



# City of Destin

**Community Development Department**

Planning Division

City of Destin Annex

4100 Indian Bayou Trail

Destin, Florida 32541

Phone (850) 654-1119 • Fax (850) 460-2171

## DEVELOPMENT CHECKLIST

**The following checklist is required to be submitted with all development applications to ensure a complete submittal.**

### STANDARDS FOR ALL PLAN SUBMITTALS

(please initial by each standard to ensure compliance)

- All plans shall be drawn to a scale of one inch (1”) equals twenty feet (20’), unless the City Manager, or his designee, determines that a different scale is sufficient or necessary for proper review of the proposal.
- If multiple sheets are used, the sheet number and total number of sheets must be clearly indicated on each.
- Each sheet shall contain a title block with the name of the development, stated and graphic scale, a north arrow and a date.

### REQUIRED PRE-APPLICATION MEETINGS

AGENCY	MEETING DATE
City of Destin	
Destin Water Users	
Destin Fire Control District	

**REQUIRED PLANS** (applicability dependent on project type)

<u>Must Submit</u>	<u>Sheet Number</u>	<u>Requirement</u>
		<a href="#"><u>Cover Sheet</u></a>
		<a href="#"><u>Boundary Survey</u></a>
		<a href="#"><u>Demolition Plan</u></a>
		<a href="#"><u>Site Plan</u></a>
		<a href="#"><u>Drainage Plan</u></a>
		<a href="#"><u>Utility Plan</u></a>
		<a href="#"><u>Landscape and Supporting Plans</u></a>
		<a href="#"><u>Outdoor Lighting Plan</u></a>
		<a href="#"><u>Additional Documents</u></a>
		<a href="#"><u>Architectural Elevations</u></a>
		<a href="#"><u>General Architectural Floor Plans (all floors) with gross floor area calculated</u></a>
		<a href="#"><u>Construction Vehicle Parking Mitigation Plan</u></a>
		<a href="#"><u>Dust Control Plan</u></a>
		<a href="#"><u>Vibration Impact Mitigation Plan</u></a>

**COVER SHEET REQUIREMENTS**

<u>Must Submit</u>	<u>Sheet Number</u>	<u>Requirement</u>
	<b><u>N/A</u></b>	A general vicinity or location map drawn to scale showing the position of the proposed development in the section, township and range, together with the principal roads, city limits, and any other pertinent orientation information
	<b><u>N/A</u></b>	A complete legal description of the property
	<b><u>N/A</u></b>	The name(s), address (es) and telephone number(s) of the owner(s) of the property. Where a corporation or company is the owner of the property, the name and address of the president and secretary of the entity shall be shown
	<b><u>N/A</u></b>	The name, business address and telephone number of those individuals responsible for the preparation of the drawing(s)
	<b><u>N/A</u></b>	The area of the property, shown in square feet and acres
	<b><u>N/A</u></b>	Open Space Calculations

## **BOUNDARY SURVEY REQUIREMENTS**

<u>Must Submit</u>	<u>Sheet Number</u>	<u>Requirement</u>
		Boundary Survey with topography of the site
	<u>N/A</u>	Title Opinion must be incorporated into the Boundary Survey
	<u>N/A</u>	Location of existing trees
	<u>N/A</u>	Property Lines
	<u>N/A</u>	Right-of-Way Lines
	<u>N/A</u>	Building Footprints
	<u>N/A</u>	Any on-site or surrounding infrastructure (sidewalks, bridges, culverts, water mains, etc)
	<u>N/A</u>	Marked Easements (public/private)

## **DEMOLITION PLAN**

<u>Must Submit</u>	<u>Sheet Number</u>	<u>Requirement</u>
		Vibration and Dust Mitigation
		Protection Plan for historic and archeological sites on or near the development
		Grading plans including perimeter grading

## **SITE PLAN REQUIREMENTS**

<u>Must Submit</u>	<u>Sheet Number</u>	<u>Requirement</u>
		Location, Intensity, and Density of the proposed project
		Master Development Plan and Construction phase lines (if applicable)
		Building setback distances from property lines, abutting rights-of-way, and all adjacent buildings and structures
		Parking layout with total number of parking spaces, including handicap spaces. All parking spaces, drive aisles, and stacking areas must be dimensioned
		Circulation plan including ingress and egress to the site
		Cross sections and specifications of all proposed pavement
		Multi-Modal Transportation Facility requirements pursuant to <b>LDC Article 8.09.00 (if applicable)</b>
		Designated flood hazard areas

		Proposed Open Space on the development site and activities proposed in permitted opens space areas, if any
		Lands to be dedicated or transferred to a public or private entity and the purposes for which the land will be held and used
		Location of on-site potable water wells, and any potable water wells within 200 feet of any property line
		Total number and type of residential units categorized according to the number of bedrooms. The total number of residential units per gross acre and gross floor area shall be given for impact fees
		Illustrate that all Special Design Criteria are met pursuant to <b>LDC 7.09.00</b>
		Location of any required buffers
		Location of Visibility Triangle(s)
		Location of all proposed marine construction

