



Hover form fields for instructions.

Sign-Off DRC Checklist

****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 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

☐ ALTA 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 \$3,020.00

Non-residential \$3,020.00

Staff Only

Date stamp plans and application at submission

DRC case # _____ Date _____ Signature _____