



DEVELOPMENT REVIEW COMMITTEE (DRC) APPLICATION REQUIREMENTS

A. The following is required for all Development Plan applications for DRC approval:

- Development Review application form
- Authority to Submit (Affidavit)
- Cover Letter containing detailed description of project (outline attached)
- Response to comments from a previous review
- Electronic copies of everything (see “C.” below)
- Fees (DRC review, tree permits, Health Dept.)

B. Assigned sets and supplemental materials required for each review department:

Refer to the attached cover sheets for a list of items each department requires.

- Each set of plans should include the cover sheet for the relevant reviewing departments. Please read the cover sheets to determine if a department would require a set to review and contact Growth Management Staff for any questions.
- The number of sets to submit depends on the nature of the development application. For example, the County Attorney only needs a copy of any plat applications, and would not require a copy of a development plan for a restaurant.

C. Minimum requirements for Submittal of Electronic Documents:

- Electronic versions of all documents shall be submitted to the Growth Management Department for each iteration of plan review (e.g. Application form, supporting reports, plan sheets). These materials can be submitted on CD or provided by link to .ftp site, or file sharing site such as Dropbox, etc.

The following document formats will be accepted:

- Adobe Acrobat (.pdf)
- Microsoft Word (.doc, .docx)

- Please include the following information when naming plan sheets in order for staff to maintain an electronic database of all files. All plan sheets must be separated and named according to the following:
 1. **Name of Project** – Include the name of the project (e.g. Sample DRC Project).
 2. **Sheet Description** – Include a general description of the sheet (e.g. DevelopmentPlan, RoadwayProfile3, Survey).
 3. **Level of Review** - Include the level of review (e.g. Pre-app, Preliminary, Final, RevFin).
 4. **Sheet Number** – Each company may use a different numbering system. Please include the sheet number in the file name in order for staff to locate information.
 5. **Supporting documents and reports** - include the type of document in the filename (e.g. Application, StormwaterReport, EnvResourceAssessment) and the level of review (Preliminary, Final, etc). Please provide the report as a single document that includes all figures and attachments.
 6. **Please Note:** Filenames **shall not** contain these characters: ? ' " # % & * - : < > \ { | } ~ or 'space' OR be longer than 128 characters including the extension (e.g. .pdf).
 7. **Example file name:** CornerStore_Final_DescriptionLetter.pdf; CornerStore_FinalDevPlan_C0.10

Please include a **cover letter** with all development plan applications. The intent of this cover letter is to provide a description of the actual project along with identifying some of the pertinent development plan requirements that have been incorporated into the plan sets. At a minimum, please include the following:

- Describe the proposed type of development. Indicate the proposed as well as the existing square footage of all buildings. Indicate the number and types of residential units (single vs multi-family).
- Address any specific Future Land Use or other Comprehensive Plan Policy requirements (Activity Centers, Special Area Study).
- Identify any specific Use Regulations (Chapter 404) associated with the proposed use (i.e. place of worship, schools) with reference to plan sheets containing detailed responses.
- Identify any previous conditional zoning approval (i.e. Planned Development, Special Use Permits, etc. with reference to plan sheets containing detailed responses to all conditions.
- Describe the type(s) of open space provided with this development (Article 5, Chapter 407).
- Identify proposed access and off-site improvements for the development.
- Identify utilities associated with the development or off-site work.



Alachua County
Department of Growth Management
10 SW 2nd Ave., Gainesville, FL 32601
Tel. 352.374.5249, Fax. 352.338.3224
<https://growth-management.alachuacounty.us/Development/Review>

Submit Application to:
Christine Berish
Leslie McLendon

Project Name:

PLANNING ASSISTANT

Hard copy printed materials to submit:

- Development Review Application Form**
- Authorization to Submit Form**
- Documents required to demonstrate compliance with Section 402.06 (deeds, property appraiser tax information, and/or Sunbiz verification)**
- Fees payable to Alachua County BoCC (printed checks only)**



Project Name:

GROWTH MANAGEMENT

Hard copy printed materials to submit:

_____ **Development Review Application Form**

_____ **Authorization to Submit**

_____ **Cover Letter containing detailed description of project and responses to any comments from previous review**

_____ **Plan sheets (11" x 17" until requested for the official file)**

After scheduling on an agenda, Growth Management Staff will request 24" x 36" plans for the official file. Large sets of 24" x 36" development plans should always be folded in chapters of 25 sheets or less. Final development plans are to be signed and sealed. No large rolled plan sets please.

