



**SITE & SUBDIVISION REVIEW
As-Built Certification
Initial Submittal Checklist**

Project Name: _____ Folio #: _____

Contact Name: _____

Items listed below on this check list are required for a complete submittal. Submittals will not be accepted if all required items are not included with the initial submittal package. For those items that are to be submitted only if applicable, the Engineer of Record must ensure that if they are not required, an "NA" is placed on the line for his/her initials. Any item that is not initialed or shown as NA will be considered missing. To schedule a submittal appointment visit HCFLGov.net/DigitalDropoff.

Requirements for Review:

Staff Initials	REP/EOR's Initials	Required Submittal Items
		Fee Payment
		1 Full Set of As-Built Plans
		If Roads and Drainage are included:
		2 blacklines for roads and drainage
		Specific cost breakdown
		Test reports
		Contractor's Affidavit
		Engineer of Record's Certification of Construction Completion
		Letter requesting acceptance
		2 Final Plats
		Surveyor Certification & Benchmark Certification
		2 Lot Grading Plans
		Sidewalk Plans
		Check for EPC Review
		If Utilities are included:
		Department of Environmental Protection Certification of Completion
		2 Full set of As-Built Plans
		1 water/wastewater blacklines
		Contractor's Affidavit
		Engineer of Record's Certification of Construction Completion
		Test Reports
		Specific Cost Breakdowns
		Letter requesting acceptance
		Owner/Developer Agreement
		Auto Cad/PDF files of utility as-built
		PDF files of all documents and plans submitted
		Inventory Asset Spreadsheet in PDF Format



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		If it is a BOCC Agenda Item:
		Owner/Developer Agreement
		Bond/Letter of Credit/Check for 10%
		BOCC fee check

Associated Review Fees:

Required	Description	Initial Fee	2nd & Subsequent Resubmittal Fees
<input type="checkbox"/>	Basic Fee	\$388.75	n/a
<input type="checkbox"/>	EPC Review	\$400.00	n/a
<input type="checkbox"/>	BOCC Check Fee	\$135.00	n/a

TOTAL:

I acknowledge that this information is true and correct to the best of my knowledge.

Engineer of Record Signature

Date

Notes: