

Hover form fields for instructions.

Sign-Off DRC Checklist

****All documents must be submitted by postal mail****

****A digital copy must be included****

Project name _____ Project address _____

- ☐ DRC application attached, signed, and notarized (only one original application is required)
- ☐ Check made payable to the City of Coral Springs or pay online at etrakit.coralsprings.gov
- ☐ Ownership and Encumbrance Report (updated, if necessary)
- ☐ Submit one (1) digital (PDF) copy or four (4) 24"x36" hard copies of the items listed below.

Note:

- All sheets are required to be signed and sealed, and, if a hard copy, with each set stapled and folded.
- Site plans shall be dimensioned at 1"=20'. If the site is too large to place a 1"=20' site plan on one sheet, provide a master site plan at 1"=40' and match sheets at a scale of 1"=20'.
- A master site plan is required for all phased developments.
- Please see the Guide to Site Plan Submittal Requirements for detailed information on package contents.

If you are submitting hard copies, also include a CD with PDF copies of all submittal documents.

- ☐ Cover sheet with location map
- ☐ ATLA survey
- ☐ Site plan
- ☐ Building elevations
- ☐ Floor plans
- ☐ Security plans
- ☐ Certified lighting plans
- ☐ Separate landscape plans
- ☐ Existing tree survey
- ☐ Irrigation plans
- ☐ Engineering plans
- ☐ Signed and sealed drainage calculations
- ☐ Paint approval

Fees: Residential \$660.88

Non-residential \$601.60

Staff Only

Date stamp plans and application at submission

DRC case # _____ Date _____

Signature & date