



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)
- Checklist
- Cover Letter containing detailed description of project
- Consistency analysis with ULDC and Comprehensive Plan
- 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 Surveyor would need 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 should be submitted on CD or emailed to staff depending on the size of the application.

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.
 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



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

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
- _____ DRC Checklist
- _____ All originals (i.e signed forms, checklists, affidavits, cover letters)
- _____ 11"x17" Aerial Photo
- _____ Plan sheets (24" x 36" or 11" x 17" depending on the scope of the project)
Large sets of 24" x 36" development plans should always be folded. 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

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

- Traffic Study
- Environmental Resource Checklist
- Open Space Management Plan
- Homeowners Association Documents
- Conservation Easement Documents
- Arborist/EPD Inspection Forms and/or Tree Inventory
- Any letter for or from other agencies



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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
 - _____ DRC Checklist
 - _____ Stormwater Report
 - _____ Traffic Study
 - _____ Plan sheets (2 sets of 24" x 36" and 1 set of 11" x 17")
- Only one set 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, POND or ICPR files, pipe sizing calculation files)



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ENVIRONMENTAL PROTECTION DEPARTMENT

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
- _____ 11"x17" Aerial Photo
- _____ Environmental Resource Checklist
- _____ Plan sheets (11" x 17" unless otherwise requested)
If requested, large sets of 24" x 36" development plans should always be folded. Final development plans are to be signed and sealed. No large rolled plan sets please. Do not include roadway plan and profile or cross section sheets for EPD.
- _____ Environmental Resource Assessment (this only has to be submitted with the first application)
- _____ Open Space Management Plan

Electronic version of all documents, correspondence, reports and plan sheets shall be submitted to the Growth Management Department for each iteration of plan review. These should include:

- Permanent Protection Documents (i.e Conservation Easement)
- Homeowners Association Documents for projects that include Conservation Areas



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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
- _____ 11"x17" Aerial Photo
- _____ Arborist/EPD Site Inspection Form
- _____ Tree Inventory Report
- _____ Plan sheets (24" x 36")



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ALACHUA COUNTY FIRE RESCUE

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
- _____ DRC Checklist
- _____ Plan sheets (24" x 36")



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GAINESVILLE REGIONAL UTILITIES

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
- _____ DRC Checklist
- _____ Plan sheets (24" x 36")



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CLAY ELECTRIC (Projects in Clay Electric service area)

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
- _____ DRC Checklist
- _____ Plan sheets (24" x 36")



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COUNTY SURVEYOR (Platted Subdivisions for Final and Replats)

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
- _____ Replat Checklist
- _____ 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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COUNTY ATTORNEY
(Platted Subdivisions for Final and Replats)

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
- _____ Title Opinion
- _____ Homeowner's Association Documents
- _____ Conservation Easement Documents
- _____ Plat or Replat (24" x 36" signed, sealed and dated)