

**PASCO COUNTY
DEVELOPMENT REVIEW DEPARTMENT
CONTENT CHECKLIST FOR PRELIMINARY SITE PLAN, CONSTRUCTION PLAN,
AND STORMWATER PLAN DEVELOPMENTS
SIMULTANEOUS SUBMITTAL (PSPCPSW) - Commercial**

PROJECT NAME: _____

DATE: _____

A simultaneous plan submitted under the provisions of the Land Development Code (LDC), Section 403, Site Development Procedures, shall include the information listed below. Additional information may be required based on the technical review.

PARCEL ID NO(S). (from Property Appraiser's Records): _____

DEVELOPER'S NAME: _____

LOCATION: _____

LAND USE CLASSIFICATION(S): _____

ZONING DISTRICT(S): _____

ACREAGE: _____

NUMBER OF UNITS/SIZE: _____

TYPE OF UNIT(S): _____

PRESENT LAND USE: _____

HURRICANE EVACUATION ZONE: _____

DEVELOPMENT OF REGIONAL IMPACT (DRI):

Is this project part of a DRI? Yes No

DRI No.: _____

Original DRI Approval Date: _____

DRI Build-Out Date: _____

MPUD MASTER PLANNED UNIT DEVELOPMENT:

Is this project part of an MPUD? Yes No

MPUD No.: _____

MPUD Name: _____

Original MPUD Approval Date: _____

COMMON PLAN OF DEVELOPMENT (CPD):

Is this project part of a previously approved CPD? Yes No

CPD Name: _____

Original CPD Approval Date: _____

SUBDIVISION:

Is this project part of a previously approved subdivision or a subdivision concurrently under review?

Yes No

Subdivision Name: _____

Platted Name: _____

Date Platted: _____

NOTE: If this project results from the division of a parent parcel as defined in the LDC, Chapter 700, a subdivision plan may also be required.

CONCURRENCY (LDC, Chapter 1300):

NOTES: *DRIs approved prior to April 9, 1991, are exempt from Concurrency.*

DRIs approved prior to December 1, 2006, are exempt from ONLY the Transportation Element of Concurrency until the DRI build-out date.

Does this project qualify for exemption as it is part of an approved DRI prior to April 9, 1991? Yes No

Is this project located in the Urban Service Area - Mobility Fee Zone A? Yes No (If yes, project is not subject to Transportation Concurrency and only Substandard Road Application is required.)

Does this project have a current unexpired Concurrency Certificate? Yes No (If yes, attach the Concurrency Certificate.)

ECONOMIC DEVELOPMENT:

Is this project a target business identified by the Economic Development Council (EDC)? Yes No (If yes, attach letter from EDC.)

AFFORDABLE HOUSING:

Is this project a designated affordable housing project identified by the Pasco County Community Development Division? Yes No (If yes, attach letter from Community Development.)

SUBMITTAL:

- _____ 1. Plans drawn at a readable scale, signed and sealed by a Florida Registered Engineer (LDC, Section 403.3.B).
- _____ 2. **1"=200' Site Map** - Map is needed of the property boundary with lots, tracts, roadways, lift stations, buildings (with suites/units) and parking area only. The labeling should consist of lot/block numbers, tract designation, and reserved street names, no geometry or additional labeling, please.
- _____ 3. **A CAD Drawing** - CAD file(s) set to Florida State Plane Coordinates - NAD 1983 Harn Florida West (feet) with: buildings and building numbers (apartment, condo, suite, etc.), road centerlines with reserved names, lift stations, hydrants, lots and lot numbers, tracts and tract names, parking lot.
- _____ 4. Provide Cover Letter and Narrative of proposed project.
- _____ 5. Submittal application and a copy of the preapplication meeting notes (LDC, Section 303.5).
- _____ 6. Review fee.
- _____ 7. Proof of ownership or legal interest; i.e., copy of deed.
- _____ 8. Agent of Record letter.
- _____ 9. Variance application(s), if applicable (LDC, Section 407).
- _____ 10. Alternative standard(s) application(s), if applicable (LDC, Section 407).

GENERAL INFORMATION:

- _____ 11. If a Preliminary Site Plan (PSP) is submitted that is part of an approved Preliminary Development Plan (PDP), pictorially show the parcel on the site plan as it relates to the PDP.
- _____ 12. A legend, title, and number of revision; date of PSP and revision(s); scale of plan; north arrow; acreage in the project; name, address, and telephone number of developer, owner, surveyor, and engineer.

