



DEVELOPMENT REVIEW (DRC) APPLICATION PRELIMINARY DEVELOPMENT PLAN CHECKLIST

Application Date: _____ Project Name: _____ Project #: _____

The purpose of the Preliminary Development Plan is for the Development Review Departments to ascertain if the proposed development is being designed in accordance with the Unified Land Development Code and Comprehensive Plan. The design process for all developments should incorporate an analysis of land suitability by occurring in the following sequence:

- (1) identify conservation and natural areas and tree canopy,
- (2) identify open space, and
- (3) identify general location of access and connection to adjacent properties.

It is recognized that the development design process is dependent upon the interplay of such factors as open spaces, proposed development, interconnected roads and the careful location of lots and buildings to preserve natural features and resources.

All Preliminary Plan submittals shall meet the requirements of section 402.05 of the Unified Land Development Code, in addition to other pertinent provisions of the Unified Land Development Code and the Comprehensive Plan. No Preliminary Plan shall be approved unless a determination can be made that all public facilities will be adequate to support and service the area. ***Detailed engineering drawings shall not be submitted with Preliminary Plans.***

The following checklists are items that shall be provided to the Department of Growth Management for all Preliminary Development Plans. The Developers' Representative shall ensure that each item on the checklist has been included on the development plan sheet for which the item is identified. If an item does not apply, write "N/A" and provide a statement explaining why the item is "N/A". The Developers' Representative shall sign and date the checklist. Also, any items not included in the submittal shall be detailed in a separate statement.

The Department of Growth Management will not accept a development application that is not complete. Any development application that is submitted that does not meet applicable County policies and professionally acceptable standards will be deemed insufficient and the submittal may not be scheduled for a DRC agenda meeting. The Department of Growth Management shall not accept any development application which does not include a signed and dated checklist.

All Plans (cover page, development plan, survey, etc) shall be provided on 24" x 36" sheets in blue or black line ink. The scale of the Plans should be such that it accurately illustrates the required information. Detailed information such as regulated tree surveys and 1' topographic contours are typically best displayed at a scale of no more than 1" to 100'. A north arrow shall be provided on all appropriate sheets. Plans shall also include an index on the cover page stating the page number and title of each sheet in the submitted Plans.

Development Plan Sheets are identified by Roman numeral. The items identified on these checklists are not exhaustive. The Developer may be required to address additional requirements, consistent with the Unified Land Development Code and Comprehensive Plan.



Required Development Application Items

- _____ Development Application
- _____ Letter or Affidavit authorizing all agents
- _____ Proof of Pre-Application Conference Meeting: Provide Date -
- _____ Warranty deed, or such other deed as approved by the Director
- _____ Evidence of how conditions of approval for a special exception, special use permit, planned development, or variance are to be resolved
- _____ Proof of neighborhood meeting, when required (ULDC 402.17)
- _____ Proof of Public Notice (ULDC 402.12 & 402.42)
- _____ Proof of pre-design onsite meeting with County Arborist
- _____ Proof of pre-design onsite meeting with Alachua County Environmental Protection Department
- _____ Recent Color Aerial Photograph (minimum size of 11x17)
- _____ Representative color photos of tree canopy & native vegetation
- _____ Application Fees
- _____ Signed & dated checklist by Developer's Representative

I. Cover Sheet & Support Documentation (ULDC 402.05)

A. Development Information

- _____ The Title (Name of Project) under which the subdivision is to be recorded, if applicable
- _____ Project Description – Describe the type and density of development, number of units and/or square footage, vision/character of the development, etc
- _____ Project Address
- _____ Tax Parcel Number(s)
- _____ Section/Township/Range
- _____ Zoning of subject property
- _____ Future Land Use designation per Alachua County Future Land Use Map
- _____ General Countywide location map
- _____ **Parent Tract Map (Subdivisions in Rural/Agricultural areas):** graphically depict location, how established (deed, permit, variance, etc), date established, all previous subdivisions, date of subdivisions, compliance with (ULDC 407.73 (e - g), 407.76, 407.77, & 407.78)

B. Vicinity Map Showing:

- _____ Location of subject property
- _____ Community facilities (such as parks, schools, fire station, conservation area, etc)
- _____ Boundaries of incorporated areas
- _____ Major Roadways and adjacent local roadways

C. Contact Information

- _____ Property Owner/Developer, with contact information
- _____ Consultant Engineer / Planner, with contact information & primary contact
- _____ Attorney, with contact information
- _____ Surveyor, with contact information

