

Hover form fields for instructions.

Preliminary DRC Checklist

A digital copy must be included

Project name _____ Project address _____

- ☐ DRC application attached, signed, and notarized (only one original application is required)
- ☐ Development Review Waiver
- ☐ Check made payable to the City of Coral Springs or pay online at etrakit.coralsprings.gov
- ☐ Full descriptive narrative that details entire scope of work
- ☐ Ownership and Encumbrance Report
- ☐ Separate plan sheet identifying all aspects of LEED certification that will be implemented for this development
(Staff will provide a LEED checklist to facilitate this requirement.)
- ☐ Submit one (1) digital (PDF) copy and 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.

PDF digital copies of all submittal documents must be provided.

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| ☐ Cover sheet with location map | ☐ Floor plans |
| ☐ ALTA survey | ☐ Landscape plan (recommended) |
| ☐ Site plan | ☐ Existing tree survey (recommended) |
| ☐ Building elevations | ☐ Irrigation plans (recommended) |

Fees

Residential _____	# of units _____	+4.49 per unit _____	=Total _____
Non-residential _____	# of sq ft _____	+4.49 per 100 sf _____	=Total _____

Staff Only

Date stamp plans and application at submission

DRC case # _____ Date _____ Signature _____