City of Winter Park ***Dept. of Public Works***

SINGLE-FAMILY RESIDENTIAL PLAN SUBMITTAL APPLICATION CHECKLIST

ONE (1) ADDITIONAL SET REQUIRES SITE PLAN WITH DRAINAGE & DRIVEWAY INFORMATION & SITE SURVEY ONLY

Note: *Failure to Submit the Required Information May Result in the Rejection of Your Permit Application. Please ensure that you have submitted all required documents.*

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Job Address:_____Permit #_____ Owner:_____

Contractor Name:_____Phone #:_____ Office

Company Name:_____ Phone #:_____ Mobile #: _____ Fax#: _____

Select (1) ___ Call with review comments (this may delay review time)
(office use only) ___ Review as provided (review completed in five working days)

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ENGINEERING: (Please ✓ all documents that are attached and applicable).

_____ Waste containers cannot be placed in the City's right-of-way without written **approval** from Public Works Dept. for right of way permitting. Call 407-599-3304.

_____ Location of existing and proposed curb cuts and driveways

_____ Location of existing and proposed sidewalks

UTILITIES: (Please ✓ all documents that are attached). Phone 407-599-3566 for locate assistance.

_____ Existing and proposed water meter locations

_____ Proposed water meter size

_____ Sewer lateral location or installation

_____ Proposed sewer clean-out shown

_____ Survey of drainage, sewer, water, or other utility easement

_____ Lake or canal irrigation and/or well location (irrigation or potable)

Structure is on _____ well, _____ City water and _____ sewer, or _____ septic

STORMWATER: (Please ✓ all documents that are attached).

_____ Existing and proposed impervious area and total area tabulated. (See Building Dept. Setback/coverage form).

_____ Provide stormwater retention per City Land Development Code, Article V, Environmental Protection Regulations - show dry retention areas on plan with dimensions, depths, and total volume provided.

_____ Existing and proposed spot elevations including lot corner elevations and drainage patterns (note flow arrows).

_____ Provide existing and proposed finished floor and crown of roadway elevations.

_____ Basements - provide basement floor and estimated high ground water elevations (if applicable).

_____ Provide dewatering and demucking procedures using best management practices (if applicable).

_____ Provide erosion control devices (i.e. silt fences) on all disturbed areas prior and during construction.

_____ Notice of Intent filed with Florida Department of Environmental Protection (sites 1 acre or greater).

I attest that the required documents are attached as denoted:

_____ _____ _____

Signature Printed Name Date