**GENERAL CHECKLIST FOR PLAN PREPARATION**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEMS** | **DESCRIPTIONS** | **PMP/**  **FMP** | **PSP/**  **FSP** | **PSBP/**  **FSBP** | **PRP/**  **FRP** | **PMSP/**  **FMSP (1)** | **PLP/**  **FLP**  **(1)** | **PAE/**  **FAE** | **PFP/**  **FFP** | **PFFP/**  **FRFP** |
| **Adjacent Properties** | Indicate the FLU designation, Zoning District, existing or approved use(s). Control and Application Numbers. | √ | √ | √ |  |  |  |  |  |  |
|  | Graphically show all existing structures and site improvements of these properties of the first 100 feet measuring from the property lines. | √ | √ | √ |  |  |  |  |  |  |
| **Affected Area** | Define the boundary using a specific line style or weight indicating the affected area that is subject to the DOA request. | √ | √ | √ |  |  | **√** |  |  |  |
| **Building(s)** | Label each building with a number or in alpha; proposed height and story; square footage. |  | √ | √ |  |  |  | √ | √ | √ |
|  | For Multifamily units, label the number of units. |  | √ |  |  |  |  |  |  |  |
| **Civic** | Label Public Civic or Private Civic; acreage. List use if applicable. | √ | √ |  |  |  |  |  |  |  |
| **Drainage** | Graphically show and label where applicable: water management tract; retention or detention areas. Lake maintenance easement or swales. | √ | √ | √ |  |  | √ |  |  |  |
|  | For lakes, retention or detention areas that are four feet and over in depth, dimension and label setbacks from canals or perimeter property lines, and show lake maintenance easements. | √ | √ | √ | √ |  |  |  |  |  |
|  | Graphically show and label fountains in lakes, if applicable. | √ | √ | √ |  |  | √ |  |  |  |
| **Easement and Utilities** | Label and dimension easements (utilities; drainage; access; hydrants, etc.) | √ | √ | √ |  |  | √ |  |  |  |
| **Landscape** | Perimeter Buffers (R-O-W; Compatibility and Incompatibility).  Label and dimension each type of Buffer, and indicate whether there is easement overlap within the Buffer. | √ | √ | √ |  |  |  |  |  |  |
|  | Interior Landscaping (Landscape Islands, Foundation Planting)  Label, dimension and indicate whether there is any easement overlap. |  | √ | √ |  |  |  |  |  |  |
| **Parking and Loading** | Label and dimension a typical parking space. Angle of parking spaces layout. Indicate number of spaces in each row, |  | √ | √ | √ |  |  |  |  |  |
|  | Label and dimension handicap parking and ramps; sidewalks; curb cuts. |  | √ | √ | √ |  |  |  |  |  |
|  | Identify and label parking for: grass; guest; valet; shared; off-site; motorcycle, if applicable. |  | √ | √ | √ |  |  |  |  |  |
|  | Label and dimension, where applicable, spaces that are affiliated with a specific Use: loading space(s); drop-off spaces; vehicle display; outdoor storage area; shopping cart corals. For vehicle display, also identify the number of vehicles. |  | √ | √ | √ |  |  |  |  |  |
| **Pedestrian Amenity** | Label and dimension sidewalks, pedestrian or bicycle paths; and amenities (benches, trellises). |  | √ | √ | √ |  |  |  |  |  |
| **Preserve and Open Space** | Label and indicate acreage for: ERM (upland vegetation); SFWMD (wetland vegetation); or open space. | √ | √ | √ |  |  |  |  |  |  |
| **Property Boundary** | Label boundary bearings and distances. | √ | √ | √ |  |  |  |  |  |  |
| **Recreation** | Label and dimension recreational area or Pod | √ | √ | √ | √ |  |  |  |  |  |
|  | Where applicable, building square feet and types of facilities. |  | √ |  | √ |  |  |  |  |  |
| **Sign** | Label and indicate sign type for freestanding ground mounted signs. | √ | √ | √ |  | √ |  |  |  |  |
|  | Label and dimension sign type for both freestanding ground mounted signs and wall signs. |  | √ | √ | √ | √ |  |  |  |  |
| **Streets/ Access** | Label and dimension width of adjacent Ultimate Right-of-Way or Base Building Line. | √ | √ | √ |  |  |  |  |  |  |
|  | Dimension width of access points. Label traffic volume of Average Daily Trips (ADT). |  | √ | √ |  |  |  |  |  |  |
|  | Label and dimension turn lane(s). |  | √ | √ |  |  |  |  |  |  |
|  | Label and dimension safe sight lines and corner clips. |  | √ | √ |  |  |  |  |  |  |
|  | Label and dimension bridge; culvert, guardrails per Engineer’s requirements. |  | √ | √ |  |  |  |  |  |  |
| **Variance or Waiver** | Indicate the applicable Variance or Waiver, and the specific requests. | √ | √ | √ |  |  |  |  |  |  |
| **Vehicular Circulation (Internal)** | Label and dimension width of internal driveways. |  | √ | √ |  |  |  |  |  |  |
|  | Label direction of traffic. |  | √ | √ |  |  |  |  |  |  |
|  | Label and dimension median openings or freestanding islands that serve as traffic calming components. |  | √ | √ |  |  |  |  |  |  |
|  | Label and dimension stacking distance for those uses with queuing and drive-thru lanes. |  | √ | √ |  |  |  |  |  |  |
|  | Label and dimension cross access points between subject property and adjacent property. | √ | √ | √ |  |  |  |  |  |  |
| Note: (1) This applies to Alternative Landscape or Sign Plan(s). | | | | | | | | | | |