



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](http://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 \$623.11  
Non-residential \$567.22

#### Staff Only

Date stamp plans and application at submission

DRC case # \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature & date