



Master Plan Approval Submittal Checklist

Instructions to Applicant:

Answer all questions completely.

A filing fee in the amount of \$2,750.00, and a special services fee in the amount of \$2,000 must accompany this application. **Since special services costs vary, the final amount will be reconciled upon receipt of invoices from the consultants.**

Provide required attachments (warranty deed, survey, and plans) as shown on the checklist.

GENERAL REQUIREMENTS

1. Application Review Fee.
2. Completed application signed by owner and applicant. **Agent's authorization or power of attorney must be attached if applicant is other than owner.**
3. Project Narrative
4. Copy of the Warranty Deed.
5. All residential projects must submit a completed School Concurrency Form (attached). The form will be sent back to the applicant after sufficiency review. The applicant must then submit it to the School District and pay any submittal fees.

SURVEY

SURVEY (to include):

- a. Submit five (5) copies 24" x 36", one (1) set 11" x 17", and one (1) Electronic Digital Copy.
- b. Survey signed and sealed, (not more than a year old) and legal description of the property, including any and all easements of record (referenced by Official Records (OR) Book and page) prepared by a surveyor registered in the State of Florida.
- c. Existing topographical conditions of the property.
- d. Existing streets and roadway improvements (medians, landscaping, signage, driveways, etc.) within 100' of project boundary.
- e. Existing structures within 100' of project boundary.
- f. Existing utilities (including inverts of pipes, rim elevations, wells and septic tanks, etc.) within 100' of project site.
- g. Existing trees identified by caliper and species.
- h. Proposed finished grade of property

MASTER PLAN

MASTER PLAN (to include):

- i. Submit five (5) copies 24" x 36", one (1) set 11" x 17", and one (1) Electronic Digital Copy.
- j. Project name, date, scale, north arrow, and revision dates on each drawing.
- k. Manual Signature and Seal of a Florida Registered Professional.
- l. Location Map – clearly showing the location of the property in relation to existing roads and landmarks.
- m. Tabular and Plan Project Data to include the following information:
 - i. General Information
 1. Project Name
 2. Location (address and/or legal description)
 3. Property Owner, Applicant, Architect and/or Engineer
 - ii. Intensity and Density
 1. Site area in acres and square footage
 2. Existing and proposed Land Use Classifications
 3. Existing and proposed Zoning District designations
Maximum allowed density and FAR and proposed density and FAR
 4. Proposed residential (dwelling units) and non-residential (square footage) uses
 - iii. Vehicular Access
 1. Existing and proposed public and private streets
 2. Proposed access points to internal and peripheral streets
 - iv. Pedestrian and Bicycle Pathways
 - v. Building Massing & Height
 1. Provide building location including minimum setbacks. Build to lines, step backs and minimum and maximum height allowed and proposed.
 - vi. Landscape & Open Space Areas
 1. Proposed locations of landscape areas
 2. Minimum percentage and locations of usable Open Space, which are areas designated for active or passive activities and designed as: 1) public spaces for the purpose of gathering/socialization, such as plazas, public squares, gardens, outdoor dining courtyards, enhanced pedestrian areas, etc. This area may also include public art easements; and/or 2) private space for the use primarily of the residents/occupants of the property, such as park space, gardens, courtyards, enhanced pathways with seating and shade structures, etc. This space does not include areas such as private/fenced courtyards, patios, or the like, of individual unit owners. Provide minimum percentage of usable open space.
 3. Wetlands survey if applicable
 4. Wildlife survey if applicable
 - vii. Master Plan Phasing Plan including the following information for each phase: boundary lines., maximum and minimum densities, Floor Area Ratio, general building location, massing, and height.

- viii. Tree Protection Plan if application including existing medium and large trees or groupings of trees proposed to be retained including location of each and dimensions of the proposed undisturbed area, and proposed grade changes on the development site which may adversely affect any existing trees to be retained.

DRAINAGE/EROSION PLAN

- i. Conceptual drainage and erosion plan showing direction of flow and methods of stormwater and retention.

PLAN REVISIONS

1. If revisions to the plans previously submitted are required during the application review process, the petitioner shall submit the same number of plans as required for application submittal.
 - g. Submit five (5) copies 24" x 36", one (1) set 11" x 17", and one (1) Electronic Digital Copy.