



Charlotte County Site Plan Review Checklist

Site Plan # _____ Project Name _____
 _____ Prelim/ 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 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 Exception, Rezoning, 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. If the project is zoned PD, a narrative addressing all PD conditions.
<input type="checkbox"/> Signed & sealed boundary & topographical survey. Sketch & legal description of property signed & sealed on a separate page.	Include easements
<input type="checkbox"/> Complete sets must be signed & sealed plans. Plans shall include the following: _____ Location Map _____ Site Plan _____ Paving/Drainage Plan _____ Utility Plan _____ Photometric Lighting Plan _____ Landscaping Plans _____ Tree Inventory _____ General Details _____ Phasing Plan (if applicable)	Landscape plans must contain easements, overhead & underground utility lines and name of project & address. Site plans must contain north arrow, property boundaries, easements, all improvements, off street parking & loading areas with dimensions, refuse collection areas with dimensions, name of project & 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).
<input type="checkbox"/> Utility Construction Design Approval Letter	
<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-plan-approval.shtml
<input type="checkbox"/> Open Space Habitat Requirements.	Section 3-5-363
<input type="checkbox"/> Traffic Impact Statement	
<input type="checkbox"/> Approval Letter from Solid Waste	
<input type="checkbox"/> A Copy of Approved State & Federal Permits	Needed 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 stated, 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 SCADL Packet with payment receipt for School Concurrency if the Residential Development is not a platted subdivision.	https://www.yourcharlotteschools.net/cms/lib/FL02211872/Centricity/Domain/44/SchoolImpactAnalysisForm.pdf