**STORMWATER PLAN REQUIREMENTS (LDC 10.03.00)**

<u>Must Submit</u>	<u>Sheet Number</u>	<u>Requirement</u>
		Stormwater Narrative and Calculations based on 25 Year – 24 Hour or 1-inch rainfall event; whichever is greater
		Illustrate Pre-runoff vs post-runoff, and locations of areas where stormwater collects or percolates into the ground
		Stormwater Maintenance Plan (must be signed and sealed by a Florida Registered Professional Engineer)
		Existing conditions and proposed stormwater management systems and proposed linkage, if any, to public stormwater management systems
		Groundwater Levels, including seasonal fluctuations
		100-year flood elevation boundaries, the CCCL, CHHA, and Shoreline Protection Zones
		Erosion and sedimentation control plan pursuant to <b>LDC 11.09.03</b>
		Any watercourses, water bodies, floodplains, wetlands, important natural features, wildlife areas, soil types, and vegetative cover on or adjacent to the site
		Typical and special roadway and drain sections and summaries of quantities
	<u>N/A</u>	Stormwater Management Concurrency Evaluation Certificate

**UTILITY PLAN REQUIREMENTS (LDC 20.12.00)**

<u>Must Submit</u>	<u>Sheet Number</u>	<u>Requirement</u>
		Show location of proposed utilities
		Provide verification that utilities will be undergrounded

**LANDSCAPE PLAN REQUIREMENTS (LDC 12.04.00)**

<u>Must Submit</u>	<u>Sheet Number</u>	<u>Requirement</u>
		Location and dimensions of all required landscape buffers
		Location and dimensions of all required internal landscaping
		The number, placement and species of all trees required
		Primary dune system and shoreline protection zone, where applicable
		Relationships of the site to adjacent public or private streets and properties
		Location and area of off-street parking and vehicular use areas
		Location of principal structures
		Location and width of Front Perimeter Landscape Areas
		If requesting reforestation credit for preservation of existing trees, the diameter and location of existing trees to be preserved must be provided
		Specify the type of trees and/or vegetation to be used for reforestation pursuant to <b>LDC 12.04.00</b>
		Irrigation Plan
		Boundary Survey including the topography, location of existing trees, tree types, property and right-of-way lines for all streets, buildings, sewers, sidewalks, airports, bridges, culverts, drainpipes, water mains, fire hydrants, and any easements (public and/or private) with title opinion incorporated
		The location of environmentally sensitive lands designated pursuant to <b>LDC Article 11</b> . (i.e. wetlands, floodplains, protection zones, wildlife areas, etc.)

		Any watercourses, water bodies, floodplains, wetlands, important natural features, wildlife areas, soil types, and vegetative cover on or adjacent to the site
		Soils Map of the Site (Environmentally Sensitive areas ONLY)

**OUTDOOR LIGHTING PLAN (LDC 7.17.00)**

<u>Must Submit</u>	<u>Sheet Number</u>	<u>Requirement</u>
		Provide a point-by-point foot candle array overlaid on the site plan
		Provide a Lighting Plan that notates the maximum light level is below 0.2-foot candles at any property line
		Provide a Lighting Plan that displays no more than 5.0-foot candles at all street rights of way
		Provide the number of lumens/wattages of the light bulbs
		Provide the location, height, and direction (i.e. down, outwards, etc.) of all proposed lighting
		Provide a description of the illuminating devices, fixtures, lams, supports, reflectors, poles, etc.
		Provide the height of all outdoor lighting (measured from the FFE)
		Lighting Standards for the Marine Turtle Conservation Zone (i.e. properties south of the CCCL) must meet all requirements of <b>LDC 7.17.04</b>

**BUILDING DIVISION REQUIREMENTS**

<u>Must Submit</u>	<u>Sheet Number</u>	<u>Requirement</u>
		Floor Plan for all Buildings, Number of Bedrooms proposed, and Gross Floor Area
		Design Finish Floor Elevation
		Use and Occupancy Classification and Occupancy Load
		Construction Type Classification
		Architectural elevations of all buildings, with building height noted

## **OKALOOSA GAS REQUIREMENTS**

<u>Must Submit</u>	<u>Sheet Number</u>	<u>Requirement</u>
		All areas where gas is to be used shall be clearly marked on the plans
		Include type of gas equipment to be used
		Natural Gas Utility Blanket Easement (Commercial Property Only)

## **DESTIN WATER USERS REQUIREMENTS**

<u>Must Submit</u>	<u>Sheet Number</u>	<u>Requirement</u>
		Proposed location and sizing of potable water and wastewater facilities to serve the development
		Destin Water Users Questionnaire
		Potable Water Concurrency Evaluation Certificate
		Sewer Concurrency Evaluation Certificate

