Community Development
9500 West Sample Road | Coral Springs, FL 33065
coralsprings.gov/communitydevelopment
Phone: (954) 344-1160 | Fax: (954) 344-1181
Monday-Thursday 8:00 a.m.-5:30 p.m. | Friday 8:00 a.m.-3:00 p.m.

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.

☐ 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 _____

Effective 10/1/2025