



## ADMINISTRATIVE DEVELOPMENT PLAN APPLICATION REQUIREMENTS

3 SETS ARE REQUIRED TO BE SUBMITTED FOR REVIEW. EACH SET SHALL INCLUDE THE FOLLOWING:

1. \_\_\_\_\_ **Development Review Application Form**  
[http://growth-management.alachuacounty.us/formsdocs/DR\\_Appl.pdf](http://growth-management.alachuacounty.us/formsdocs/DR_Appl.pdf)
  
2. \_\_\_\_\_ **Authorization to Submit**  
[http://growth-management.alachuacounty.us/formsdocs/DR\\_Affidavit\\_Owners.pdf](http://growth-management.alachuacounty.us/formsdocs/DR_Affidavit_Owners.pdf)
  
3. \_\_\_\_\_ **Cover Letter**  
The cover letter is required. The application will be deemed “incomplete” if the letter is not included. The letter shall include the following minimum information.
  - i. A thorough description of the project or proposed change
  - ii. Outline of applicable Use Regulations of Chapter 404 with response as to how the plan addresses each requirement
  - iii. Statement that there will be no impacts to natural resources or open space.
  
4. \_\_\_\_\_ **Environmental Resource Checklist**  
[http://growth-management.alachuacounty.us/formsdocs/DR\\_Env\\_Res\\_Checklist.pdf](http://growth-management.alachuacounty.us/formsdocs/DR_Env_Res_Checklist.pdf)
  
5. \_\_\_\_\_ **Plan sheets**  
Print plans in 24” x 36” or 11” x 17” size depending on scope of project. Please contact staff prior to submitting to determine the size.

**Please note: One Electronic version of all documents shall be submitted to the Growth Management Department with each Administrative Development Plan. These materials should be submitted on CD, or .pdf files can be sent to staff by email (preferred).**