

Pinellas County – Site Plan Submittal Checklist

The following MUST be furnished with this application: [incomplete applications and/or partial submittals will not be accepted]

| | Required | Applicant | County |
|---|-----------------------------------|-----------|--------|
| Complete Application Form (http://www.pinellascounty.org/drs/PDF/spapp.pdf) | | | |
| Application Fee (see fee schedule) | | | |
| Proof of Ownership (warranty deed, title certificate, etc.) and/or Letter of Authorization from property owner | | | |
| Traffic Impact Study, (where applicable) | | | |
| Habitat Permit Application | | | |
| Right-of-Way Utilization Permit (RUP) Application | | | |
| Board of Adjustment Approval (Variances, Special Exceptions): | | | |
| Written Request for Administrative waiver, adjustment, and/or minor variance: | | | |
| Fifteen (15) sets of plans (unless reduced by DRS) including all of the following items, where applicable: | # of plan sets _____ | | |
| A. All site plans shall be prepared under the direction of a Florida Registered Engineer and sealed by same. | | | |
| B. All submittals for site plan approval shall include a complete application form with proof of ownership and designation of agent, if applicable, and provide the following information unless otherwise determined by the Director that the context of the application clearly requires less: | | | |
| 1. All required information shall be submitted on standard sheets (24" x 36"). Site Plan submissions requiring more than one sheet shall include match lines and consecutive numbering. (DRS may allow 11" x 17", or electronic submittal [PDF] upon request) | 24 x 36 11 x 17 PDF | | |
| 2. An accurate boundary survey sealed by a Registered Surveyor containing the complete legal description, plus easements, encroachments, existing structures, and rights-of-way affecting the property shall accompany the site plan. The survey shall also include the name, location, and width of existing or platted streets and rights-of-way within or contiguous to the site. Total site area is required (upland and submerged) with the limits of any jurisdictional wetlands and MHW levels clearly identified. | | | |
| 3. Site plans shall be prepared at a scale of one inch equals fifty feet (1" = 50') or larger. As necessary, a smaller scale may be | | | |

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| used for large projects. All drawings shall show the scale at which they are drawn, north arrow, vicinity map, the date they were drawn, and the date of all revisions. | | | |
| 4. In addition to all proposed buildings and parking areas, the site plan must show all existing and proposed utilities and meter(s), if applicable, including sanitary sewer service, potable water supply, reclaimed water, including the location of proposed fire hydrants. | | | |
| 5. The location, size, and type of all storm water management facilities, including, but not limited to ponds, vaults, culverts, and/or drainage collection/conveyance structures and features. | | | |
| 6. Drainage Calculations signed and sealed by a Professional Engineer. Include electronic copies of pre- and post-development drainage and stormwater routing models. | | | |
| 7. Sight Lines for vehicles and pedestrians shown on site plan and landscape plan. | | | |
| 8. Maintenance of Traffic Plan | | | |
| 9. The location, description, and terms of any proposed easements, reservations, or dedications, together with any necessary legal instruments (including parking lease agreement and conservations easements). | | | |
| 10. A tree survey with overlay of proposed development indicating size, type, location of trees, as well as a grading plan. (Trees 4 inch DBH or greater and other protected vegetation). | | | |
| 11. Existing contours and proposed grades at one foot intervals. | | | |
| 12. Flood zone and required first floor elevation(s) Quantify floodplain encroachment and compensation | | | |
| 13. Complete screening details, including fences or walls and landscaping provided by size, type, spacing, and location with the method of irrigation. | | | |
| 14. Landscape Plan, including species, size, spacing, grading and method of irrigation | | | |
| 15. A site data table: <ul style="list-style-type: none"> • Current zoning and land use designations • setbacks • Impervious Surface Ratio (ISR) (total area and percentages) • Open Space • Wetland • Upland Buffers • Parking • Height | | | |

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| 16. Lot dimensions including curve data. | | | |
| 17. Proposed setback dimensions. | | | |
| 18. Gross Floor Area by type for non-residential uses, expressed in square footage and percentage. | | | |
| 19. Gross density for residential uses and number and types of units. | | | |
| 20. The location, type, height, and size of proposed signs and pavement markings. | | | |
| 21. Proposed private and public streets with right-of-way dimensions and details. | | | |
| 22. Proposed phasing plan by anticipated commencement and completion date. | | | |
| 23. Dumpster location and screening, with dimensions and details | | | |
| 24. Required parking calculations (parking provided and required), including handicapped spaces and details | | | |
| 25. Size and location of required loading zones. | | | |
| 26. Required (proposed) sidewalks and internal walkways. | | | |
| 27. Driveways and access improvements, with dimensions and details | | | |
| 28. Location and type of site lighting including pole height and fixture type. | | | |
| 29. Revised submittals must include written responses to previous County comments. | | | |
| 30. Other (specific to site): | | | |

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| STAFF ONLY: Date Deemed Complete: _____ Signed: _____ |
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