CHECKLIST 9-K

Highlands County Engineering Department
Preliminary Site Plan Checklist

Development Name: _____ Date Received: _____

Submitted By: _____ Due out: _____

YES	NO	N/A		
□	□	□	1.	Acceptance of application for final development order? 12.04.101
□	□	□	2.	Fee attached? 12.04.101, H Receipt No. _____ Amount $_____
□	□	□	3.	Nine (9) blue line or black line copies submitted? 12.04.102, A-3 & 12.04.105, A
□	□	□	4.	Sheet size 24" X 36" with ½" margins, and left binding side with at least a 2" margin? 12.04.102, A-1
□	□	□	5.	Scale: no smaller than 1"=100'? 12.04.102, A-4
□	□	□	6.	North arrow (north to top of sheet)? 12.04.102, A-5
□	□	□	7.	Sheet # and total number of sheets indicated on each sheet? 12.04.102, A-2
□	□	□	8.	Plans signed and sealed by a registered __architect/ __landscape architect/__engineer? 12.04.105, A
□	□	□	9.	Development name & address? 12.04.102, B-1
□	□	□	10.	Date of preparation? 12.04.102, B-2
□	□	□	11.	Owner's name, address & telephone number? 12.04.102, B-4
□	□	□	12.	Consultant's name, address & telephone number? 12.04.102, B-4
□	□	□	13.	Metes and bounds description/legal description (property boundaries with line dimensions, bearings and curve data)? 12.04.102, C-1 (a)
□	□	□	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)
□	□	□	15.	Location map? 12.04.102, C-2 (d)
□	□	□	16.	Area of project in square feet and acres? 12.04.102, C-1 (d)
□	□	□	17.	Percentage of total site area to be covered by an impervious surface, including buildings? 12.04.105, C-1
□	□	□	18.	Existing use on the property? 12.04.102, C-1 (e)
□	□	□	19.	Existing zoning according to the County Zoning Atlas? 12.04.102, C-1 (f) _____
□	□	□	20.	Permitted land use according to Future Land Use Map? 12.04.102, C-1 (g) _____
□	□	□	21.	Existing land use and zoning classification of all abutting property, including names and addresses of the owners? 12.04.102, C-2 (e)
□	□	□	22.	List of State and federal permits required? 12.04.102, C-1 (h)
□	□	□	23.	Legend explaining symbols, abbreviations, etc.? 12.04.102, C-1 (i)
□	□	□	24.	Existing easements and rights-of-way (widths, dimensions, curve data, type, etc.)? 12.04.102, C-2 (b)
□	□	□	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
□	□	□	26.	Approximate location and intensity or density of the proposed development, and the maximum allowable density or intensity? 12.04.105, C-3
□	□	□	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
□	□	□	28.	A general parking access and circulation plan? 12.04.105, C-8
□	□	□	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
□	□	□	30.	Water and sewer type with name(s) of service provider(s)? 12.04.105, C-2
□	□	□	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
□	□	□	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

CHECKLIST 9-K

YES	NO	N/A		YES	NO	N/A	
□	□	□	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	□	□	□	37. Any unusable land due to deed restrictions or other legally enforceable limitations? 12.04.102, C-2 (c)
□	□	□	34. Maximum height(s) of building(s), building separation, and proposed setbacks? 12.04.105, C-12	□	□	□	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
□	□	□	35. Minimum floor elevation(s) of building(s) within any 100-year floodplain? 12.04.105, C-13				
□	□	□	36. Proposed buffers and landscaping? 12.04.105, C-14				
□	□	□	36a. Sidewalks shown for arterial and collector roads? 12.09.103, C-1				

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

_____

DATE: _____

CONDITIONAL APPROVAL

_____

DATE: _____

REQUEST FOR ADDITIONAL INFORMATION

_____

DATE: _____

DENIAL

_____

DATE: _____