

## ATTACHMENT 1-3

### SUBMITTALS CHECKLIST FOR CONSTRUCTION PLANS

DATE: \_\_\_\_\_ City Development No.: \_\_\_\_\_  
PROJECT NAME: \_\_\_\_\_  
PROJECT REGISTERED  
PROFESSIONAL: \_\_\_\_\_

Comments checked below MAY or DO apply to the review of paving, traffic, landscape, water, sewer, planning and drainage.

#### I. FIELD ENGINEER/DEVELOPMENT SERVICES REVIEW GROUP

- \_\_\_\_\_ A. Provide driveway plan
- \_\_\_\_\_ B. Provide parking plan
- \_\_\_\_\_ C. Curb and gutter required
- \_\_\_\_\_ D. Provide lot and block numbers
- \_\_\_\_\_ E. Provide approved street names
- \_\_\_\_\_ F. Provide bench mark (NAVD 1988)
- \_\_\_\_\_ G. Provide a pavement detail
- \_\_\_\_\_ H. Provide a vicinity map (with addresses when applicable)
- \_\_\_\_\_ I. Provide R/W permit & Hold Harmless Recording for improvements in R/W (irrigation, brick pavers, etc.)
- \_\_\_\_\_ J. Provide a water and sewer plan, including erosion controls.
- \_\_\_\_\_ K. Provide closure documents for any un-opened ROWs affected by the project.

#### II. TRAFFIC ENGINEERING

- \_\_\_\_\_ A. D/W Classification (L.D.P.M. Attachment #30)
- \_\_\_\_\_ B. Show spacing of D/W
- \_\_\_\_\_ C. Show width and number of D/W
- \_\_\_\_\_ D. Show median crossovers (if applicable)
- \_\_\_\_\_ E. Show left-turn storage lane (if applicable)
- \_\_\_\_\_ F. Show sidewalks (if applicable)
- \_\_\_\_\_ G. Show parking spaces
- \_\_\_\_\_ H. Show striping of turn/accel/decel lanes
- \_\_\_\_\_ I. Traffic count may be required
- \_\_\_\_\_ J. Striping detail required (Roadway and Parking Lot)
- \_\_\_\_\_ K. Show all applicable existing conditions - existing driveway, intersecting streets, pavement striping, and driveway classification, etc.

#### III. LANDSCAPE

- \_\_\_\_\_ A. The following types of projects require landscape and/or tree protection:
  - 1. Utility sites to Single-Family Subdivisions
  - 2. Utility installations to Single-Family Subdivisions (off site)
  - 3. Multi-family development
  - 4. Commercial Buildings/Yards
  - 5. Commercial Subdivisions
  - 6. Industrial Buildings/Yards
  - 7. Industrial Subdivisions
  - 8. Single Family Subdivisions
- \_\_\_\_\_ B. This project is type \_\_\_\_\_ from above.
- \_\_\_\_\_ C. This project does not require landscape and/or tree protection
- \_\_\_\_\_ D. If "B" is checked above, the following items have been addressed on the plans:
  - 1. Survey including location and identification of protected trees by species & size (DBH).
  - 2. Mitigation Plan
  - 3. Identification of all protected trees to be removed
  - 4. Proposed mitigation tabulation showing replacement for protected trees removed

according to following ratios:

- a. Commercial
  - 1) Live Oaks - Replace 1" cal. for 1" removed
  - 2) All Others - Replace 1" cal. for 3" removed
  - 3) Tree barricade specifications and details
- b. Residential
  - 1) Interior-24" or greater 1:1 mitigation
  - 2) Buffer-3" or greater, leave buffer or provide 1-4" cal. Tree per 25 ft.
- \_\_\_\_ E. Paving, Grading and Drainage Plans
- \_\_\_\_ F. Trees to be protected are to be noted on curb and gutter site plan.
- \_\_\_\_ G. Landscape Plan
  - 1. Planting plan
  - 2. Plant schedule
  - 3. Landscape specifications
  - 4. City landscape requirements tabulation
- \_\_\_\_ H. Irrigation Plan
  - 1. Hose bibs within 75' of all plant material
  - 2. Automatic irrigation system
- \_\_\_\_ I. If pump station is included provide site plan with required tree mitigation / planting and landscaping.

