

**Highlands County Engineering Department**  
**Off-Site Construction (Development within Adjacent Municipality) Checklist**

Development Name: \_\_\_\_\_

Date Received: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Due out: \_\_\_\_\_

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<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><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> a. Florida Department of Environmental Protection?</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> b. Army Corps of Engineers?</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> c. Environmental Health Director (HRS)?</p> <p><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? 12.04.107 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, where applicable? 12.03.110 H</p> <p style="text-align: center;"><u>General Requirements</u></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 7. Fee attached? 12.04.101H &amp; 12.09.103 B                      Small ___ Minor ___ Major ___                      Receipt No. _____ Amount \$ _____</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 8. Five (5) blue line or backline copies submitted? 12.04.102 A-3 &amp; 12.04.107 C</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 9. 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"/> 10. Scale: no smaller than 1"=100'? 12.04.102 A-4</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 11. North arrow (north to top of sheet)? 12.04.102 A-5</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 12. 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"/> 13. 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"/> 14. Development name &amp; address? 12.04.102 B-1</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 15. Date of preparation? 12.04.102 B-3</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 16. Owner's name, address &amp; telephone number? 12.04.102 B-3</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 17. Consultant's name, address &amp; telephone number? 12.04.102 B-4</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 18. Certified Engineering Testing Laboratory's name, address &amp; telephone number? HCTSM SECTION 2.106B</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 19. 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"/> 20. Location map? 12.04.102 C-2</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 21. 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"/> 22. Area of project in square feet and acres? 12.04.102 C-1</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 23. 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"/> 24. Existing use on the property? 12.04.102 C-1</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 25. Existing zoning according to the Municipality Zoning Atlas? 12.04.102 C-1</p> <hr style="width: 20%; margin-left: 0;"/> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 26. 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"/> 27. Legend explaining symbols, abbreviations, etc.? 12.04.102 C-1</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 28. Water and sewer type including name(s) of service provider(s)? 12.04.107 C-3 b, c</p> <p style="text-align: center;"><u>Plan Review</u></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 29. 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"/> 30. 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> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 31. 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</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 32. Existing and proposed physical improvements including: buildings, off-street parking areas, pavement, driveway, sidewalks, culverts, utilities, 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</p>

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- 33. 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
- 34. 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
- 35. 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
- 36. The street names of all abutting rights-of-way? 12.04.107 C-3
- 37. 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
- 38. All existing and proposed structures (including fences), labeled as to type, height, composition, and intended use? 12.04.107 C-3
- 39. Building setback distances from property lines, abutting right-of-way centerlines, and all adjacent structures? 12.04.107 C-3
- 40. Locations of all proposed permanent signs and exterior lights. 12.04.107 C-3
- 41. 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
- Storm water Management Plan (if discharging into County Right-of-way)
- 42. An aerial photograph encompassing the project area and total land area? 12.12.403 A-1
- 43. 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
- 44. A soil map of the site and soil investigation report? 12.12.403 A-4
- 45. Seasonal high water table elevations and method used to determine the elevations? 12.12.403 A-5
- 46. A map of vegetative cover, if wetlands are present (may be shown on the aerial or soil map)? 12.12.403 A-6
- 47. Grading plan describing the interface between the proposed developments and abutting properties? 12.12.403 A-8
- 48. A structure, road, and paving plan showing the location, elevations, dimensions, and specifications? 12.12.403 A-9

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- 49. 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
- 50. Storm water calculations indicating existing and proposed runoff included on 8 1/2" X 11" sheets 12.04.107 C-4
- 51. 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
- 52. 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
- 53. Location of all water bodies (natural and artificial) to be included in the surface water management system with details of hydrography, side slopes, depths, and water surface elevations or hydrographs? 12.12.403 B-4
- 54. 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
- 55. Deeds submitted for outfall easements outside property boundary?
- 56. Storm water management design provides for onsite percolation to the same extent as predevelopment conditions? 12.12.402 A
- 57. Velocity calculations and appropriate type of cover/erosion control provided in the drainage plan for conveyance facilities? 12.12.400 B
- 58. Roadside swales in the right-of-way have side and back slopes no steeper than 4' horizontal to 1' vertical? HCTSM SECTION 3
- 59. Drainage structures placed such that flooding of the shoulder or roadway property does not occur? HCTSM SECTION 3
- 60. 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?
- 61. Manholes, catch basins and headwalls shown, with elevations? HCTSM SECTION 3

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**Transportation System Design**

- 62. Complies with Section 12.09.103, Access and Circulation?
- 63. Sidewalks shown for arterial and collector roads?  
12.09.103 C-1
- 64. Clear visibility triangle requirements at street intersections  
and driveways met? 12.09.103 E & F
- 65. 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
- 66. 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?
- 67. Road design and driveway specifications in compliance with  
Section 6 Highlands County Technical Standard Manual
- 68. Cross sections, elevations and specifications for all proposed  
pavement, retention ponds, swales, driveways, etc. shown?  
HCTSM SECTION 6

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- 69. This development is (or is not) within the 100 year flood  
plain. 12.04.108 C
- 70. 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
- 71. 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

