



FOR OFFICE USE ONLY	
Case #:	_____
Application Fee: \$	_____
Filing Date:	_____
Completeness Date:	_____
Review Type:	Admin

Major Subdivision – Construction Plans Application

Reference City of Alachua Land Development Regulations (LDRs) Section 2.4.10

A. PROJECT

1. Project Name: _____
2. Preliminary Plat Approval Date: _____
3. Phase/Unit Number (if applicable): _____
4. Number of proposed lots/dwelling units: _____
5. Housing Type (i.e., attached/detached units): _____
6. Address of Subject Property: _____
7. Parcel ID Number(s): _____
8. Existing Use of Property: _____
9. Future Land Use Map Designation: _____
10. Zoning Designation: _____
11. Acreage: _____

B. APPLICANT

1. Applicant's Status Owner (title holder) Agent
2. Name of Applicant(s) or Contact Person(s): _____ Title: _____
 Company (if applicable): _____
 Mailing address: _____
 City: _____ State: _____ ZIP: _____
 Telephone: _____ FAX: _____ e-mail: _____
3. If the applicant is agent for the property owner*:
 Name of Owner (title holder): _____
 Mailing Address: _____
 City: _____ State: _____ ZIP: _____

** Must provide executed Authorized Agent Affidavit or other acceptable documentation (as deemed acceptable by the City in its sole discretion) which authorizes the agent to act on behalf of the property owner.*

C. ADDITIONAL INFORMATION

1. Is there any additional contact for sale of, or options to purchase, the subject property? Yes No
 If yes, list names of all parties involved: _____

D. ATTACHMENTS

1. Plans, to include the following information and be prepared in accordance with the following criteria:
 - a. Sheet Size: 24" X 36" with 3" left margin and ½" top, bottom, and right margins.
 - b. Graphic scale, not to exceed one (1) inch equal to 200 feet for overall plan sheets and one (1) inch equal to 50 feet for detailed plan sheets.
 - c. A boundary and topographic survey of the property with maximum contour intervals of one foot where overall slopes are zero percent to two percent, or two feet where slopes are over two percent, based on U.S. Coastal and Geographic Datum. The boundary and topographic survey must be prepared by a registered land surveyor and shall be signed and sealed, and shall be no older than two (2) years.
 - d. A contour drainage plan of the proposed stormwater system and basins. The outlines and sizes of all existing and proposed stormwater basins shall be shown and tied to corresponding points of flow. Each stormwater basin shall be clearly delineated. Flow paths must be indicated for all areas of the property. Any existing and proposed structures affecting drainage must be shown. Plans shall show all proposed design features and typical sections of swales and all other open channels. When curb and gutters are used, the plans shall show all proposed design features such as inlets and inlet elevations; manhole locations and manhole invert elevations; size, material, and slope of all conveyance piping; and method of discharge to stormwater basins.
 - e. Exact locations and width of all streets within the subdivision.
 - f. Plans and profiles for all proposed streets and curbs. Plans shall demonstrate compliance with the applicable design criteria, including but not limited to: City of Alachua LDRs; Public Services Standards for Design and Construction, latest edition; and Florida Greenbook, latest edition. Where proposed streets intersect existing streets, plans shall include detail of all existing streets for a distance of 300 feet from point of intersection.
 - g. Plans of all proposed water distribution system and sanitary sewer collection system showing: pipe sizes and material; location of valves; location of fire hydrants; clean out locations; manhole locations and manhole invert elevations; and size, material and slope of all collection system piping. Plans shall demonstrate compliance with the applicable design criteria, including but not limited to: City of Alachua LDRs; and Public Services Standards for Design and Construction, latest edition.
 - h. Plans for all road and street signs and street names signs showing the location of such signage and any other traffic safety control devices that is required or proposed. The specifications for all traffic signage shall be provided within the plans, and shall provide in detail all necessary design information, including but not limited to the size, material, color, and specifications for installation of such signage, in accordance with the Manual on Uniform Traffic Control Devices.
 - i. Landscape Plan, indicating the location, size, and design of required and proposed landscaped areas. Landscape Plans shall identify the following with sufficient detail and calculations to demonstrate compliance with Section 6.2.2 of the LDRs:
 - i. Location, identification of the species, and size of all existing regulated trees.
 - ii. Required perimeter buffer areas.
 - iii. Calculation of landscaped areas (see Policy 2.4.a of the Comprehensive Plan Future Land Use Element).
 - iv. Calculation of open space provided (see Section 6.7 of the LDRs).
 - v. Calculation of tree credits, if applicable. Calculations shall be as set forth in Sections 6.2.1(D)(4) and 6.2.2(D)(6) of the LDRs and shall be shown on the plan in tabular format (if tree credits are utilized, the Landscape Plan must identify in the landscape calculations where credit is applied).
 - vi. Tree protection detail in accordance with Section 6.2.1(D)(2) of the LDRs.
 - vii. If tree removal is proposed, a tree survey, showing:
 - (a) Each tree proposed for removal;
 - (b) Each tree proposed for retention;
 - (c) The size and species (both common and scientific names) of all trees proposed for removal/retention;
 - (d) Location, size, and species of all new trees proposed to meet mitigation requirements. Mitigation trees must be shown on the plans and a list of all mitigation trees and calculation of required mitigation must be provided on the plan in tabular format.
2. Fire Department Access and Water Supply Plan. All fire protection plans are subject to review and approval by the Alachua County Fire Marshal and City of Alachua Public Services Department. Fire Department Access and Water Supply Plan shall include:
 - a. Plans prepared by a professional engineer licensed in the State of Florida.
 - b. Fire flow calculations for each newly constructed building. Calculations shall be performed in accordance with Chapter 18, Section 18.4 of the Florida Fire Prevention Code.
 - c. Documentation from the water purveyor stating the available flow to the subject property.
3. Drainage calculations.

4. Proof of payment of taxes.
5. Environmental Resource Permit (or Letter of Exemption) from the Suwannee River Water Management District (SRWMD) or Self-Certification for a Stormwater Management System in Uplands Serving Less than 10 Acres of Total Project Area and Less than 2 Acres of Impervious Surfaces from the Florida Department of Environmental Protection (FDEP) pursuant to Section 403.814(12), Florida Statutes (or documentation which shows a permit application/exemption/self-certification has been submitted to SRWMD or FDEP).
6. If access is from a County Road, access management permit from Alachua County Public Works (or documentation which shows a permit application has been submitted).
7. If access is from a State Road, access management permit from Florida Department of Transportation (or documentation which shows a permit application has been submitted).

All 7 attachments are required for a complete application. A completeness review of the application will be conducted within 5 business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.

Under penalty of perjury, I/we certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge.

Signature of Applicant

Signature of Co-applicant

Typed or printed name and title of applicant

Typed or printed name and title of co-applicant

STATE OF FLORIDA
COUNTY OF ALACHUA

The foregoing instrument was acknowledged before me by means of _____ physical presence or _____ online notarization, this day of _____, 20_____, by _____ who executed the same and has _____ produced _____ as identification or _____ is personally known to me.

Signature of Notary

Print Name: _____

Notary Public, State of Florida

My Commission Expires: _____