

# **Board of County Commissioners**

## **Development Services Department**

### **Planning Services Division**

7375 Powell Rd., Ste. 115, Wildwood, FL 34785 Phone (352) 689-4400 FAX: (352) 689-4401

Website: <http://sumtercountyfl.gov>

#### **ITEMS NEEDED FOR MINOR/MAJOR SITE DEVELOPMENT APPLICATION**

1. Development Application
2. Fee established by BOCC
3. Proof of ownership/deed/legal description
4. Authorization if needed
5. **Concept plan** submitted electronically with the following information included:
  - a. Project Name/Location of project/Parcel number
  - b. North arrow/Scale
  - c. Total sq. footage or acreage of the parcel
  - d. Location and dimensions of buildings
  - e. Setbacks
  - f. Driveway access and parking spaces with dimensions
  - g. Building height
  - h. Landscaping/buffer
6. **Preliminary/engineering plans** signed and sealed plans submitted electronically with the following information included but not limited to:
  - a. Project Name/Location of project/Parcel number
  - b. North arrow/Scale
  - c. Total sq. footage or acreage of the parcel
  - d. Location and dimensions of buildings
  - e. Setbacks
  - f. Driveway access and parking spaces with dimensions
  - g. Location of existing utilities
  - h. Location of flood zones
  - i. Location of easements
  - j. Building height
  - k. Landscaping/buffer
  - l. Loading zone
  - m. Dumpster
  - n. Lighting and signage

Site Development plans expire if construction of on-site improvements is not started within one year of issuance of SPAL.