

**PBC ZONING DIVISION
PUBLIC HEARING AND FULL DRO⁽⁴⁾ APPLICATIONS
SUFFICIENCY CHECKLIST**

[Updated 02/11/2020] **EFFECTIVE 11/1/2019**

All required application forms, plans and related documents submitted to the Zoning Division, are reviewed by the Project Manager (PM) for sufficiency. The assigned PM shall utilize the Reasons for Insufficiency (listed below) to determine whether or not an application is sufficient.

1. **An Insufficient application shall not be accepted and an Insufficiency Letter will be sent to the Applicant/Agent by Staff identifying the required corrections.**
2. **The Resubmittal dates are shown on the Annual Zoning Calendar.**
3. **The first two Resubmittals are free. Additional fees will be charged on the third and subsequent resubmittal. Time extension for insufficient applications are applicable as contained in Art. 2.B.2.B.4 and Art. 2.C.2.B.4.**
4. **DRO Administrative Modifications that are not submitted on-line are subject to the following, where applicable.**

REASONS FOR INSUFFICIENCY					
ZONING (Z)					
Sufficient?		Item #	Description	Clarification/Comment	
No	Yes				
A. Any one of the following items shall result in an application being deemed insufficient; AND/OR listed in B.					
[Green]	[Grey]	1	Failure to meet with Staff for a Pre-Application Conference (PAC) or Pre-Application Appointment (PAA) before submitting an application that required a PAC or PAA [Article 2.] .	Unless addressed in a separate meeting and agreed upon by both parties that this meeting would suffice; or, due to scheduling conflicts that Zoning Director confirms a meeting cannot be arranged in time for the applicants submittal schedule.	
[Green]	[Grey]	2	Missing, incomplete or inconsistent information on the documents: Forms, Plans, Justification Statement and/or supporting documents.	Missing required forms consistent with the application request(s) [Application checklist and naming guide]	
[Green]	[Grey]	3	Forms and Plans are not legible.		
[Green]	[Grey]	4	Missing request or incorrect requests based on the submitted documents.	Incorrect requests that are not in compliance with Article 4, Use Regulations. (e.g. approval process inconsistent with the Use Matrix, exceeds the BCC/DRO Threshold or it is a prohibited use.)	
[Green]	[Grey]	5	Missing Frontage and Access as required in specific sections of Art. 3 and Art. 4.		
[Green]	[Grey]	6	Shared parking must have Traffic sign off before submittal.		
[Green]	[Grey]	7	Missing Consent		
[Green]	[Grey]	8	Missing Disclosure Forms (Public Hearing applications only).		
[Green]	[Grey]	9	Fees not consistent with the number of request(s).		
B. Five or more of the items below results in an application being deemed insufficient:					
[Green]	[Grey]	1	Missing or incorrect Property Control Number(s) (PCN).		
[Green]	[Grey]	2	Incorrect or Inconsistent Square Footage (Related to building or overall site) or density.		
[Green]	[Grey]	3	Wrong FLU designation and/or Zoning District or the two are inconsistent throughout documents submitted.		
[Green]	[Grey]	4	Minimum buffer widths not identified.		
[Green]	[Grey]	5	Surrounding properties or structures within 100 feet of subject site not identified.		
[Green]	[Grey]	6	Uses and accessory uses not identified, are not correct or incomplete.		
[Green]	[Grey]	7	Dimensions and/or acreage on Survey and Site Plan do not match.		
[Green]	[Grey]	8	Status of all previous Conditions of Approval and/or compliance with time and events not addressed	Mark Conditions as Completed, Ongoing, etc. in the pdf version of the Resolution.	
LAND DEVELOPMENT (LD)					
Sufficient?		Item #	Description		
No	Yes				
[Green]	[Grey]	1	Drainage statement missing or not electronically signed and sealed.		
[Green]	[Grey]	2	Self-signed drainage statement does not have a valid signature report.		
[Green]	[Grey]	3	Point of legal positive outfall and drainage basin in drainage statement not identified.		
[Green]	[Grey]	4	Peak hour turning movements and ADT for existing and proposed driveways (for subdivision plans at the proposed right of way intersections) not shown.		
[Green]	[Grey]	5	Dimensions missing:		
[Green]	[Grey]	5.1	<ul style="list-style-type: none"> • From centerline of right-of-way to property line 		
[Green]	[Grey]	5.2	<ul style="list-style-type: none"> • Driveway width, throat, radius returns 		
[Green]	[Grey]	5.3	<ul style="list-style-type: none"> • Property line (bearings and distances) 		
[Green]	[Grey]	5.4	<ul style="list-style-type: none"> • Centerline geometrics (subdivision plan only) 		

