

**City of Winter Park**  
**Department 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.

\*\*\*\*\*  
Job Address: \_\_\_\_\_ Permit # \_\_\_\_\_ Owner: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Cell #: \_\_\_\_\_ email: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_

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

\*\*\*\*\*

**ENGINEERING: (Please / all documents that are attached and applicable) for assistance 407-599-3329.**

- Waste containers cannot be placed in the City's right-of-way without a Right of Way Permit from Public Works Dept. Application on City's website (cityofwinterpark.org) or call 407-599-3233.
- 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