_____ II. Copy of the Signed Planned Development Zoning Master Plan

_____ III. Updated Planned Development (PD) Zoning Master Plan with detailed responses to PD conditions applicable to the proposed phase



IV. Activity Center Master Plan (ULDC 402.05, Chapter 405)

Development within or changes to an existing activity center shall follow the additional procedures in **Chapter 402 Article 15 of the ULDC, if applicable**

If no Master Plan exists, then provide description of opportunities for shared infrastructure that have been explored and provide an evaluation of infrastructure needs and requirements for Conservation & Open Space, Multi-Modal facilities and connections, Civic Space, Roadways, parking, & Utilities, Stormwater, Additional infrastructure

V. Existing Survey Contents (ULDC 402.05)

Date of survey, not older than two (2) years from project application date

- _____ Legal description
- _____ Total acreage, calculated to one-tenth of an acre
- _____ Tax parcel number and section/township/range
- _____ Section & Half Section Lines
- _____ Parcel boundaries with dimensions
- _____ Name and boundary of adjacent subdivisions
- _____ Owner and county tax parcel number of adjacent non-subdivided land
- _____ Adjacent parcels future land use designation per 2020 Alachua County Future Land Use Map
- _____ Adjacent parcels existing zoning designation
- _____ **Location of the following:**
- _____ Access drives, adjacent roadways with ROW and roadway name, & pedestrian facilities
- _____ Structures
- _____ Wells & septic system
- _____ Existing onsite and adjacent utilities, easements, fire hydrants, fire suppression water supply
- _____ Fences and walls

Demolition Plan, if applicable

VI. Open Space Plan that includes Natural Features & Tree Survey

(ULDC Chapter 406 & Chapter 407 Article 5) *{Provide written statements on Plan}*

- _____ Open Space and Natural Features of adjacent parcels (ULDC 407.55 (b))
- _____ Proposed 20% Open Space (ULDC 407.52)
- _____ Proposed 50% Open Space for Rural/Agriculture Cluster Subdivision (ULDC 407.52)
- _____ Minimum 5% (25% total) Recreational Open Space for Multifamily (ULDC 403.10 (c))
- _____ **Provide statement how Open Space requirements are fulfilled where the conservation areas listed below are present within or adjacent to the development ULDC 407.53:**
 (1) Wetlands; (2) Surface Waters; (3) 100 year floodplains; (4) Listed Species Habitat; (5) Strategic Ecosystems; (6) Significant Geological features; & (7) Natural Areas such as existing trees & native vegetation (ULDC 406.10 (d)), significant habitat, steep slopes, ridges, sinkholes, etc (ULDC 407.53 (b))
- _____ **Provide statement** how Open Space complies with ULDC 407.54 if the conservation areas in ULDC 407.53 do not compose the entire required open space area
- _____ **Provide statement** how Stormwater Mgmt Areas comply with ULDC 407.56
- _____ Open spaces protect resource areas, are useable and internally contiguous (ULDC 407.55 (a))
- _____ Provide square footage/acres for each Conservation / Open Space Area (in EPD provided table)(ULDC 407.58 (b))
- _____ Proposed 25% conservation of upland with Listed Plant and Animal Species Habitat (406.29)
- _____ Proposed 50% conservation of upland Strategic Ecosystem (ULDC 406.35)
- _____ Location, sq ft/acres & shape of each Stormwater Mgmt Area designed as Open Space
- _____ Show pedestrian interconnectivity and accessibility of Open Space Areas (ULDC 407.57)



- _____ Surface Water, Wetland, and Significant Geological Feature Buffers (ULDC 406.43, 406.90)
- _____ Recreation facilities
- _____ Additional requirements for Strategic Ecosystems (ULDC Chapter 406, Article 5)

Trees & Native Vegetation Survey (ULDC Chapter 406, Article 2)

- _____ Statement of proposed Tree Canopy Retention and how the Plan is designed to minimize removal of regulated trees and native vegetation (ULDC 406.12 3, 4 (a-k))
- _____ Tree survey graphically depicting location, species and diameter at breast height (dbh) of each regulated tree (Regulated trees ULDC 406.10 (a))
- _____ Show removal of prohibited/discouraged non-native vegetation & trees of sub-optimal health