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PLANNING (P)			
Sufficient?		Item #	Description
No	Yes		
<input type="checkbox"/>	<input type="checkbox"/>	1	Proposed square footage or density exceeds maximums allowed by the Comprehensive Plan (and there is no FLUA amendment)
<input type="checkbox"/>	<input type="checkbox"/>	2	Incorrect or inconsistent density/intensity as it relates to existing and proposed building square footage or overall site and as summarized in Justification Statement or application materials.
<input type="checkbox"/>	<input type="checkbox"/>	3	Workforce Housing Program (WHP) Letter of Determination from the Planning Division missing.
<input type="checkbox"/>	<input type="checkbox"/>	4	Prior Land Use Ordinance's with conditions and applicable plans missing.
<input type="checkbox"/>	<input type="checkbox"/>	5	Completed Transfer of Development Rights (TDR) forms with accurate number of TDR's and corresponding pricing missing or blank.
SURVEY (S)			
Sufficient?		Item #	Description
No	Yes		
<input type="checkbox"/>	<input type="checkbox"/>	1	Boundary Survey not electronically signed and sealed.
<input type="checkbox"/>	<input type="checkbox"/>	2	Boundary Survey and/or Title Information more than 12 months old.
<input type="checkbox"/>	<input type="checkbox"/>	3	Boundary Survey not provided or does not reflect the title information.
TRAFFIC (T)			
Sufficient?		Item #	Description
No	Yes		
<input type="checkbox"/>	<input type="checkbox"/>	1	Traffic Statement/Study missing or not electronically signed and sealed.
COUNTY ATTORNEY (CA)			
Sufficient?		Item #	Description
No	Yes		
<input type="checkbox"/>	<input type="checkbox"/>	1	Missing, incomplete, improperly signed and notarized, or illegible Warranty Deed.
ENVIRONMENTAL RESOURCES MANAGEMENT (ERM)			
Sufficient?		Item #	Description
No	Yes		
<input type="checkbox"/>	<input type="checkbox"/>	1	Failure to meet with Staff for a Pre-Application Appointment (PAA) before submitting an application (may be in conjunction with the Zoning PAA) [Article 7.E.2.A, PAA.].
<input type="checkbox"/>	<input type="checkbox"/>	2	Vegetation Survey and/or Vegetation Disposition Chart missing, or not certified by Florida State licensed Landscape Architect or Arborist certified by the International Society of Arboriculture[Article 7.E.1.3., Existing Vegetation][Relates to response in Section 8 of General Application Form].
HEALTH DEPARTMENT (HD)			
Sufficient?		Item #	Description
No	Yes		
<input type="checkbox"/>	<input type="checkbox"/>	1	Missing a letter related to Dust Control to the Health Department (if new construction is proposed).
<input type="checkbox"/>	<input type="checkbox"/>	2	Missing a letter from Utilities Staff to the Health Department stating the distance to the nearest water and wastewater service pipe and type (gravity, force main, etc); or missing a copy of the utility bill if the site is connected to water and wastewater.
<input type="checkbox"/>	<input type="checkbox"/>	3	The applicant did not have a meeting with the Health Department for the proposed Day Care.
PROPERTY AND REAL ESTATE MANAGEMENT (PREM)			
Sufficient?		Item #	Description
No	Yes		
<input type="checkbox"/>	<input type="checkbox"/>	1	Planned Unit Development (PUD) has 2% Civic: 1) Required and shown on the Plan(s); 2) Not required (State reasons); or 3) Already Provided (state reasons) in Justification Statement.