

- I. Enable all forms and applications to be interactive to allow applicant to fill out and submit online
- 2. Provide a master detail sheet for civil plans
- 3. Each department to provide a review checklist to engineer so engineer can ensure all necessary information is provided on plans prior to submittal
- 4. Pre-application conference with all departments in attendance prior to formal application submittal
- 5. Provide name, title, email address, phone, and fax for ALL plan reviewers in ALL departments at preapplication
- 6. Municipality is lenient if Engineer makes additions/corrections and resubmits after deadline
- 7. Ist formal site plan submittal 10 business days to review and approve or forward comments to applicant
 - a. For "formal" pre-application participants no new comments unless new information is placed on plans
- 8. 2nd formal site plan submittal 5 business days to review and approve and forward comments to applicant.
 - a. No new comments unless new information is placed on plans
- 9. Have St Johns River Water Management District review storm water for cities and counties
 - a. Cities and counties could develop interlocal agreements with SJRWMD having them review the city and county restrictions as well as their own
- 10. Minor site plan should not require full site plan approval
 - a. Minor site plans are defined as:
 - Accessory structure
 - Under 10% increase in square footage of primary structure
 - Or as deemed minor by county/city Engineer
 - b. Minor Site plan process guidelines:
 - Complete within 5 days
 - Submit electronically in .pdf format
 - No ownership encumbrance reports
 - Remodeling projects exempt
 - Traffic study is not required
 - Engineer of record will sign off on which departments need to be involved with project see new form
 - o If engineer signs off that survey is accurate, a new survey should not be needed
- II. Site plan EXEMPTION
 - a. County & city minor site plan exemptions should fall in line with St. Johns



- b. Site plans should be exempt from being approved by the county/city if at least one of the following criteria are met:
 - No parking required
 - No increase to impervious surface
 - No increase in structural
 - Example: apertures; coolers; awnings; covered patio; covered parking; gazebos
- 12. If 50% additional building area is added to site plan, entire site may be brought up to code
- 13. Cultural change treat applicant as a client
- 14. Have one point of contact to guide applicant through the process