



SITE & SUBDIVISION REVIEW Combined Preliminary Plat & Subdivision Construction Submittal Instructions

Items listed below are required for a complete submittal. Submittals will not be accepted if all required items are not included with the initial submittal package. To submit your application, visit [HCFL.Gov/HillsGovHub](https://www.hcfl.gov/hillsgovhub). To submit for this type of review, select the 'Subdivision Construction' application type and begin the application description with 'Combined Preliminary Plat & Subdivision Construction'. Additional [submittal instructions](#) are available as well as an [illustrated user guide](#). Please ensure that all files are labeled as shown in the required file name column (file names or portions of file names listed in *italics* should be customized for each file/version). Files should be submitted in PDF format.

Requirements for Review:

| Required Submittal Items | Required File Name |
|---|--|
| Certificate of Complete Submittal | Cert of Complete Submittal |
| Owner Affidavit | Owner Affidavit |
| Transmittal Letter | Transmittal Letter |
| Recorded Deed | Deed |
| Stormwater Calculations | Stormwater Calculations |
| Master Landscaping Plan | Master Landscaping Plan |
| Signed and Sealed Approved Preliminary Plan | SSA Preliminary Plan |
| Pavement Calculations | Pavement Calculations |
| Project Compatibility Plan | Compatibility Plan |
| Street Tree Plan | Street Tree Plan |
| Plant and Wildlife Survey | Wildlife Survey |
| Preliminary Plat Approval Letter or Request For Combined Review | Prelim Plat Approval Letter <i>or</i> Combined Review Request |
| Signed and Sealed Subdivision Construction Plan | SS Sub Const Plan <i>Version X</i> |
| Must include: | |
| Table of contents on first page of plans | |
| Title Block – including the following: Name of proposed subdivision County and state Date of preparation Name, address, and phone number of the subdivider Name, address and phone number of the applicant/agent | |
| Professional Engineer’s Title Block – including the following: Name and license number (address required if not practicing through duly authorized business) Name, address, and certification or authorization number of engineering business | |
| Improvement facilities design drawings & calculations | |
| North arrow | |
| Scale | |
| Total Acreage – include total acreage of site | |
| Minimum lot size | |
| Total number of lots | |



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Requirements for Review (continued):

| Required Submittal Items | Required File Name |
|---|--------------------|
| Legal description – including township and range and the section or part of sections to be platted | |
| Existing features – indicate location, name, and size of the following features, both on or contiguous to subdivision: Platted property lines Streets Sidewalks Bridges Railroads Public and private rights-of-way and easements – including proposed easements and common areas Parks & other open spaces Stormwater features Approximate Wetland and upland conservation & preservation area boundaries | |
| Land to be dedicated or reserved for public or private use, together with limitations/conditions of dedication or reservation | |
| Lot lines and lot numbers | |
| Smallest lot, regular and irregular shaped lots – including building envelope | |
| Topography – one foot contours to minimum of 25 feet outside project boundaries, vertical datum based on NAVD 88 and horizontal datum based on NAD 83, in feet, latest adjustment unless otherwise approved by County Surveyor | |
| Identify and Locate: All FEMA designated flood hazard areas & floodways, flood zone designations & elevations Onsite stormwater basins & offsite basins contributing to site Pre-development curve number (CN) based on soil types Pre-development impervious area in square feet Proposed medians and guardhouses Existing platted areas within proposed subdivision Number and type of dwelling units proposed Location of all utility poles adjacent to subdivision boundaries Identification of all Grand Oaks | |
| Electric utility transmission easements | |
| Surveyed boundaries of any conservation or preservation area shown with applicable setbacks or other areas that lie outside project boundaries | |
| Location of any proposed model homes, if applicable | |
| Identification of all Grand Oaks | |
| Existing and proposed water and wastewater facilities | |
| Existing and proposed stormwater facilities | |
| Proposed Property Perimeter and Entrance Walls and Gates | |
| Identification of Upland Significant Wildlife Habitat Conservation Areas | |
| Identification of pertinent Wetland Conservation and/or Preservation Area Setback | |
| Swales – when rear lot swales required, they have to be shown on lot grading plan with appropriate note requiring maintenance by lot owner | |



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Requirements for Review (continued):

| Required Submittal Items | Required File Name |
|--|----------------------------------|
| Water, Wastewater and Reclaimed Water Utilities – existing and proposed public and/or private utilities and information specified in Water, Wastewater, and Reclaimed Water Technical Manual | |
| Location of power poles – adjacent to site and off-site improvements | |
| Documentation of application for SWFWM or EPC permit or exemption letter | |
| Swales – when rear lot swales required, they have to be shown on lot grading plan with appropriate note requiring maintenance by lot owner | |
| Geotechnical Soil Report (if applicable) | Soil Report |
| Conditions of Approval (if applicable) | Approval Conditions |
| Building Elevations (if applicable) | Building Elevations |
| Grand Oaks Pruning Affidavit (if applicable) | Grand Oak Pruning |
| Invasive Plant Species Removal (if applicable) | Invasive Plant Removal |
| Irrigation Design Certificate (if applicable) | Irrigation Design Cert |
| Irrigation Plan (if applicable) | Irrigation Plan |
| Municipal Utility Commitment Letter (if applicable) | Utility Commitment Letter |
| No Tree Affidavit (if applicable) | No Tree Affidavit |
| Tree Survey (if applicable) | Tree Survey |
| Upland Habitat Management Plan (if applicable) | Upland Habitat Plan |
| Utilities Master Plan (if applicable) | Utilities Master Plan |
| Wetland Delineation Letter (if applicable) | Wetland Delineaton |
| Presubmittal Documents (if applicable) | Presub Docs |
| Other Supporting Documents (if applicable) | <i>Provide Brief Description</i> |

Initial \$50 review fee due at time of submittal. This will be applied to total review fees. Total review fees will be assessed upon submittal based on the [current fee schedule](#).