## **ADDITIONAL DOCUMENTATION**

<u>Must Submit</u>	<u>Sheet Number</u>	<u>Requirement</u>
		Title Opinion for property(ies) to be developed
		Traffic Concurrency Evaluation Certificate
		Waste Management Concurrency Evaluation Certificate
		If the Development includes private streets, an ownership and maintenance association document must be submitted. Any roads that are designated private shall be indicated clearly on the development plan
		Any Final Order or Conditional Use Approval given by the Board of Adjustment or City Council
		Results in any traffic impacts to Okaloosa County Roads or property (Interlocal Agreement)
		Any legally nonconforming status currently on the property
		Mitigation plan or description of how the development will avoid potential conflicts between land uses (including a compatibility review if required)



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## SUBDIVISION CHECKLIST

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### REQUIRED PRE-APPLICATION MEETINGS

AGENCY	MEETING DATE
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## **REQUIRED PLANS**

<u>Must Submit</u>	<u>Sheet Number</u>	<u>Requirement</u>
		<a href="#">Cover Sheet</a>
		<a href="#">Boundary Survey</a>
		<a href="#">Plat Requirements</a>

## **COVER SHEET REQUIREMENTS**

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	<u>N/A</u>	The name, business address and telephone number of those individuals responsible for the preparation of the drawing(s)
	<u>N/A</u>	The area of the property, shown in square feet and acres
	<u>N/A</u>	Open Space Calculations

## **BOUNDARY SURVEY REQUIREMENTS**

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		Title Opinion Incorporated into the Boundary Survey
	<u>N/A</u>	Location of existing trees
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	<u>N/A</u>	Building Footprints
	<u>N/A</u>	Any on-site or surrounding infrastructure (sidewalks, bridges, culverts, water mains, etc)
	<u>N/A</u>	Marked Easements (public/private)

## **PLAT REQUIREMENTS**

<u>Must Submit</u>	<u>Sheet Number</u>	<u>Requirement</u>
	<u>N/A</u>	Title opinion and Dedication must match <b><u>EXACTLY</u></b>
	<u>N/A</u>	Subdivision is given a name that is clearly legible on the plat document and all subsequent document pages
	<u>N/A</u>	Plat is prepared by a registered professional surveyor and mapper
		Number, location, and lot size (width, depth and area) of proposed lots, measured from centerline to centerline
		Dedication must be executed by all persons, corporations or entities whose signature would be required
		All mortgagees having a record interest must also be included in the plat dedication or separate instrument joining in and ratifying the plat
		Plat must be appropriately scaled to the size of the sheet
		The "P.R.M.s" shall be shown on the plat by an appropriate symbol or designation.
		The section, township, and range shall appear immediately under the name of the plat on each sheet included, along with the name of the city, town, village, county, and state in which the land being platted is situated
		Each plat shall show a description of the lands subdivided, and the description shall be the same in the title certification.
		Professional surveyor's seal and statement must be shown
		Location, width, and names of all streets, waterways, or other rights-of-way shall be shown, as applicable.
		Location and width of proposed easements and existing easements identified in the title opinion or certification required shall be shown on the plat or in the notes or legend, and their intended use shall be clearly stated.
		All contiguous properties shall be identified by subdivision title, plat book, and page, or, if unplatted, land shall be so designated.
		All lots shall be numbered either by progressive numbers or, if in blocks, progressively numbered in each block, and the blocks progressively numbered or lettered, except that blocks in numbered additions bearing the same name may be numbered consecutively throughout the several additions.
		Sufficient survey data shall be shown to positively describe the bounds of every lot, block, street easement, and all other areas shown on the plat.
		When any lot or portion of the subdivision is bounded by an irregular line, the major portion of that lot or subdivision shall be enclosed by a witness line showing complete data, with distances

		along all lines extended beyond the enclosure to the irregular boundary shown with as much certainty as can be determined or as “more or less,” if variable.
		All measurements shall refer to horizontal plane and in accordance with the definition of the U.S. Survey foot or meter adopted by the National Institute of Standards and Technology. All measurements shall use the $39.37/12=3.280833333333$ equation for conversion from a U.S. foot to meters.
		All interior excepted parcels as described in the description of the lands being subdivided shall be clearly indicated and labeled “Not a part of this plat.”
		All platted utility easements shall provide that such easements shall also be easements for the construction, installation, maintenance, and operation of cable television services; provided, however, no such construction, installation, maintenance, and operation of cable television services shall interfere with the facilities and services of an electric, telephone, gas, or other public utility. In the event a cable television company damages the facilities of a public utility, it shall be solely responsible for the damages.
		If the Development includes private streets, an ownership and maintenance association document must be submitted. Any roads that are designated private shall be indicated clearly on the development plan
		Protection Plan for historic and archeological sites on or near the development
		Lands to be dedicated or transferred to a public or private entity and the purposes for which the land will be held and used
		Any watercourses, water bodies, floodplains, wetlands, important natural features, wildlife areas, soil types, and vegetative cover on or adjacent to the site
	<u>N/A</u>	Any Final Order or Conditional Use Approval given by the Board of Adjustment or City Council
	<u>N/A</u>	Any legally nonconforming status currently on the property