- _____ 13. Phasing plan (if applicable) designating each phase by number or letter in the order by which the phases will be developed and a heavy line border at a scale appropriate with the size of the project site.

MAP INFORMATION:

- _____ 14. Location map showing the relationship between the area proposed for surrounding developments or lots, including a current aerial photograph, which in no case shall be older than that available at the Pasco County Property Appraiser's Office, with boundaries of development and roadway layout delineated. The location map shall show all functionally classified roadways established by the Pasco County Comprehensive Plan Future Roadway Network within one (1) mile of the development boundary.
- _____ 15. 8½ X 14 site plan overlay on aerial.
- _____ 16. Show all existing and planned arterials and collectors (transportation corridor[s]) within the proposed development and within one (1) mile of the proposed development.
- _____ 17. Groundwater Protection:
- Show all Wellhead Protection Areas and Special Protection Areas for all Community Water System supply wells within the proposed development and within 1,000 feet of the proposed development (LDC, Section 808).

EXISTING SITE INFORMATION:

- _____ 18. Legal description, sufficient to describe the size and location of the project site.
- _____ 19. Existing streets: the name, location, right-of-way width of entire street, and pavement status; i.e., dirt, limerock, concrete, asphalt, etc., of all existing streets, other rights-of-way, and platted streets within 200 feet of the proposed development.
- Show and Label full width of all Rights of Way.
 - Show and Label centerline of construction and distance from centerline to each property corner.
- _____ 20. Existing storm sewers, potable water facilities, and sewerage facilities on or abutting the tract within 200 feet.
- _____ 21. Existing platted or recorded easements or rights-of-way for drainage, pedestrian ways, bridle paths, or bicycle paths, etc., including location, width, and purpose within 200 feet of the proposed development.
- _____ 22. Other existing structures or uses on the project site with a statement as to their intended use.
- _____ 23. Configuration of that portion of abutting developments within 200 feet with PSP approval, preliminary plan approval, or if platted, with plat book and page number shown.
- _____ 24. Existing contours at a maximum of two (2) foot intervals, based on the National American Vertical Datum of 1988, identifying the tract to be developed and, where practicable, extending a minimum 100 feet beyond the tract boundary. A note stating the basis of the vertical datum shall be shown on the drawing.
- _____ 25. Proposed lot grades.

- _____ 26. Future Land Use (FLU) classification and zoning district of the parcel proposed for development and that of abutting land. Plans may not be processed for review without appropriate land use classification and/or zoning.
- _____ 27. Dates and reference numbers of rezonings, special exceptions, variances, conditional uses, vested rights, or Preliminary Development Plans (PDP's) that have been granted for the subject property, if applicable.
- _____ 28. Present use of the property proposed for development.
- _____ 29. The approximate location and acreage of natural features, including lakes, marshes or swamps, watercourses, and other jurisdictional areas.
- _____ 30. Identify registered cultural resources on site. – Do not put on plans.
- _____ 31. Wetland Delineation/Identification:
 - a. The applicant shall provide documentation in the form of a survey, sketch, or aerial with the application that delineates the location of the Category I, II, or III wetland areas, as defined in the Pasco County Comprehensive Plan, Chapter 3, Conservation Element, Wetlands, Policy Nos. CON 1.3.1, CON 1.3.2, CON 1.3.3, CON 1.3.4, and CON 1.3.5; and provide the acreage for each wetland classification type.
 - b. Wetland Data Form
- _____ 32. Density/Intensity Calculations:

In addition to the wetland type and acreage information, the applicant shall provide the following:

 - _____ a. Cumulative acreage total for Category I, II, and III wetlands.
 - _____ b. Acreage total for water bodies.
 - _____ c. Acreage total for land with FLU classification of CON (Conservation Lands).
 - _____ d. Developable acreage.

PROPOSED DEVELOPMENT:

- _____ 33. Building Information:
 - a. Proposed building layout with all setbacks to property lines and between buildings.
 - b. Proposed building height(s), number of floors, intended use(s), and finished floor elevation(s).
 - c. Proposed buildings size(s) in square feet, which includes all floors, mezzanines, or other similar features.