Electronic copies to submit:

_____ **One CD of all documents, reports and plan sheets, OR a link to a file sharing account on the day of submission (.ftp, Dropbox, Hightail, etc.)**

The following list of reports should be submitted electronically in lieu of printing:

- **Traffic Study**
- **Environmental Resource Checklist**
- **Open Space Management Plan**
- **Permanent Protection Documents (i.e Conservation Easement)**
- **Homeowners Association Documents for all subdivisions**
- **Arborist/EPD Inspection Forms and/or Tree Inventory**
- **Any letter for or from other agencies**



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Submit Application to:
Christine Berish
Leslie McLendon

Project Name:

COUNTY ARBORIST (FORESTER/LANDSCAPE INSPECTOR)

Hard copy printed materials to submit:

- _____ Development Review Application Form
- _____ Cover Letter containing detailed description of project and responses to any comments from previous review
- _____ Arborist/EPD Site Inspection Form
- _____ Tree Inventory Report
- _____ Plan sheets (24" x 36")



Project Name:

ENVIRONMENTAL PROTECTION DEPARTMENT

Hard copy printed materials to submit:

Development Review Application Form

Cover Letter

Environmental Resource Checklist

Environmental Resource Assessment (this only has to be submitted with the first application)

Open Space Management Plan (If applicable)

Plan sheets (11" x 17" unless otherwise requested)

If requested, large sets of 24" x 36" development plans should always be folded. No large rolled plan sets please. Do not include roadway plan and profile or cross section sheets for EPD.

Affidavit of Compliance

(found here: <http://www.alachuacounty.us/depts/epd/waterresources/pages/stormwater-manual.aspx>)

The following should be submitted electronically in lieu of printing (as part of the CD provided to Growth Management):

Pollutant Load Reduction Calculations (if included as part of the stormwater report, submit the stormwater report)

Operation and Maintenance Requirements for stormwater BMPs

Scanned Copy of Signed Affidavit of Compliance

(found here: <http://www.alachuacounty.us/depts/epd/waterresources/pages/stormwater-manual.aspx>)



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Leslie McLendon

Project Name:

PUBLIC WORKS DEPARTMENT

Hard copy printed materials to submit:

2 complete sets of the following and 1 reduced copy of plan sheets

- Development Review Application Form**
 - Cover Letter containing detailed description of project and responses to any comments from previous review**
 - Stormwater Report**
 - Traffic Report**
 - Homeowner's Association Documents for all subdivisions**
 - Plan sheets (2 sets of 24" x 36" and 1 set of 11" x 17")**
- All sets of final development plans are required to be signed and sealed.

Electronic copies to submit:

- One CD of all files used for stormwater design (this includes CAD files, Excel files, modeling, (POND or ICPR) files, pipe sizing calculationfiles)**



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Submit Application to:
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Leslie McLendon

Project Name:

COUNTY SURVEYOR
Only Require for Platted Subdivisions and Replats

Hard copy printed materials to submit:

- Development Review Application Form**
- Cover Letter**
- Title Opinion**
- Easement Documentation**
- Boundary Survey (24" x 36" signed, sealed and dated)**
- Plat or Replat (24" x 36" signed, sealed and dated)**



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Submit Application to:
Christine Berish
Leslie McLendon

Project Name:

COUNTY ATTORNEY
Only Require for Platted Subdivisions and Replats

Hard copy printed materials to submit:

- Development Review Application Form**
- Cover Letter**
- Title Opinion**
- Homeowner's Association Documents**
- Conservation Easement Documents**
- Plat or Replat (24" x 36" signed, sealed and dated)**