

**DEVELOPMENT PLAN
DRC SUFFICIENCY CHECKLIST
ORANGE COUNTY, FLORIDA
PLANNING DIVISION**

Please verify by initialing next to the following items. If not applicable to your project, please write N/A.

PROJECT NAME:	Provide a project name. Please include the PD and PSP (if applicable) name. Naming shall be written using following: When DP is in a PSP: NAME OF PD / NAME OF PSP / LOT # - NAME OF DP. When DP is not in a PSP: NAME OF PD / NAME OF DP.
FONTS:	Please do not use specialty fonts. Ensure the font size used is easily readable when printed.
PARCEL ID#(S):	Provide all of the parcel ID number(s) on the cover sheet under the project name.
CONTACT(S):	Note the name, address, and telephone number of the owner, developer, surveyor, engineer, and all other consultants involved with the project.
NORTH ARROW:	Provide the north arrow on the plan facing north, on all applicable sheets.
LOCATION MAP:	Provide an overall location map on cover sheet. Show and label the proposed development as "SITE". Label major roadways that lead into or surround the project.
LEGAL DESCRIPTION:	Provide a legal description (prepared by a surveyor or other qualified professional) of the tract to be subdivided and approximate acreage on the cover sheet. When multiple descriptions are used provide acreage for each description and total sum acreage.
SKETCH OF LEGAL DESCRIPTION:	Provide a separate plan sheet with a sketch of Legal Description or Boundary Survey that includes all bearings and distances, Point of Beginning, etc., for staff verification of Legal.
PLAN SET:	Ensure the entire plan set is in one combined pdf, facing upright.
SHEET INDEX:	Include a sheet index on the cover sheet, indicating all sheets included in plan set, with corresponding sheet #.
PROPOSED USES:	Note all proposed uses of development.
CALCULATIONS:	Provide all applicable open space calculations, impervious area calculations, recreational calculations.
RESIDENTIAL UNITS:	Note the number of dwelling units proposed, if multi-family.
AFFORDABLE / ATTAINABLE	How many units (or percentage of development program) of affordable / attainable housing are being proposed. Identify what income(s) will these units be targeting based on current Area Median Income data.
RESIDENTIAL DENSITY:	Note the proposed residential density, if multi-family.
RESIDENTIAL FLOOR AREA:	Note the minimum square footage of living area under heat and cooled area.
TOTAL AREA:	Note the total area, both net and gross.
NON-RESIDENTIAL AREA:	Note net area. (POA Tracts, Conservation Tracts, etc.)
COUNTY FACILITIES AREA:	Note net area (Right-of-Way , Pond Tracts, Lift Station Tracts)

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NON-RESIDENTIAL SQUARE FOOTAGE:	Note the total non-residential square footage. If including multiple types of use (i.e. office, commercial, industrial, etc.) breakdown square footages by type accordingly.
FLOOR AREA RATIO:	Note the required and provided FAR.
OPEN SPACE:	Note the required and provided open space, and provide breakdown of open space type by class and percentage.
IMPERVIOUS (ISR):	Note maximum allowed, and provided, impervious coverage (ISR).
MAXIMUM BUILDING HEIGHT:	Note maximum building height for all uses in feet AND stories, and the provided building height (in feet and stories).
RECREATION AREA:	For multi-family, provide required and provided recreation area. Locate proposed recreation areas, and provide detailing proposed facilities.
PEDESTRIAN PATH / BIKEWAY:	Display pedestrian and bike path facilities, showing all interconnections with existing facilities.
STORMWATER MANAGEMENT:	Provide stormwater management plan, including direction of surface drainage flow.
OWNERSHIP & MAINTENANCE:	Provide a table indicating planned responsibilities for various tracts and facilities / improvements. Ensure all tracts / lots / right-of-way, etc. have been accounted for. Reference Property / Commercial Owner's Association as necessary.
BUILDING SETBACKS:	Note all required and provided building setbacks from property lines, streets in site data information, and include the setback lines on plans.
BUILDING SETBACK NHWE:	Include the NHWE contour line of all natural surface water bodies, and illustrate 50' building setback line from the NHWE contour line, if applicable.
PHASING:	Note the proposed phasing of the project on the plan. Ensure phase lines extend to the project boundary. Delineate construction versus plat phasing when necessary. Tracts and lots should be numbered / lettered sequentially within each phase. Phase lines shall not split lots / tracts. Each phase should stand alone.
BOUNDARY:	Clarify the project boundary with a bold line.
TOPOGRAPHY:	Provide certified topography drawn at one-foot contours using Orange County datum.
SOILS:	Identify on-site soils using the Soil Conservation Service Classification System.
VEGETATION:	Note existing on-site vegetation.
STREETS:	Provide the name, location, pavement and right-of-way width for all existing streets, rights-of-way abutting project.
STREET IMPROVEMENTS:	Show proposed surface improvements to primary streets serving the project.
RIGHT-OF-WAY VACATION:	Provide notes regarding any proposed right-of-way vacation.
WATER / SEWER / RECLAIMED WATER:	Note the service provider for water, sewer, and reclaimed water. Provide a utility plan showing the full water, wastewater, and reclaimed water utility system, as applicable. Show how all buildings are served. Show all meters.

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		Show and call out the connection points to the existing water, wastewater, and reclaimed water systems (as applicable). Provide needed fire flow.
	WATER / SEWER / RECLAIMED WATER PROVIDER:	If the source is other than Orange County, a letter shall be submitted from the appropriate utility company, confirming that the service can be provided.
	SOLID WASTE:	Note the service provider for solid waste.
	REFUSE STORAGE:	Locate all proposed refuse storage areas (aka dumpster enclosures).
	EASEMENTS:	Show the location, width, purpose and maintenance responsibilities for all proposed easements. Show all existing easements; list recording information.
	PARKING:	Provide vehicle parking calculations and depict all proposed parking, consistent with Article XIX of the Zoning Resolution. Ensure to include bicycle parking.
	COMMERCIAL DESIGN STANDARDS:	Note compliance with the Commercial Design Standards set forth in Article XIII of Chapter 9 of the Orange County Code.
	ELEVATION DRAWINGS & STRUCUTRE RENDERINGS:	Include elevation drawings of all proposed structures, including dumpster enclosures and fencing. Ensure that all sides of structure are included, and identified by cardinal direction, relative to location on site plan. Dimension the height of all structures to tallest point.
	LIGHTING:	Consult the exterior lighting ordinance, County Code Chapter 9-646. Provide an exterior lighting photometric plan (foot candles, at 10' O.C.). Included fixture manufacture's cut sheets – may be limited to pedestrian pole mounted fixtures, and parking lot pole-mounted fixtures. Exterior wall, or exterior soffit mounted light fixture make, model, or cutsheet data - not required until permitting.
	LANDSCAPE:	Include a landscape plan.
	TREE SURVEY:	A tree survey is required in accordance with Chapter 15-301 if this DP is not part of a previously approved PSP. Contact the Zoning Arbor Office at 407.836.5807, or zoning@ocfl.net , for specific tree survey requirements.
	FIRE HYDRANTS:	Hydrant locations must be shown, including one by the entrance, so fire apparatus pass it before reaching the first structure.
	SIGN PLAN:	Do not include signage with submittal, only note on plan the applicable signage shall comply with code. (ex. Signage to comply with Chapter 31.5 on the plan)
	CONSERVATION AREA DETERMINATION (CAD) / CONSERVATION AREA IMPACT (CAI):	If wetlands and/or surface waters are located on-site, an approved Conservation Area Determination (CAD) is required. Include net-developable areas in acres in a table format. Contact EPD at WetlandPermitting@ocfl.net or 407-836-1400 for more information.
	SPECIAL ENVIRONMENTAL ORDINANCE AREA:	If this project is located within a special environmental ordinance area, additional requirements apply. Contact the EPD Development Review staff at EPDPlanReview@ocfl.net or 407.836.1400. Econlockhatchee River Protection Ordinance Area – Chapter 15 Article XI Wekiva River Protection Ordinance Area – Chapter 15 Article XIII

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		Wekiva Study Area – Wekiva Parkway and Protection Act, Section 369.316 F.S. Environmental Land Stewardship Program (ELSP) Ordinance Area – Chapter 15, Article XVIII
	SHORELINE IMPROVEMENTS:	Note any existing shoreline features including boat ramp, boat dock, seawall, berm / swale, and vegetation.
	PRELIMINARY ENGINEERING PLANS:	Provide preliminary engineering plans for roads, water, wastewater and stormwater (including relationship to master stormwater concept).
	OVERLAYS / STUDY AREAS:	List any overlays this project is covered by AND list, if applicable, if this project is within any study areas.

I, _____ (Applicant’s Printed Name), understand and acknowledge the above submittal requirements, as applicable, for my Development Plan application and the potential for a delay to my project if I do not provide all applicable information required for sufficiency of my application as outlined in the above checklist.

Typed/Printed Name

Signature

Date

Corporate Title (if applicable)