

Santa Rosa County Engineering Preliminary Plat Review Checklist

(3 pages - Updated 6/10/20)

Submittal Requirements

Request Letter
7 Sets of the Preliminary Plat (signed/sealed by Engineer and Surveyor)
Developer Narrative
Addressing Approval Letter
Water and Sewer Availability Letter
HRS Approval Letter (septic systems)
Review Fee - \$250 plus \$20 per lot

General Requirements

- Provide letter of availability for water and sewer services from local utility company
- If sewer is not available, then provide an approval letter for HRS for septic service.
- If a low pressure system is proposed in public subdivision, a variance request is required
- Provide the addressing approval letter for all the street names and the subdivision name
- Provide the zoning classification for the proposed parcel on the pre-plat.
- Provide a north point, the scale of pre-plat (minimum horizontal scale: 1"=100'), and the date
- Provide a vicinity map at a minimum scale of 1"= 400'
- The preliminary plat is the signed and sealed by Professional Survey and Mapper and a Profession Engineer, both of which must be licensed in the State of Florida.
- Provide the names (the specific person) & addresses of owners, developer, engineer, and surveyor
- Provide a Flood statement using the latest available FEMA flood maps
- If Planning and Zoning has comments on the Preliminary Plat, the Engineering Dept. will attach them to the preliminary plat.
- FYI – Prior to Construction Plan Approval, A binding jurisdictional delineation letter will be required for subdivisions with FDEP or ACOE wetlands onsite
- Identify if the site is near any historical sites.
- Provide documentation of correspondence with USPS regarding mail delivery and location for centralized mail collection/distribution as required.

Provide the Following Typical Notes:

- Provide note: No building on lots with permanent water table less than 2 ft
- Provide note: The consultant must coordinate with all utility providers for placement and dedication of required utility easements.

Plan Requirements

- ___ Provide the layout and the number of lots
- ___ Provide the area of each lot in square feet
- ___ Show the front yard building setback line
- ___ All roads, ponds, common lots, etc, must be labeled as “Public” or “Private”.
Subdivisions may not be mixed with Public and Private.
- ___ Provide an all weather access leading to a public road
- ___ Continuous streets are to be in alignment with existing, planned or platted streets
- ___ If a subdivision is over 50 lots, there must be at least two entrance streets into, or a looped entrance street through the proposed subdivision. If this can not be obtained then a boulevard roadway section is required up to the first looped street, or until there are only 50 lots beyond the end boulevard section.
- ___ Boulevard Roadway sections require 16 feet wide lanes with a 4 to 5 foot median (see Designs Stds Manual). Median can be striped (thermoplastic) if lots front the Boulevard section
- ___ Intersections must be within 10 degrees of perpendicular
- ___ Right-of-way intersections must have a minimum 25 foot radius.
- ___ Provide a temporary turning circle, or stub-out, terminating at the boundary of any adjacent undeveloped area, as required. Information can be found by viewing an aerial map of the area which can be obtained at: <http://santarosa.roktech.net/gomaps/>
- ___ If any adjacent property will be land locked, a 20-foot access easement or roadway stub-out must be provided.
- ___ Utility Easements are to be 15 feet in width, where required, and centered on rear or side lot lines
- ___ Drainage Easements are to be 20 feet in width and is required for all pipes and pond access. For deep pipes, an expanded easement may be required.
- ___ If an existing sub-standard public or private street or other right-of-way easement is parallel and contiguous with the boundary of a proposed subdivision, the developer shall dedicate the remaining width necessary to create a fifty (50) foot right-of-way measured from the centerline along the entire boundary of the proposed subdivision.
- ___ Cul-de-sacs and dead end streets not to exceed 1320 length
- ___ Blocks wide enough for two tiers, and <1320' between intersections (add ‘snake belly’ if necessary)
- ___ Minimum Right-of-Way Width
 - Highways – 100 ft
 - Local streets, easements, and cul-de-sacs – 60ft (50ft if curb and gutter)
 - Permanent dead-end turning circles – 100 ft
 - Utility easements – 15 ft
 - Alleys –30 ft
 - Drainage easements – 20 ft

- ___ Minimum Pavement Width
 - Streets – 24 ft plus curbing
 - Turning Circles – 60 ft outside diameter
 - Alleys – 18 ft
 - One-Way-Streets – 16 ft
- ___ Provide details of adjoining subdivisions. If surrounding land is not platted, then label as “Un-platted”.
- ___ Provide contour lines with intervals of one foot
- ___ Provide the direction of stormwater flow using flow lines/arrows
- ___ Provide a typical road cross section showing 50 or 60 R/W
- ___ Provide the asphalt thickness 1.5” minimum on the typical section
- ___ Provide the location of the entrance sign, if any. Entrance sign must not be located in the public right-of-way
- ___ Analyze subject property and adjacent property for street hierarchy layout per LDC 4.03.03.B

Resubmittal Requirements:

- ___ Resubmittal Fee
- ___ 7 sets of plans Signed sealed by Engineer and Surveyor
- ___ Addressing approval letter (if not previously submitted)
- ___ Water and sewer availability letters (if not previously submitted)

Note: Some comments may not apply. If uncertain, contact one of the SRC Engineers @ 981-7100.

Note: These are general engineering requirements only. Additional requirements may be necessary depending on the characteristics of the subdivision.