

**PRELIMINARY
DRC CHECKLIST**

DRC CASE # - _____ PROJECT NAME - _____

Plans will not be accepted without the following:

1. APPLICATION:
Review Application for Accuracy & Completeness ____
Discuss DRC Process & Set Tentative Meeting Date ____
2. SUBMITTED BY NOON ON WEDNESDAY ____
3. DRC APPLICATION ATTACHED, SIGNED AND NOTARIZED ____
(Only 1 copy of application is required)
4. FULL DESCRIPTIVE NARRATIVE THAT DETAILS ENTIRE SCOPE OF WORK ____
5. CHECK (MADE OUT TO THE CITY OF CORAL SPRINGS) ____
6. ALL SHEETS SIGNED AND SEALED BY A REGISTERED ARCHITECT OR ENGINEER
 - Site plans shall be dimensioned at 1" = 20'. If the site is too large to place a 1" = 20' site plan on one sheet, provide a master site plan at 1" = 40' and match sheets at a scale of 1" = 20'
 - A master site plan is required for all phased development
7. SUBMIT **SEVEN** [7] PACKAGES + ONE [1] EXTRA SITE PLAN IN THE FOLLOWING ORDER:
 - a. BOUNDARY SURVEY ____
 - b. TITLE COMMITMENT LETTER FOR NEW CONSTRUCTION ____
 - c. SITE PLAN ____
 - d. LOCATION MAP ____
 - e. BUILDING ELEVATIONS ____
 - f. FLOOR PLANS ____
 - g. ONE [1] EXTRA SITE PLAN ____
 - h. SEPARATE PLAN SHEET IDENTIFYING ALL ASPECTS OF **LEED** CERTIFICATION THAT WILL BE IMPLEMENTED FOR THIS DEVELOPMENT ____
(Staff will provide a LEED checklist to facilitate this requirement)
8. EACH SET STAPLED TOGETHER ____
9. EACH SET OF PLANS FOLDED ____

STAFF ONLY: DATE STAMP PLANS AND APPLICATION AT SUBMISSION _____

Fees -

Residential - \$1,126 plus \$3.23 per unit ____

Non-Residential - \$1,194 plus \$3.23 per 100 building square feet ____

SIGNED: _____ DATE: _____