

OKALOOSA COUNTY GROWTH MANAGEMENT DEPARTMENT TECHNICAL REVIEW COMMITTEE SUBMITTAL REQUIREMENTS

GROWTH MANAGEMENT DEPARTMENT

- 1 complete (set) signed/sealed 24"x36" site plan
- 1 -11"x17" site plan (to scale)
- 1 copy traffic analysis
- 1 copy stormwater management plan
- compatibility analysis*
- lighting plan & Study*
- landscape plans
- FAA Determination of No Hazard*
- deed
- the **original** development order application
- application submittal checklist for site plan review
- application for concurrency compliance and development order review
- corporation documents (if its own by entity)
- development order application fee
- agent affidavit
- boundary survey
- demolition plan*
- tree survey*

*if applicable

The site plan shall depict adjacent zoning, land uses, elevations, current and proposed flood zone information with community, panel number, suffix and date, dep/core jurisdictional areas, setbacks and street names.

PUBLIC WORKS

- 2 complete (sets) signed/sealed 24" x36" site plans
- copy of the development order application
- 1 signed/sealed stormwater management plan
- 1 signed/sealed traffic analysis
- copy of all pertinent permits, (FDEP, FDOT, etc.)

Plans shall depict all utility connections, landscaping and fire hydrant locations.

OKALOOSA COUNTY WATER & SEWER DEPARTMENT

THE OKALOOSA COUNTY WATER & SEWER DEPARTMENT HAS REQUESTED TO REVIEW ALL PROJECTS EVEN IF THEY ARE NOT THE PROVIDER. They have requested that they receive a set of plans for their record. Their copy may be submitted with the TRC package.

- 3 complete (sets) 24"x36" site plans depicting utility connections, storm water, landscaping and fire hydrant locations
- 1 - 11" x17" site plan (to scale)
- copy of the development order application
- potable water and sewer concurrency forms* **

*if applicable

**please be sure to place the project name and location on the forms.

POSTAL OFFICE (NORTH COUNTY ONLY) apartments, multi-family, commercial, and townhouses

- The applicant, developer, or engineer is required to meet with the Postal Service Official in order to establish mail routing service. All required postal equipment must be shown on the submitted site plan and labeled accordingly. Please contact the local postal office (per zip code) to obtain this information.

DESTIN WATER USERS, INC.

- 2 complete (sets) 24' x36" site plans depicting utility connections, storm water, landscaping and fire hydrant locations.
- 1 – 11" x17" site plan (to scale)
- copy of the development order application
- potable water and sewer concurrency forms*
- questionnaire form*

* please be sure to place the project name and location on the forms.

*****IF OKALOOSA COUNTY WATER AND SEWER OR DESTIN WATER USES, INC., ARE NOT THE PROVIDER, THE APPLICANT IS RESPONSIBLE FOR SUBMITTING PLANS AND THE CONCURRENCY FORMS TO THE PROPER PROVIDER. THE APPLICANT IS RESPONSIBLE FOR SUBMITTING THE COMPLETED CONCURRENCY FORMS TO THE DEPT. OF GROWTH MANAGEMENT ON OR BEFORE THE SCHEDULED TRC MEETING DATE. FAILURE TO DO SO COULD RESULT IN DELAY OF THE PROJECT.**

FIRE INSPECTION

- Fire review fees must be submitted with the Development Order Application (north County only)
- 1 complete (set) 24" x 36" site plans (North County only)
- 2 complete (sets) 24" x 36" site plans (South County only)
- copy of the development order application including the fire district approval form*

*please be sure to place the project name and location on the form

NOTE: PLANS SHALL BE SUBMITTED TO THE DEPT. OF GROWTH MANAGEMENT OFFICE FOR OCEAN-CITY*, WRIGHT*, FLOROSA AND CRESTVIEW FIRE DEPARTMENTS. STAFF WILL ROUTE THE PLANS. SOME OF THE FIRE DEPARTMENTS CHARGE A REVIEW FEE; IT IS RECOMMENDED THAT YOU CALL THE FIRE DISTRICT FOR THE FEE SCHEDULE PRIOR TO SUBMITTING PLANS. IF THE FIRE DEPARTMENT PROVIDER IS NOT OCEAN-CITY, WRIGHT, FLOROSA OR CRESTVIEW THE APPLICANT IS RESPONSIBLE FOR SUBMITTING PLANS TO THE PROPER FIRE DEPARTMENT AND ENSURING THE APPROVAL LETTER IS COMPLETED AND SUBMITTED TO THE DEPT. OF GROWTH MANAGEMENT ON OR BEFORE THE SCHEDULED TRC MEETING.

* Ocean-City and Wright Fire Departments require a \$10.00 site plan review fee.

911/ADDRESSING

- copy of the development order application
- "proposed" street name form 911 F4/00*
- 1- 11"x 17" site plan

*the proposed street names will **not** be reviewed without the correct form being submitted with the site plan for 9-1-1.

