



## FORMAT TO SUBMIT DEVELOPMENT PLAN APPLICATIONS

*Applicants will be required to submit to Suwannee River Water Management District (SRWMD), St. John's River Water Management District (SJRWMD), Gainesville Regional Utilities (GRU) and Clay Electric separately from the DRC process.*

### **A. Please attach the following information to each set of plans:**

- DRC application form
- Checklist
- Response to comments from previous review
- Cover Letter containing detailed description of project

### **B. Assigning sets and supplemental materials required for each review department:**

The following materials shall be included in sets of plans for each of the noted reviewing departments. Please provide assigned sets and label according to the appropriate agency.

#### **1. Growth Management:**

*Please provide only the list below as staff is trying to reduce the amount of paper submitted. Do not include a copy of the Geotechnical Report or Stormwater Report.*

- ✓ All of requirements listed in **A above**
- ✓ CD of all reports, plan sheets, and application materials (see **D.** below)
- ✓ All originals (i.e. signed forms, checklists, affidavits, cover letters). Extra copies of these items are not needed.
- ✓ Letter of authority to submit or "Affidavit" from owner, warranty deed information
- ✓ Traffic Study
- ✓ Environmental Resource Assessment
- ✓ Open Space Management Plan
- ✓ Homeowners Association Documents
- ✓ Conservation Easement Documents
- ✓ Arborist Form(s) and/ or Tree Inventory
- ✓ Any letter for or from other agencies should be copied and submitted to include in the Growth Management file
- ✓ 11x17 Aerial Photo
- ✓ Final Development Plans should always be folded. No large rolled plan sets please.

#### **2. Environmental Protection Department:**

- ✓ All of requirements listed in **A above**
- ✓ Environmental Resource Assessment
- ✓ Geotechnical Report
- ✓ 11x17 Aerial Photo
- ✓ Open Space Management Plan
- ✓ Homeowner's Association Documents for projects that include Conservation Areas
- ✓ Conservation Easement Documents
- ✓ No road profile sheets for Final Development Plans

#### **3. Public Works Department**

- ✓ All of requirements listed in **A above**
- ✓ Traffic Study
- ✓ Stormwater Report
- ✓ Geotechnical Report



#### **4. Alachua County Public Safety**

- ✓ All of requirements listed in **A above**
- ✓ Environmental Resource Assessment
- ✓ 11x17 Aerial Photo
- ✓ Open Space Management Plan
- ✓ Wildfire Mitigation Plan (may be subset of open space management plan)
- ✓ Homeowner's Association Document for projects requiring Wildfire Mitigation language.

#### **5. County Arborist**

- ✓ All of requirements listed in **A above.**
- ✓ Pre-design On-site Meeting Form and Tree Inventory List
- ✓ 11x17 Aerial Photo

#### **6. Health Department**

- ✓ All of requirements listed in **A above.**

#### **7. Gainesville Regional Utilities**

- ✓ All of requirements listed in **A above.**

#### **8. Clay Electric**

*Include one set if a project's electric utility provider will be Clay Electric.*

- ✓ All of requirements listed in **A above.**

#### **9. County Surveyor (Final Plat, and Replats)**

*All revision dates shall be listed on the plat. No development plan please.*

- ✓ DRC application form
- ✓ Boundary Survey (signed, sealed and dated)
- ✓ Plat (signed, sealed and dated)
- ✓ Title Opinion
- ✓ Easement Documentation

#### **10. County Attorney (ONLY Developments containing Conservation Easements, Final Plats, and Replats)**

*No development plan please.*

- ✓ Plat
- ✓ DRC application form
- ✓ Title Opinion
- ✓ Boundary Survey
- ✓ Homeowner's Association Documents
- ✓ Conservation Easement Documents

#### **C. Requirements for 'Resubmitted' applications**

Resubmitted applications are plans that have been reviewed by staff and the applicant has received an Insufficiency Report. The development plan is then revised per staff comments provided in the report. The first thing every applicant should consider is the type of project and the nature of the insufficiencies. Please keep in mind that each project is unique, and therefore staff's comments in the Insufficiency Report would be the best indicator of what type of information needs to be revised. Provide new copies of supplemental reports if changes were made in response to staff comments, a complete electronic set of plans, and a hard copy of the development plans.



#### D. Minimum requirements for Submittal of Electronic Documents:

- Electronic versions of all documents shall be submitted to the Growth Management Department for each iteration of plan review (e.g. Application, supporting reports, plan sheets). These materials should be submitted on CD or DVD.

The following document formats will be accepted:

- Adobe Acrobat (.pdf)
  - Microsoft Word (.doc, .docx)
- **Naming Convention** - Please include the following information when naming plan sheets:
    - ✓ **Sheet number** – Each company may use a different numbering system. Please include the sheet number in the file name in order for staff to locate information.
    - ✓ **Sheet Description** – Include a general description of the sheet (e.g. DevelopmentPlan, RoadwayProfile3, Survey).
    - ✓ **Name of Project** – Include the name of the project (e.g. Sample DRC Project).
    - ✓ **Level of Review** - Include the level of review (e.g. Pre-app, Preliminary, Final, RevFin).
    - ✓ **Supporting documents and reports** - include the type of document in the filename (e.g. Application, StormwaterReport, EnvResourceAssessment) and the level of review (Preliminary, Final, etc). Please provide the report as a single document that includes all figures and attachments.

#### Note:

- ✓ Filenames **shall not** contain these characters: ? ' " # % & \* - : < > \ { | } ~ or 'space'
- ✓ Filenames **shall not** be longer than 128 characters, including the extension (e.g. .pdf)