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## Residential Site Plan Checklist

Single Family Dwellings, Accessory Dwelling Units & Duplexes

This checklist is a submission guide for the minimum plan review criteria for a residential site plan. The submittal must include the following items that are applicable to your project. The site plan must be provided separately from other drawings.

### GENERAL REQUIREMENTS:

<input type="checkbox"/>	<p><b>SUBMITTAL QUALITY –</b></p> <ul style="list-style-type: none"> <li>• File names must clearly identify the content and/or be named with the sheet number and title.</li> <li>• All files must be clear &amp; legible. “Optional” details must be marked off or voided, if not used.</li> <li>• All files must be orientated properly w/out requiring further rotation to read.</li> <li>• All files must have a 4" x 4" blank area at the top-right corner of the page reserved for City Seal.</li> <li>• Drawings must include owner's name &amp; project address.</li> <li>• Drawings must be drawn to an approved scale or show the dimensions of all rooms or areas.</li> <li>• Drawings must be submitted as individual files. Min. drawing sheet size 11"x17" - No Max.</li> </ul>
<input type="checkbox"/>	<p><b>DESIGNER OF RECORD</b> - Designer’s name, signature, and license number (if applicable) must be shown on the drawings. If created by a licensed architect or engineer, the drawings and documents must be digitally signed as required by Florida Statute.</p>

### SUBMITTAL REQUIREMENTS:

<input type="checkbox"/>	<p><b>EXISTING PARCEL ELEMENTS</b> must be shown and clearly labeled, if applicable:</p> <ul style="list-style-type: none"> <li>• Parcel / Property Lines</li> <li>• Lot Dimensions</li> <li>• Front Street or Road</li> <li>• Adjacent Streets &amp; Roads</li> <li>• Driveway(s) and sidewalks</li> <li>• North Directional Arrow</li> <li>• Buildings/Structures</li> <li>• Trees</li> <li>• Public Utility &amp; Drainage Easements</li> <li>• Electric Meter Location</li> <li>• Overhead &amp; Buried Electrical Service</li> <li>• Transformer Locations</li> <li>• Gas Meter Location</li> <li>• Water Meter Location</li> <li>• Sewer Cleanout</li> <li>• Septic Tank – Drainfield</li> <li>• Buried Fuel / Storage Tanks</li> <li>• Wetland &amp; Surface Water</li> <li>• Flood Hazard Areas</li> </ul>
<input type="checkbox"/>	<p><b>PROPOSED PARCEL ELEMENTS</b> must be shown and clearly labeled, if applicable:</p> <ul style="list-style-type: none"> <li>• Show all proposed building(s) and/or structures</li> <li>• Show distances from proposed buildings/structures to the adjacent property lines</li> <li>• Show all proposed Public ROW Curb Cuts &amp; Driveways</li> <li>• Show distances from proposed Driveway(s) to Property Lines</li> <li>• Show the location of proposed Septic Tank – Drainfield</li> <li>• Show the location of all proposed Fuel / Storage Tanks</li> <li>• Show the location of all proposed buried Public Utilities</li> <li>• Show proposed Site Drainage using directional arrows</li> <li>• Indicate all existing trees to be removed - No trees to be removed without City approval.             <ul style="list-style-type: none"> <li>○ Provide barricade details to protect all regulated trees within 50ft of the work area</li> </ul> </li> </ul>