- _____ 34. Parking Information Pursuant to the LDC, Section 907:
- a. Parking: calculations showing the number of parking spaces required and a statement as to the number of parking spaces provided (both standard and compact). Also show for Bicycle Facility if required.
 - b. Indicate type of paving surface proposed for use on site.
 - c. Americans with Disabilities Act spaces and route, including designation of accessible building entrances.
- _____ 35. Show and Label proposed right-of-way dedication required; measured from the centerline of construction per LDC, Section 901.2 – Transportation Corridor Management.
- _____ 36. Proposed Streets and Circulation: The name, location, width, proposed street classification and design standards, and typical design cross sections with a pavement design as required by Section 901.6. Indicate if streets are proposed to be public or private.
- _____ 37. Drainage concept with direction of flow and method of disposition indicated, along with a general description of the relationship of the proposed drainage system to the natural drainage system and adjacent properties in a manner sufficient to demonstrate compliance with this Code, Section 902.
- _____ 38. The Base Flood Elevation and Delineation of Flood Zone(s), where available, shall be superimposed on the PSP in accordance with the latest Flood Insurance Rate Map panel reference published by the Federal Emergency Management Agency.
- _____ 39. Hurricane evacuation zones, if residential.
- _____ 40. Proposed platted or recorded easements or rights-of-way for drainage, pedestrian ways, bridle paths, or bicycle paths, etc., including location, width, design criteria, and purpose.
- _____ 41. All land within the proposed development which is located in a transportation corridor.
- _____ 42. Identify on plans the supplier of the **potable-water facilities, sewerage facilities, fire service, and electrical service**. The developer shall notify the appropriate electric utility, in advance, of their intent to request service and provide confirmation to the County of service availability prior to PSP approval, as required by the LDC, Section 903.
- _____ 43. Indicate and show the method of fire protection; i.e., water main size, location of hydrants, tanks, etc. as required by the LDC, Section 904.
- _____ 44. Water: existing and proposed water supply and/or distribution system.
- _____ 45. Sanitary sewerage system: Horizontal and vertical alignments shall be shown graphically (in the plan profile) of existing and proposed sanitary sewage collection and/or treatment system. If septic is being proposed, the location of tank and drainfield to be noted on plans.
- _____ 46. If individual lot sewage disposal is proposed to be utilized, a map indicating the distribution of soil types, categorized using the Natural Resource Conservation Service classifications, and its limiting factors as it relates to the intended land use scheme.
- _____ 47. Drainage facilities, showing horizontal and vertical alignments, shall be shown graphically, in the plan profile, of both natural and man-made systems; i.e., storm sewer systems and retention/detention ponds. The cover sheet of the construction plan shall provide a statement

indicating whether the drainage plan provided was based on the existing field conditions of the abutting property or was based on the proposed development design of the abutting property.

- _____ 48. Standard Fire Protection Notes:
- a. All projects must comply with Pasco County Fire Hydrant Ordinance No. 46-51.
 - b. Fire hydrants shall be installed and in service prior to the accumulation of combustibles.
 - c. Per the National Fire Protection Association, NFPA-1, 16.4.3.1.3: Where underground water mains and hydrants are to be provided, they shall be installed, completed, and in service prior to construction work.
 - d. Per NFPA-1, 18.3.4.1: Clearances of 7½ feet in front of and to the sides of the fire hydrant with a 4-foot clearance to the rear must be maintained at all times.
 - d. Gated entries require a Siren Operating System or a 3M Opticom system for emergency access.
- _____ 49. Tree Data (LDC, Section 802):
- a. Tree location survey identifying tree(s) ten (10) inches diameter breast height (d.b.h.) and larger.
 - b. Provide, in tabular form:
 - (1) Total inches of existing trees over ten (10) inches d.b.h., by live oak and all other trees.
 - (2) Inches of existing trees proposed to be removed, by live oak and all other trees.
 - (3) Replacement inches of trees required (inches of live oak plus one-third of the inches of all other trees).
 - (4) Minimum inches of tree planting requirements and other planted trees.

If the minimum inches of tree planting requirements and other planted trees is less than the required replacement inches, then a variance is required.
 - c. Tree plan prepared or approved by a registered landscape architect as authorized by Chapter 481, Florida Statutes, as amended, or other type of professional as approved by the County Administrator or his designee, per the LDC, Sections 802 and 905.
- _____ 50. Landscape plan showing open space locations, widths, and buffer type dedicated to landscaping, as required by the LDC, Section 905.
- _____ 51. Neighborhood park location and summary of uses (LDC, Section 905.1), if applicable, along with one-quarter and one-half-mile radius distances shown. The open-space area shall be dimensioned.
- _____ 52. Easements (show all existing or proposed; note if none). Proposed easements shall include required noningress/egress easements for double frontage lots.

