewalks shown for arterial and collector roads? 12.09.103, C-1
- 78. Clear visibility triangle requirements at street intersections and driveways met? 12.09.103, E & F
- 79. Total number of parking spaces (with calculations), parking area layout, spaces reserved for handicapped parking, loading areas, wheel stops, signage, striping, proposed ingress and egress (including proposed public street modifications), the full dimensions of parking spaces, travel lanes, and driveways shown? 12.10.200
- 80. Complete specifications in accordance with Section 2 and Section 3, of the Highlands County Technical Standards Manual included for:
 - a. maintenance of traffic?
 - b. driveway ingress and egress maintenance?
 - c. clearing and grubbing?
 - d. earthwork?
 - e. rigid ditch checks?
 - f. riprap?
 - g. inspections, field measurements and laboratory tests?
 - h. tolerances?
 - I. stabilized sub-base and shoulders?
 - j. limerock or shellrock base?
 - k. asphalt?
 - l. pavement marking?
 - m. signs?
 - n. culverts, storm sewers?
 - o. grassing?
 - p. staked silt fences?
 - q. temporary prevention, control and abatement of erosion and water pollution?
 - r. guardrail?
 - s. concrete?
 - t. field engineering, surveying and right-of-way staking?
 - u. obstructions in right-of-way?
 - v. shop drawing submittals?
- 81. Road design and driveway specifications in compliance with Section 6 Highlands County Technical Standard Manual
- 82. Cross sections, elevations and specifications for all proposed pavement, retention ponds, swales, driveways, etc. shown? Section 6 HCTSM
Landscaping and Buffering
- 83. Landscape plan drawn at a scale no smaller than 1"=30' on sheet size 24" X 36", and includes dimensions, north arrow, date, title and project owner's name? 12.11.102, A-1
- 84. Proposed landscaping, including a plant legend, and the locations and names of any existing trees to remain shown? 12.11.102, A-1
- 85. Location of permanent vegetation protection devices such as barricades, curbing and tree wells shown? 12.11.102, A-1

Y N
E N /
S O A

- 86. Shows the required landscaping clearly differentiated from any additional landscaping provided? 12.11.102, A-1
 - 87. Provides a chart indicating graphic plant symbol, botanical and common name, quantity, height, spread, spacing, native status, drought tolerance rating, and type of mulch to be used? 12.11.102, A-1
 - 88. Provides a dimensioned cross-section of the transitional protective yard showing proposed trees, shrubs, walls, berms, and any ground cover or erosion control? 12.11.102, A-1
 - 89. Provides calculations for vehicular surface areas, # of trees and shrubs, and determination of transitional protective yard widths? 12.11.102, A-1
 - 90. Provides a dimensioned cross-section of any proposed vehicular surface planting area when a berm is used, showing slope, height and crown width? 12.11.102, A-1
 - 91. Shows slope, height and crown width on berm cross-sections, and shows complete construction details on wall and fence cross sections? 12.11.102, A-1
 - 92. Interior landscaped area equals or exceeds 10% of total vehicular surface area (width of curbing not included for calculating required landscape area)? 12.11.105, C
 - 93. One tree provided for every 250 square feet of required interior landscaped area and 8 shrubs for every required tree? 12.11.105, C
 - 94. Interior landscaped areas are a minimum of 8' in width, excluding curbs, and 144 square feet in area? 12.11.105, D
 - 95. All rows of parking spaces have a landscaped island at least every 10 spaces which has at least 1 tree. No parking stall is farther than 50' from a tree, measured to the tree trunk? 12.11.105, D
 - 96. Building perimeter plantings provided in the amount of 10 square feet per 1000 square feet of proposed building gross floor area? 12.11.107
 - 97. Complies with open space requirements of Section 12.11.112 Highlands County LDR'S
 - 98. Where required landscaping is placed in an easement, approvals from all entities claiming an interest under said easement submitted? 12.11.103, O
- Irrigation Plan
- 99. Plan drawn at a scale no smaller than 1"=30' on sheet size 24" X 36", and includes dimensions, north arrow, date, title and project owner's name? 12.11.102, B-2

Y N
E N /
S O A

- 100. Plan shows main, valves, pump locations, pipe size and specifications, controller locations and specifications, back flow preventor and rain sensing devices? 12.11.102, B-2
 - 101. Typical sprinkler zone plan indicating type, specifications, spacing and coverage? 12.11.102, B-2
 - 102. Layout of drip irrigation or soaker hoses shown, if proposed? 12.11.102, B-2
 - 103. Sprinkler heads irrigating high water demand areas are circuited on separate zones from those irrigating reduced water requirement areas? 12.11.102, D
- Certifications
- 104. This development is (or is not) within the 100 year flood plain. 12.04.108, C
 - 105. I hereby certify that the design for this project is in substantial conformance with the standards established by the __ (most current) edition of the "Manual of Uniform Standards for Design, Construction and Maintenance of Streets and Highways", as required by Florida Statute 336.045. 12.04.107, C-5
 - 106. I hereby certify that the details of the handicap accessibility plan shown hereon are to the best of my knowledge and belief in full and complete compliance with the "State of Florida Department of Community Affairs Handicap Accessibility Rule." 12.04.107, C-5
 - 107. I hereby certify that the landscaping plan shown hereon is in full and complete compliance with the landscaping requirements of the Highlands County Land Development Regulations. 12.04.107, C-5
 - 108. I hereby certify that the irrigation plan shown hereon is in substantial compliance with the Highlands County Land Development Regulations pertaining to irrigation system design. 12.11.102, B-2

