

Highlands County Engineering Department
Preliminary Site Plan Checklist

Development Name: _____

Date Received: _____

Submitted By: _____

Due out: _____

Y E N / S O A		Y E N / S O A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1. Acceptance of application for final development order? 12.04.101		20. Permitted land use according to Future Land Use Map? 12.04.102, C-1 (g)
<input type="checkbox"/>	<input type="checkbox"/>		_____
	2. Fee attached? 12.04.101, H Receipt No. _____ Amount \$ _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		21. Existing land use and zoning classification of all abutting property, including names and addresses of the owners? 12.04.102, C-2 (e)
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	3. Nine (9) blue/line or black line copies submitted? 12.04.102, A-3 & 12.04.105, A		22. List of State and federal permits required? 12.04.102, C-1 (h)
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	4. Sheet size 24" X 36" with 1/2" margins, and left binding side with at least a 2" margin? 12.04.102, A-1		23. Legend explaining symbols, abbreviations, etc.? 12.04.102, C-1 (i)
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	5. Scale: no smaller than 1"=100'? 12.04.102, A-4		24. Existing easements and rights-of-way (widths, dimensions, curve data, type, etc.)? 12.04.102, C-2 (b)
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	6. North arrow (north to top of sheet)? 12.04.102, A-5		25. 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
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	7. Sheet # and total number of sheets indicated on each sheet? 12.04.102, A-2		26. Approximate location and intensity or density of the proposed development, and the maximum allowable density or intensity? 12.04.105, C-3
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	8. Plans signed and sealed by a registered __architect/ __landscape architect/ __engineer? 12.04.105, A		27. Existing and proposed physical improvements including: buildings, off-street parking areas, pavement, utilities, on-site recreation, walls, poles, towers, signs, and the distances of all these improvements from the boundaries of the property? 12.04.105, C-7
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	9. Development name & address? 12.04.102, B-1		28. A general parking access and circulation plan? 12.04.105, C-8
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	10. Date of preparation? 12.04.102, B-2		29. 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? 12.04.105, C-9
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	11. Owner's name, address & telephone number? 12.04.102, B-4		30. Water and sewer type with name(s) of service provider(s)? 12.04.105, C-2
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	12. Consultant's name, address & telephone number? 12.04.102, B-4		31. Proposed location of potable water and wastewater facilities, including fire hydrants, to serve the proposed development, including required improvements or extensions of existing off-site facilities? 12.04.105, C-11
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	13. Metes and bounds description/legal description (property boundaries with line dimensions, bearings and curve data)? 12.04.102, C-1 (a)		32. 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? 12.04.105, C-15
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	14. STRAP description (reference to section, township and range, including subdivision name, block #s and lot or parcel #s)? 12.04.102, C-1 (c)		33. Existing and proposed stormwater management systems on site and proposed linkage, if any, with existing or planned public stormwater management systems? 12.04.105, C-10
<input type="checkbox"/>	<input type="checkbox"/>		
	15. Location map? 12.04.102, C-2 (d)		
<input type="checkbox"/>	<input type="checkbox"/>		
	16. Area of project in square feet and acres? 12.04.102, C-1 (d)		
<input type="checkbox"/>	<input type="checkbox"/>		
	17. Percentage of total site area to be covered by an impervious surface, including buildings? 12.04.105, C-1		
<input type="checkbox"/>	<input type="checkbox"/>		
	18. Existing use on the property? 12.04.102, C-1 (e)		
<input type="checkbox"/>	<input type="checkbox"/>		
	19. Existing zoning according to the County Zoning Atlas? 12.04.102, C-1 (f)		

<p>Y N E N / S O / A</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 34. Maximum height(s) of building(s), building separation, and proposed setbacks? 12.04.105, C-12</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 35. Minimum floor elevation(s) of building(s) within any 100-year floodplain? 12.04.105, C-13</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 36. Proposed buffers and landscaping? 12.04.105, C-14</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 36a. Sidewalks shown for arterial and collector roads? 12.09.103, C-1</p>	<p>Y N E N / S O / A</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 37. Any unusable land due to deed restrictions or other legally enforceable limitations? 12.04.102, C-2 (c)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 38. Proposed open space areas on the development site, types of activities proposed to be permitted on them, and method of maintenance? 12.04.105, C-5</p>
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I hereby certify that all of the requirements of this checklist have been adhered to. I also certify that if any of the items on the checklist are not applicable, I have attached a written explanation as to the reason why the item is not applicable.

Engineer of Record

Specific Requirements:

RECOMMENDED FOR:

APPROVAL

CONDITIONAL APPROVAL

REQUEST FOR ADDITIONAL
INFORMATION

DATE: _____

DATE: _____

DATE: _____

DENIAL

DATE: _____