

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

EFFECTIVE 4/1/2022

The Zoning Division completes a sufficiency review of all Public Hearing and Development Review Officer applications. Applications that are deemed insufficient will be issued an Insufficiency Letter identifying the required corrections consistent with the “Reasons for Insufficiency” list below.

✓	<b>REASONS FOR INSUFFICIENCY</b>
	<b>Pre-Application and Request</b>
	Form for Pre-Application Conference (PAC) or Pre-Application Appointment (PAA) completed by Zoning confirming request(s) and fees is missing
	Requests are missing or incorrect
	Fees are not consistent with the request(s)
	Zoning District (existing or proposed) is incorrect or is inconsistent with Future Land Use Designation
	Future Land Use Designation (existing or proposed) is incorrect or FLU amendment not indicated
	Uses and accessory uses not identified, incorrect, or incomplete
	Request exceeds the thresholds of the authority of the DRO to modify a ZC/BCC approved plan
	Square Footage (Related to building or overall site) is incorrect, inconsistent, or exceeds Comp Plan
	Density is incorrect, inconsistent, or exceeds Comprehensive Plan
	<b>Documents</b>
	Forms, Plans, Justification Statement and/or documents are missing, incomplete, illegible, or inconsistent, including but not limited to, survey, drainage statement, and traffic study.
	Consent forms are missing, improperly signed and notarized, or illegible
	Disclosure Forms are missing (Public Hearing applications only)
	Required plans, new or to be modified, are missing
	Warranty Deed is missing
	Forms for Transfer of Development Rights (TDR) with accurate number of TDR's and corresponding pricing is missing or blank (residential units only)
	Vegetation Survey and/or Vegetation Disposition Chart is 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].
	Letter from applicable utility(ies) regarding Water and Wastewater Service letter 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
	Letter from Traffic Engineering indicating sign off for shared parking missing (sites with shared parking)
	Letter from Planning Division regarding Workforce Housing Program (WHP) is missing (residential only)
	Confirmation from Environmental Resources Management re: Pre-Application meeting is missing
	Letter from the Health Department regarding proposed Day Care is missing (day care sites only)
	Letter to the Health Department regarding Dust Control is missing (new construction only)
	<b>General Content</b>
	Property Control Number(s) are missing or incorrect
	Survey and Site Plan dimensions and/or acreage do not match
	Survey and/or Title more than 12 months old
	Survey, Drainage and/or Traffic Statement/Study not signed and sealed or missing
	Access to property not identified or does not meet Legal Access requirements
	Previous Adopted Resolution Conditions of Approval are not addressed
	Previous Adopted Ordinances and Conditions of Approval are not addressed
	Surrounding properties or structures within 100 feet of subject site not identified
	Justification Statement indicates 2% Civic (for PUD applications) is either: 1) Required and shown on the Plan(s); or 2) Not required (State reasons)