UTILITIES EMBARQ, COX COMMUNICATIONS, GULF POWER, OR CHELCO & OKALOOSA GAS

- 1 – 11"x 17" site plan (to scale) for each of the above listed entities including utility connections, storm water and fire hydrant locations.*
- copy of the development order application for each of the above entities.

***FAILURE TO PLACE STORM WATER AND FIRE HYDRANT LOCATIONS ON THE PLANS COULD RESULT IN DELAY OF THE PROJECT.**

OKALOOSA COUNTY SCHOOL BOARD (IF APPLICABLE)*

- 1 complete (set) 24" x36" site plans
- copy of the development order application

***THIS IS ONLY REQUIRED FOR RESIDENTIAL PROJECTS (SUBDIVISIONS, PUDS, TOWNHOUSES, APARTMENTS AND CONDOS).**

OKALOOSA COUNTY BUILDING DIVISION

- 1 complete (set) 24" x36" site plans
- copy of the development order application

AIRPORT (IF APPLICABLE)

- 1 complete (set) 24" x 36" site plan*
- copy of the development order application

*This applies to all projects that lie within three miles of the airport.

NOTE: IF THE PROPOSED BUILDING/S OR CRANE OPERATIONS EXCEEDS 100' IN HEIGHT THEN YOU WILL BE REQUIRED TO SUBMIT 12 COPIES OF THE SITE PLAN, 12 COPIES OF THE DEVELOPMENT ORDER APPLICATION, AND 12 COPIES OF THE FAA DETERMINATION OF NO HAZARD APPROVAL FOR THE AVIATION ADVISORY COMMITTEE (ARC) REVIEW.

IF THE PROPOSED PROJECT IS ON OKALOOSA ISLAND/SANTA ROSA ISLAND AND THE PROPOSED STRUCTURE/BUILDING WILL REQUIRE CRANE OPERATIONS THAT WILL EXCEED THE 75' HEIGHT LIMITATIONS, YOU WILL BE REQUIRED TO SUBMIT 12 COPIES OF THE SITE PLAN, 12 COPIES OF THE FAA DETERMINATION OF NO HAZARD APPROVAL AND 12 COPIES OF THE DEVELOPMENT ORDER APPLICATION FOR THE AAC REVIEW.

FOR THE MUNICIPALITY YOUR PROJECT MAY BE IMPACTING:*

- 1 complete (set) 24" x36" site plan
- 1 copy traffic analysis
- copy of the development order application
- copy of stormwater management plans

*if applicable

HEALTH DEPARTMENT (SEPTIC SYSTEMS ONLY) **

- 1 complete (set) 24" x 36" site plan
- 1 11"x 17" site plan (to scale)
- 1 signed/sealed stormwater management plan
- copy of the development order application
- copy of the septic tank concurrency form
- Non-residential projects (no sewer availability) are required to submit an approved septic permit with the submittal package

*please be sure to place the project name and location on the forms

**** Applicant or developer is responsible for submitting the required number of plans directly to the Health Department**

SOLID WASTE

- 1 completed solid waste form. This should be included with the development order application.

***It is the APPLICANT'S responsibility to have the Solid Waste Concurrency Form completed. You may fax the form to the Solid Waste Coordinator as indicated on the form. Please be sure to place the project name and location on the form.**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE SUBMITTAL OF THE SOLID WASTE FORM TO THE DEPT. OF GROWTH MANAGEMENT ON OR BEFORE THE SCHEDULED TRC MEETING. FAILURE TO DO SO COULD RESULT IN DELAY OF THE PROJECT.

The Department of Growth Management will route the plans to the proper entities, except for the above-mentioned exceptions. The applicant is responsible for having the Technical Review Committee (TRC) submittal plans separated with the required documents listed above. Each set of TRC plans must be clearly labeled with the appropriate entity (cover letter or labeled in the top right corner of the site plan). Submittals are by appointment, please call for an appointment:

Fort Walton Beach

Marissa Martinez (850) 651-7795

Crestview

Sherry Reed (850) 689-7197
Tim Durbin (850) 689-7359

IF YOU NEED TO EMAIL OUR OFFICE REGARDING YOUR PROJECT, PLEASE BE SURE TO SHOW THE PROJECT NAME IN THE SUBJECT AREA. STAFF DOES NOT OPEN MAIL FROM UNRECOGNIZED SENDERS UNLESS A PROJECT NAME IS DEPICTED IN THE SUBJECT.

Note: Plat name affidavit is Required for All residential subdivisions and townhome projects.

IF YOU REVISE YOUR PLANS, YOU WILL NEED TO SUBMIT THE SAME NUMBER OF PLANS DEPICTING THE REVISIONS FOR ALL OF THE TRC MEMBERS.

*****A Project submittal shall NOT be deemed complete if there are any outstanding items at the time of submittal. EXCEPTION: FDOT/FDEP permits. These permits shall be submitted PRIOR to the issuance of a Development Order or being placed on a Board of County Commissioners Agenda.**