

SINGLE-FAMILY RESIDENTIAL PLAN SUBMITTAL APPLICATION CHECKLIST

ONE (1) ADDITIONAL SET REQUIRES SITE PLAN WITH DRAINAGE & DRIVEWAY INFORMATION & SITE SURVEY ONLY

Note: Failure to Submit the Required Information May Result in the Rejection of Your Permit Application. Please ensure that you have submitted all required documents.

Job Address: _____ Permit # _____ Owner: _____

Contractor Name: _____ Phone #: _____ Office

Company Name: _____ Phone #: _____ Mobile #: _____ Fax#: _____

Select (1) ___ Call with review comments (this may delay review time)
(off use only) ___ Review as provided (review completed in five working days)

ENGINEERING: (Please / all documents that are attached and applicable).

- Waste containers cannot be placed in the City's right-of-way without written approval from Public Works Dept. for right of way permitting. Call 407-599-3304.
Location of existing and proposed curb cuts and driveways
Location of existing and proposed sidewalks

UTILITIES: (Please / all documents that are attached). Phone 407-599-3566 for locate assistance)

- Existing and proposed water meter locations
Proposed water meter size
Sewer lateral location or installation
Proposed sewer clean-out shown
Survey of drainage, sewer, water, or other utility easement
Lake or canal irrigation and/or well location (irrigation or potable)
Structure is on ___ well, ___ City water and ___ sewer, or ___ septic

STORMWATER: (Please / all documents that are attached).

- Existing and proposed impervious area and total area tabulated. (See Building Dept. Setback/coverage form).
Provide stormwater retention per City Land Development Code, Article V, Environmental Protection Regulations - show dry retention areas on plan with dimensions, depths, and total volume provided.
Existing and proposed spot elevations including lot corner elevations and drainage patterns (note flow arrows).
Provide existing and proposed finished floor and crown of roadway elevations.
Basements - provide basement floor and estimated high ground water elevations (if applicable).
Provide dewatering and demucking procedures using best management practices (if applicable).
Provide erosion control devices (i.e. silt fences) on all disturbed areas prior and during construction.
Notice of Intent filed with Florida Department of Environmental Protection (sites 1 acre or greater).

I attest that the required documents are attached as denoted:

Signature

Printed Name

Date