



Charlotte County Site Plan Review Checklist

Site Plan #: _____ Project Name: _____

Preliminary/Final
 Final
 Final Detail
 Major Modification

Date Submitted: _____

PRELIMINARY/FINAL SITE PLAN, FINAL SITE, FINAL DETAIL SITE PLAN & MAJOR MODIFICATION		
<input type="checkbox"/>	Apply online at https://aca-prod.accela.com/BOCC/Default.aspx?culture=en-US	Upload all documents to the Plans Room by Thursday 1:00 p.m. All comments are posted on the website. A Project Conference meeting is required prior to submitting an application for a Planned Development.
<input type="checkbox"/>	A copy of approved petitions	Special Exceptions, Rezonings, Variances
<input type="checkbox"/>	Letter of Authorization	
<input type="checkbox"/>	Sufficient documentation to validate common ownership of all parcels proposed to be included in the project or evidence of a contractual obligation to acquire the property	
<input type="checkbox"/>	Narrative of sufficient detail to provide an understanding of the project	If the project is a DRI, a narrative addressing DRI Development Order. Include the date the Project Conference occurred.
<input type="checkbox"/>	Signed and sealed boundary and topographical survey. Sketch and legal description of property signed and sealed on a separate document.	Include easements
<input type="checkbox"/>	Complete sets of signed and sealed plans. Plans shall include the following: <input type="checkbox"/> Location Map <input type="checkbox"/> Site Plan <input type="checkbox"/> Paving/Drainage Plan <input type="checkbox"/> Utility Plan <input type="checkbox"/> Photometric Lighting Plan <input type="checkbox"/> Landscaping Plans <input type="checkbox"/> Tree Inventory <input type="checkbox"/> General Details <input type="checkbox"/> Phasing Plan (if applicable) <input type="checkbox"/> Auto-Turn Tracking for Fire Apparatus	Landscape plans must contain easements, overhead and underground utility lines and name of project and address. Site plans must contain north arrow, property boundaries, easements, all improvements, off street parking and loading areas with dimensions, refuse collection areas with dimensions, name of project and address, proposed access, traffic flow. Include traffic flow arrows with dimensions of all drive aisles. Existing streets, structures, waterways. Clear area of visibility. Parking requirements provide, dimensions for all parking spaces. All development standards such as height setbacks lot coverage and Floor Area Calculations (FAR). Provide fire apparatus diagram showing our largest fire apparatus will make it down all roads and turns.
<input type="checkbox"/>	Utility Construction Design Approval Letter	



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<input type="checkbox"/>	Color Renderings/Building Elevations	To scale
<input type="checkbox"/>	Commercial Design Standards Worksheet	
<input type="checkbox"/>	Current Protected Species Assessment	Include Florida Land Use Codes and Classification System (FLUCCS) Map to scale
<input type="checkbox"/>	County Stormwater Permit	https://www.charlottecountyfl.gov/departments/community-development/building-construction/permits/stormwater-permit.stml
<input type="checkbox"/>	Open Space Habitat Requirements	Section 3-5-363
<input type="checkbox"/>	Traffic Impact Statement	
<input type="checkbox"/>	Solid Waste Approval Letter	
<input type="checkbox"/>	Copy of Approved State and Federal Permits	Required prior to commencement of work
<input type="checkbox"/>	A statement of the total gross acreage of the project and the percentage thereof proposed to be devoted to each permitted use, lot coverage and coverage by all impervious surfaces. Open space requirements and calculations.	
<input type="checkbox"/>	Project density stating dwelling units per acre	
<input type="checkbox"/>	The number of off-street parking and loading spaces	
<input type="checkbox"/>	A response letter addressing all comments from the Approved Preliminary Site Plan. A response letter with all resubmittals. A SCAL Packet with payment receipt for School Concurrency if the Residential Development is not a platted subdivision.	