

CHECKLIST 9-P

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

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

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

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

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

<p>Y N E N / S O A</p> <p><b><u>Permits/Approvals</u></b></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><b><u>General Requirements</u></b></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 ½" 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>Y N E N / S O A</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> <p>_____</p> <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>_____</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><b><u>Plan Review</u></b></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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Y E N / S O A		Y E N / S O A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33. Location of all water courses, water bodies, floodplains, xeric uplands, wetlands, cuthroatgrass 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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36. The street names of all abutting rights-of-way? 12.04.107 C-3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38. All existing and proposed structures (including fences), labeled as to type, height, composition, and intended use? 12.04.107 C-3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	39. Building setback distances from property lines, abutting right-of-way centerlines, and all adjacent structures? 12.04.107 C-3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40. Locations of all proposed permanent signs and exterior lights. 12.04.107 C-3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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
	<b><u>Storm water Management Plan (if discharging into County Right-of-way)</u></b>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	42. An aerial photograph encompassing the project area and total land area? 12.12.403 A-1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	44. A soil map of the site and soil investigation report? 12.12.403 A-4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45. Seasonal high water table elevations and method used to determine the elevations? 12.12.403 A-5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	46. A map of vegetative cover, if wetlands are present (may be shown on the aerial or soil map)? 12.12.403 A-6
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	47. Grading plan describing the interface between the proposed developments and abutting properties? 12.12.403 A-8
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	48. A structure, road, and paving plan showing the location, elevations, dimensions, and specifications? 12.12.403 A-9
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50. Storm water calculations indicating existing and proposed runoff included on 8 1/2" X 11" sheets 12.04.107 C-4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	55. Deeds submitted for outfall easements outside property boundary?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	56. Storm water management design provides for onsite percolation to the same extent as predevelopment conditions? 12.12.402 A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	57. Velocity calculations and appropriate type of cover/erosion control provided in the drainage plan for conveyance facilities? 12.12.400 B
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	58. Roadside swales in the right-of-way have side and back slopes no steeper than 4' horizontal to 1' vertical? HCTSM SECTION 3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	59. Drainage structures placed such that flooding of the shoulder or roadway property does not occur? HCTSM SECTION 3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	61. Manholes, catch basins and headwalls shown, with elevations? HCTSM SECTION 3

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Y E N / S O A	Y E N / S O A
<b><u>Transportation System Design</u></b>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 62. Complies with Section 12.09.103, Access and Circulation?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 69. This development is (or is not) within the 100 year flood plain. 12.04.108 C
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 63. Sidewalks shown for arterial and collector roads? 12.09.103 C-1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 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
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 64. Clear visibility triangle requirements at street intersections and driveways met? 12.09.103 E & F	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 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
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 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:	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> a. maintenance of traffic?	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> b. driveway ingress and egress maintenance?	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> c. clearing and grubbing?	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> d. earthwork?	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> e. rigid ditch checks?	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> f. riprap?	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> g. inspections, field measurements and laboratory tests?	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> h. tolerances?	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> I. stabilized sub-base and shoulders?	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> j. limerock or shellrock base?	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> k. asphalt?	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> l. pavement marking?	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> m. signs?	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> n. culverts, storm sewers?	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> o. grassing?	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> p. staked silt fences?	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> q. temporary prevention, control and abatement of erosion and water pollution?	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> r. guardrail?	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> s. concrete?	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> t. field engineering, surveying and right-of-way staking?	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> u. obstructions in right-of-way?	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> v. shop drawing submittals?	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 67. Road design and driveway specifications in compliance with Section 6 Highlands County Technical Standard Manual	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 68. Cross sections, elevations and specifications for all proposed pavement, retention ponds, swales, driveways, etc. shown? HCTSM SECTION 6	

CHECKLIST 9-P

**Specific Requirements:**

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**RECOMMENDED FOR:**

**APPROVAL**

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**DATE:** \_\_\_\_\_

**CONDITIONAL APPROVAL**

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**DATE:** \_\_\_\_\_

**REQUEST FOR ADDITIONAL  
INFORMATION**

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**DATE:** \_\_\_\_\_

**DENIAL**

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**DATE:** \_\_\_\_\_