- _____ 53. Cut and fill calculations indicating amount of fill proposed to be hauled off site. Excavation of 30,000 cubic yards or greater proposed to be removed from the site may require a conditional use and/or mining permit in accordance with Resolution No. 93-304.
- _____ 54. Traffic Signing and Marking Plans:
- a. Signing and marking plans shall be provided on separate sheets of the plan set.
 - b. Signing and marking plans shall be prepared in accordance with the current versions of the Federal Manual on Uniform Traffic Control Devices and Florida Department of Transportation standards.
 - c. Signing and marking notes shall be placed on the signing and marking plan sheets. The current versions of the following notes shall be used. For County-maintained roads, Pasco County standard traffic control devices notes are required. For private streets, Pasco County private street notes are required. If the streets are a combination of private and County, both sets of notes shall be required.
 - d. Plans shall be scaled at no less than one (1) inch to fifty (50) feet.
 - e. Centerline curve radius data for all turns and curves shall be placed on the signing and marking plans to verify proper warning signs.
 - f. A quantity sheet or tabulation of quantities shall be included.
 - g. All signs shall be identified by the Federal Manual on Uniform Traffic Control Devices designation number; for example, stop sign is R1-1. A graphic of the sign shall be included.
 - h. All pavement markings shall be identified by size and color.
 - i. All street names shall be shown on the plans by size and colors.
 - j. If the streets are a combination of County-maintained and private, each street shall be identified as County or private.
 - k. One (1) copy of the final approved plan shall be forwarded to the Traffic Operations Division for use during the submittal process and inspections.

STUDIES AND/OR OTHER REQUIRED SUBMITTALS:

- _____ 55. Environmental/Wildlife Habitat Studies: **Studies must be less than 18 months old.**

The developer shall submit an Environmental/Wildlife Habitat Study with the PSP if the site is identified on Maps 3-1a, 3-1b, or 3-1c in the Pasco County Comprehensive Plan, as a location of known endangered and threatened species.

- _____ 56. Large-Scale Commercial Design Standards (LDC, Section 1102), if applicable:

- _____ a. Site items (service area, pedestrian circulation, parking areas, additional landscaping, outdoor displays and sales, and lighting).

- _____ b. Color architectural renderings (dimensioned or graphic scale showing all sides of the building addressing facades, materials, entryways, and roofs).
- _____ c. Signage renderings (dimensioned or graphic scale).
- _____ d. Photometric plans. Also include "Cut-Off Specification Information".
- _____ 57. Traffic Impact Study (TIS) and Application, if applicable, pursuant to the LDC, Section 901.5:
- _____ a. Application.
- _____ b. Exempt due to:
- _____ DRI TIS within five (5) years Under threshold
- _____ c. If TIS approval is within the last five (5) years, include the list of mitigation requirements.
- _____ d. Comparisons of land use assumptions and build-out date in the approved TIS with the land uses and build-out date in the project submitted.
- _____ e. TIS Review Fee, if applicable.
- _____ 58. Substandard Road Application and Analysis, if applicable, pursuant to the LDC, Section 901.2:
- _____ a. Application.
- _____ b. Exempt due to:
- _____ Substandard Analysis within five (5) years Under threshold
- _____ c. If substandard road study approval is within the last five (5) years, include the list of mitigation requirements.
- _____ d. Comparison of land use assumptions in the approved substandard road study with the land uses in the project submitted.
- _____ e. Substandard road review fee, if applicable.
- _____ 59. Access-Management Application (LDC, Section 901.3).
- _____ 60. Is project located in the West Market Redevelopment area? ____yes ____no
- _____ 61. Stormwater Management Plan and Report (LDC, Sections 403.4 and 902.2) and Geotechnical/Geological Engineering Report (LDC, Section 807) verifying soil types and seasonal high-water tables (SHWT). The SHWT must be shown on all plan/profile sheets.
- _____ 62. Erosion and Sediment Control Plan:
- _____ a. Narrative.
- _____ b. Map/site plan.
- _____ c. Construction details.
- _____ d. Calculations.

_____ 63. When deemed necessary, the County Administrator or designee may require the submission of engineering calculations in support of any of the proposed construction plans and specifications under this Code.

Name of Individual Completing this Application: _____
(please print)

I, _____, certify that I have reviewed this checklist for content completeness.

Signature

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**THE LAND DEVELOPMENT CODE AND OTHER RESOLUTIONS ARE ONLINE
AT WWW.PASCOCOUNTYFL.NET, LAND DEVELOPMENT CODE/MUNICODE.**