Alachua County
Department of Growth Management
10 SW 2nd Avenue, Gainesville, FL 32601
Telephone (352) 374-5249
Alachua County Growth Management Website

Submit Checklist to:
Development Services Division
Development Review Email

DEVELOPMENT REVIEW COMMITTEE (DRC) APPLICATION REQUIREMENTS

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 by link to .ftp site, or file sharing site such as Dropbox, hightail etc.

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. Reports should be dated on the front page and include revision date(s) as applicable.

Please Note:
Filenames ***SHALL NOT*** contain these characters: **? ' " # % & * - : < > \ { | } ~ or 'space'** *OR* be longer than 128 characters including the extension (e.g. .pdf). **Example file name:** CornerStore_Final_DescriptionLetter.pdf; CornerStore_FinalDevPlan_C0.10.

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DATE: June 5, 2023

PROJECT NAME: North Central Baptist Church Lobby Addition

Materials to submit per ULDC §402.05

☑ Yes	☐ N/A	**Development Review Application Form**
☑ Yes	☐ N/A	**Owner Authorization to Submit Form**
☑ Yes	☐ N/A	**Documents required to demonstrate compliance with Section 402.06** (Deeds, property appraiser tax information, and/or Sunbiz verification)
☑ Yes	☐ N/A	**Fees payable to Alachua County BoCC**
☑ Yes	☐ N/A	**Cover Letter** (Brief description of the development proposal demonstrating consistency with the Alachua County Comprehensive Plan and applicable standards and criteria of the ULDC)
☑ Yes	☐ N/A	**Development Plan Sheets and Surveys** (If a PD please include an Approved Master Zoning Plan and Updated Zoning Master Plan)
☐ Yes	☑ N/A	**Tree Inventory and Mitigation Report**
☐ Yes	☑ N/A	**Homeowners Association Documents** (For all subdivisions)
☐ Yes	☑ N/A	**Traffic Study** (Including Methodology Memorandum)
☐ Yes	☑ N/A	**School Concurrency Form** (For residential development)
☐ Yes	☑ N/A	**Environmental Resource Checklist**
☐ Yes	☑ N/A	**Environmental Resource Assessment**
☐ Yes	☑ N/A	**Geotechnical Report** (If required beyond stormwater requirements)
☐ Yes	☑ N/A	**Open Space Management Plan**
☐ Yes	☑ N/A	**Permanent Protection Documents** (Conservation Easement, Third Party Enforcer language, etc found here.)
☐ Yes	☑ N/A	**Affidavit of Compliance for Water Quality**

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☐ Yes	☑ N/A	**Pollutant Load Reduction Calculations** (If included as part of the stormwater report)
☐ Yes	☑ N/A	**Operation and Maintenance Requirements for Stormwater BMPs**
☑ Yes	☐ N/A	**Stormwater Management Report**
☑ Yes	☐ N/A	**Electronic Files used for Stormwater Design** (This includes CAD files, Excel files, Modeling, (POND or ICPR) files, Pipe Sizing Calculation files)
☐ Yes	☑ N/A	**Floodplain Development Permit** (If applicable)

For Plats and Replats

☐ Yes	☑ N/A	**Title Opinion** (Within the last 30 days)
☐ Yes	☑ N/A	**Easement Documentation**
☐ Yes	☑ N/A	**Boundary Survey** (Signed, sealed and dated)
☐ Yes	☑ N/A	**Plat or Replat** (Signed, sealed and dated)