

The following is a checklist of on-site and site plan requirements. It is intended to be used by both the applicant and staff to determine completeness. These items are required in order to expedite the permit review. If any of these items are omitted, the review may be delayed.

If you require additional information on Site Plan requirements please contact the Land Use and Environmental Services division at (850) 891-7001, option 3.

Environmental information required with this permit application per Sections 5-56(2) & 5-84(o) of the TLDC includes:

- Property located on FIRM Flood Zone "A" will require a 100-year flood elevation determination letter prepared by a Florida registered professional engineer.
- **SITE PLAN:** Two (2) copies drawn to an engineering scale to fit on 8.5" x 11", 8.5" x 14" or 11" x 17" size paper, include the following information:
 - A. Street name, lot dimensions, setback dimensions, north arrow, show all easements & restrictions;
 - B. Show location, size and CPZ of all protected trees with an indication of whether they are to be removed or to remain. Removal of protected trees will require a mitigation plan. Protected trees are as follows:
 - Lots for single-family structures- trees greater than 36 DBH;
 - Lots for two or three family structures - trees greater than 12 inches DBH & 4 inches in the lot perimeter zone.
 - C. Show the limits of clearing & location for placement of all sediment & erosion control measures
 - D. Show all existing and proposed structures labeled accordingly
 - E. Show existing and proposed two-foot contour lines labeled accordingly
 - F. Show all grading or other methods of stormwater conveyance to an approved stormwater management facility or off site conveyance.

EXAMPLE OF SITE PLAN