Natural Features

- _____ Contours of land at appropriate intervals
- _____ Location of 100 year floodplain and data used to establish location (ULDC 406.55)
- _____ Location and size of all conservation and preservation areas (ULDC 406.04 (b) 2. f.)
- _____ Wetlands, lakes, streams, other water bodies (ULDC 406.04 (c) 3)
- _____ Strategic Ecosystems (ULDC 406.33)
- _____ Significant / Listed Plant Habitat & Wildlife / Animal Species, etc (ULDC 406.04 (c) 4)
- _____ Archeological/Paleontological Resources, Historic Structures / Sites (ULDC 406.04 (b) 2. c.)
- _____ Geological features such as sinkholes, depressions, significant slopes, etc

Environmental Data (Provide data in the following sequence: criteria, required, provided)

- _____ Open Space
- _____ Buffer & Screening
- _____ Location, extent, and calculation of existing tree canopy (ULDC 406.12 (a) 3, (c) 2. f.)

VII. General Site Development Plan (ULDC 402.05)

- _____ Open Space & Natural Features
- _____ Regulated Tree Canopy
- _____ Collector Transportation Network ROW (ROW width, include proposed easements in ROW width)
- _____ Proposed Stormwater Management Areas (Denote Areas proposed to be used as Open Space)
- _____ Proposed utilities, easements, and fire suppression outside Transportation Network ROW (Show as corridors, do not show individual utilities)
- _____ Proposed Phasing Plan (geographical depiction)
- _____ Additional requirements for developments within an Activity Center, if applicable
- _____ Additional TND & TOD requirements, if applicable (ULDC 407, Article 7)

VIII. Transportation Network & Utility Plan Transportation Network

- _____ Section and Half Section Lines including ROW/Setbacks (ULDC 407.03)
- _____ Roadway ROW to be dedicated/preserved outside internal street network
- _____ Adjacent streets and driveways within 150' of property boundary, show ROW & name
- _____ External vehicular access (minimum of two (2) connections) (ULDC 407.140 (a) 5)
- _____ Secondary emergency vehicle access, if applicable (ULDC 407.140 (a) 6)
- _____ Proposed vehicular and pedestrian connections to adjacent parcels (ULDC 407.140 (a) 9)
- _____ Pedestrian network within Open Space and Stormwater Mgmt Areas (ULDC 407.57 (a))
- _____ Pedestrian & Bicycle network outside Transportation ROW
- _____ Location of Bus Shelters & Mass Transit Facilities, if applicable
- _____ Parking and vehicular delivery and drop-off areas (ULDC 407.14)
- _____ Proposed roadway cross-section



Multifamily, if applicable	
<input type="checkbox"/> _____	Interconnected Pedestrian Network (ULDC 403.10 (f))
<input type="checkbox"/> _____	Location of Bus Shelters & Mass Transit Facilities (ULDC 403.10 (e))
Activity Center, if applicable	
<input type="checkbox"/> _____	Activity Center Street, Pedestrian, & Bicycle Network (ULDC 405.02 (b), 405.07 (a, e, f))
<input type="checkbox"/> _____	Activity Center Transit Facilities (ULDC 405.07 (d))
TND & TOD Requirements, if applicable (ULDC 407, Article 7)	
Utilities to be Provided, Provider, & Connection Point	
<input type="checkbox"/> _____	Proposed utilities, easements, and fire hydrants outside Transportation Network ROW (Show as corridors, do not show individual utilities. Provide statement on Plan noting the utilities to be provided within Transportation Network ROW)
<input type="checkbox"/> _____	Provide Statement on Plan how the development will connect to the existing utility, if an off-site extension to the utility will be required and will the off-site extension occur within roadway ROW or utility easements
<input type="checkbox"/> _____	Provide Statement on Plan noting utility provided & provider for Electric, Natural Gas, Potable Water, Sanitary Sewer, Cable, Telephone, Fire Suppression Water Supply, High Speed Internet.
Required Analysis Reports, Management Plans, Association Documents & Market / Fiscal Analysis	
<input type="checkbox"/> _____	Natural Resource Assessment (See Detailed Checklist Below)
<input type="checkbox"/> _____	Traffic Analysis & Concurrency Report (See Detailed Checklist Below)
<input type="checkbox"/> _____	PD Progress Report consistent with requirements of ULDC 402.86, if applicable
<input type="checkbox"/> _____	Draft Open Space Mgmt Plan (ULDC 406.03 (c), 407.58 (d),(e), 407.77 (b) 4)
<input type="checkbox"/> _____	Draft Conservation Management Area Plan (ULDC 406.110 & Chapter 406, Article 20)
<input type="checkbox"/> _____	Include listed species, conservation areas, strategic ecosystems, wetlands, natural resources, (ULDC 406.112 (a-g) 406.27, 406.36, 406.53, 406.46)
<input type="checkbox"/> _____	Draft Wildfire Mitigation Plan, if applicable (Comprehensive Plan COSE Policy 5.6.6)
<input type="checkbox"/> _____	Draft protective instruments: Conservation Areas & open space (ULDC 406.103, 407.58)
<input type="checkbox"/> _____	Market study, if applicable (ULDC 402.05)
<input type="checkbox"/> _____	Fiscal impacts analysis, if applicable (ULDC 402.05)
Natural Resource Assessment	
The Assessment shall include a Site specific identification, mapping, and analysis of each natural resource or natural resource characteristic present on or adjacent to the site. The assessment shall be conducted by a qualified individual(s). The Assessment shall be conducted according to professionally accepted standards (ULDC 406.04). The specific ULDC Article and/or COSE reference is provided in bold font .	
<input type="checkbox"/> _____	Resource Assessment Requirements & Management Plan (ULDC 406.04 (b),(c))
<input type="checkbox"/> _____	Assessment of Environmental Indicators (COSE 2.1.2 & 3.4.1)
<input type="checkbox"/> _____	Surface Water & Wetland Delineation & Buffer Article 3 & Article 6
<input type="checkbox"/> _____	Significant Plant and Wildlife Habitat Article 3
<input type="checkbox"/> _____	Listed Plant and Animal Species Habitat Article 4
<input type="checkbox"/> _____	Strategic Ecosystem Identification Article 5
<input type="checkbox"/> _____	100-Year Floodplains Identification Article 7
<input type="checkbox"/> _____	Springs Article 8
<input type="checkbox"/> _____	High Aquifer Recharge & Wellfield Protection Areas Article 9 & 10
<input type="checkbox"/> _____	Special Area Study Resource Protection Areas (ULDC Chapter 405)



