

Board of County Commissioners

Development Services Department

Planning Services Division

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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.