#### IV. FIRE MARSHALL

- \_\_\_\_ A. Provide the location of a fire hydrant within 500' of the building, as measured along the pavement.
- \_\_\_\_ B. Provide the receipt for the plan review fee.

#### V. PLANNING

- \_\_\_\_ A. Provide the receipt for the plan review fee.
- \_\_\_\_ B. Provide sidewalk plan.
  - 1. The design for construction of a sidewalk shall be depicted on the preliminary site development plans for submittal and approval. If it is determined that the sidewalk cannot be constructed, refer to the Land Development Procedures Manual Section 2.2.5 for resolution.
- \_\_\_\_ C. For projects zoned PUD, provide an approved verification of substantial compliance from Current Planning Division.
- \_\_\_\_ D. Attach Planning Department Preliminary Site Plan approval letter for the following types of development:
  - 1. Structure or combination of structures with 40,000 square feet or more of enclosed area. (NR Review)
  - 2. More than one multi-family structure on a lot (Apartments, Condominiums, Townhomes) /APT Review)
  - 3. Subdivision of three or more lots. (PSD Review)
- \_\_\_\_ E. Provide a copy of the PUD when applicable.
- \_\_\_\_ F. Provide a copy of any administrative deviations/zoning exceptions approved for the project.

#### VI. DRAINAGE

- \_\_\_\_ A. Provide 2 complete drainage design calculations signed & sealed (including detention basin designs)
- \_\_\_\_ B. Provide soil borings for detention basins as required.
- \_\_\_\_ C. Provide soil borings at 500 ft. intervals along centerline of all proposed roadways.
- \_\_\_\_ D. Provide survey to include any off site storm water contributing to this project. (Include area drainage map in plans).
- \_\_\_\_ E. Show flood zone designation(s), base flood elevations (BFE), and panel numbers.
- \_\_\_\_ F. Show established jurisdictional lines.

- \_\_\_\_\_ G. Provide drainage divide lines and drainage areas in acres.
- \_\_\_\_\_ H. Provide lot grading plan in accordance with current Land Development Procedures Manual (proposed elevations at all lot corners and as may be necessary).
- \_\_\_\_\_ I. Show flood zone information and BFE per FIRM's and Master Stormwater Management Plan.
- \_\_\_\_\_ J. Provide a copy of the SJRWMD's exemption letter or permit.

**VII. INFORMATION TO BE SHOWN ON CONSTRUCTION PLANS**

- \_\_\_\_\_ A. VPAC, CCAS or CRC number and PSD number
- \_\_\_\_\_ B. Zoning Designation
- \_\_\_\_\_ C. PUD Ordinance Number
- \_\_\_\_\_ D. Project Name
- \_\_\_\_\_ E. City Development Number
- \_\_\_\_\_ F. Telephone and FAX numbers of the professional making the submittal.
- \_\_\_\_\_ G. Data Summary by design professional (Commercial Projects)
  - \_\_\_\_\_ 1. Total Site Area
  - \_\_\_\_\_ 2. Square Footage of Building
  - \_\_\_\_\_ 3. Total impervious area in square feet (buildings, parking lots, etc.- exclude retention pond(s)).
  - \_\_\_\_\_ 4. Lot Coverage % (building footprint to total site area)
  - \_\_\_\_\_ 5. Tabulation of number of parking spaces.
  - \_\_\_\_\_ 6. Standard Industrial Classification Number (SIC code).
  - \_\_\_\_\_ 7. Real Estate Number.
- \_\_\_\_\_ H. Show Right-of-Way or Ingress/Egress labeled as City or if Private, OR Volume and page.
- \_\_\_\_\_ I. Use standard City of Jacksonville cover page for plans.