<input type="checkbox"/>	_____	Historical, Archaeological & Paleontological Resources Article 13-15
<input type="checkbox"/>	_____	Significant Geologic Features, Topography/Steep Slopes Article 16
<input type="checkbox"/>	_____	Soils & Mineral Resource Areas Article 16 & COSE 4.2
<input type="checkbox"/>	_____	Recreation, Conservation and Preservation Areas Article 17 & 18
<input type="checkbox"/>	_____	Avoidance, Minimization, Mitigation and Monitoring Plan Article 21
Additional Environmental & Public Health Review (ULDC Chapter 406)		
<input type="checkbox"/>	_____	Wildfire Hazard Mitigation Article 19 & Comprehensive Plan COSE Policy 5.6.6
<input type="checkbox"/>	_____	Wells & Septic Tanks Article 11
<input type="checkbox"/>	_____	Hazardous Material Storage Facilities (ULDC 406.02)
<input type="checkbox"/>	_____	Contamination (soil, surface water, ground water) (ULDC 406.02)
<input type="checkbox"/>	_____	Wastewater Treatment Facilities Article 12
Traffic Analysis & Concurrency Report (ULDC Chapter 407 Art 12)		
<input type="checkbox"/>	_____	Trip Generation Data
<input type="checkbox"/>	_____	Impacted Roadways
<input type="checkbox"/>	_____	Percentage of traffic distribution
<input type="checkbox"/>	_____	Project Trips
<input type="checkbox"/>	_____	AADT
<input type="checkbox"/>	_____	LOS Standard
<input type="checkbox"/>	_____	Capacity of Roadway (include source)
<input type="checkbox"/>	_____	Vested Trips
<input type="checkbox"/>	_____	Available Capacity
<input type="checkbox"/>	_____	Percentage of Available Capacity Consumed
<input type="checkbox"/>	_____	Does roadway meet LOS standards with vested & project traffic
<input type="checkbox"/>	_____	Proposed mitigation
<input type="checkbox"/>	_____	Intersection analysis and/or signal requirement analysis as required
<input type="checkbox"/>	_____	Access Connection to Public Roadway including the Permitting Entity, Access Management Criteria, Site related turn lanes to be provided, and Pedestrian, bicycle and transit facilities to be provided
<input type="checkbox"/>	_____	Documented Approval of methodology

The Developer's Representative shall receive a written notice of the insufficient items to be addressed. Developer's Representative shall have 90 days from the date of the notice to address the insufficient items. If items are not addressed within 90 days, the development application will be deemed withdrawn.

Date:
Developer's Representative name:
Developer's Representative title:
Developer's Representative company:
Developer's Representative signature: