

1. SUBMITTAL REQUIREMENTS FOR THE CITY OF PORT ORANGE ARE LISTED ON THE REPRESENTATIVE CHECKLIST DOCUMENT AVAILABLE AT WWW.PORT-ORANGE.ORG: HOME>GOVERNMENT>DEPARTMENTS>COMMUNITY DEVELOPMENT>PLANNING AND ZONING>DEVELOPMENT REVIEW & ZONING FORMS.
2. PLANS SUBMITTED TO THE COMMUNITY DEVELOPMENT DEPARTMENT FOR REVIEW INCLUDING SITE PLANS, SUBDIVISIONS, PLANNED UNIT DEVELOPMENTS, AND OTHER DEVELOPMENTS, SHALL CONSIST OF AT LEAST THE FOLLOWING ITEMS:
 - A. COVER PAGE WITH PROJECT NAME, PROJECT ADDRESS, SUBMITTAL AND REVISION DATE, DEVELOPER INFORMATION (NAME, ADDRESS, CONTACT INFORMATION), ENGINEER, SURVEYOR, OR LANDSCAPE ARCHITECT INFORMATION (NAME, ADDRESS, CONTACT INFORMATION), AREA MAP SHOWING PROJECT LIMITS, FLOOD ZONE MAP, SOILS INFORMATION MAP, LEGAL DESCRIPTION, TAX PARCEL ID, EXISTING AND PROPOSED DEVELOPMENT AREA SUMMARY, SETBACKS, PARKING REQUIREMENTS, AREA COVERAGE REQUIREMENT, TREE PRESERVATION, AND ANY OTHER PROJECT RELATED INFORMATION.
 - B. ADDITIONAL SHEETS (AS APPROPRIATE):

SURVEY	CLEARING/TREE PROTECTION/DEMOLITION
SWPPP	LAYOUT
UTILITIES	GRADING
STORMWATER	LANDSCAPE
CITY STANDARD DETAILS	IRRIGATION
PLAN AND PROFILE (1"=40' MAX. PLAN; HORIZ. 1"=40' MAX. AND VERT. 1"=4' MAX. PROFILE)	
 - C. CITY STANDARD DETAILS MAY BE REDUCED TO A MINIMUM 5" BY 7" COPY AREA. A MAXIMUM OF 12 DETAIL SHEETS MAY TO BE SHOWN ON ONE STANDARD 24" BY 36" PAGE.
3. PLANS SHALL BE DRAWN ON STANDARD 24" BY 36" SHEETS SHOWING A NORTH ARROW AND SCALE. EACH SHEET SHALL CONTAIN A TITLE BLOCK SHOWING AT LEAST THE FOLLOWING INFORMATION:

PROJECT NAME
 NAME, ADDRESS, AND PHONE NUMBER OF THE COMPANY PREPARING THE DRAWINGS
 SHEET NUMBER
 SHEET NAME
 ORIGINAL SUBMITTAL DATE
 REVISION NUMBER AND DATE
 OTHER INFORMATION AS APPROPRIATE
4. COMPLETE PLAN SETS ARE TO BE SUBMITTED WITH THE APPLICATION, CHECK LIST, PAYMENT, REPORTS, CD AND ADDITIONAL INFORMATION AS LISTED IN THE CHECKLIST.
5. ELECTRONIC SUBMITTALS:
 - A. DRAWINGS:
 1. ALL DRAWINGS SHALL BE PDF FILES CREATED OR SCANNED AT 24x36 INCH SIZE AND 300 DPI.
 2. THE DRAWINGS SHALL BE ARRANGED IN COMPLETE SETS WITH EACH SET NOT EXCEEDING 35 SHEETS PER SINGLE PDF FILE. DRAWING SETS LARGER THAN 36 SHEETS SHALL BE SPLIT INTO MULTIPLE PDF FILE SETS AND NAMED APPROPRIATELY (I.E. CIVIL PLANS, SET 1 OF 2, CIVIL PLANS, SET 2 OF 2...).
 3. PLAN SETS SHALL BE SEPARATED INTO CATEGORY FILES, AS FOLLOWS:
 - CIVIL – SIGNED AND SEALED SITE PLAN, DETAILS
 - LANDSCAPE – SIGNED AND SEALED LANDSCAPING AND IRRIGATION
 - SURVEY – SIGNED AND SEALED BOUNDARY, TOPOGRAPHIC, TREE
 - ARCHITECTURAL – SIGNED AND SEALED BUILDING ELEVATIONS, FLOOR PLAN, COLOR RENDERING PLAT (IF APPLICABLE)
 - CONCEPTUAL (IF APPLICABLE)
 - B. DOCUMENTS:
 1. ALL DOCUMENTS SHALL BE PDF FILES CREATED OR SCANNED AT 300 DPI.
 2. APPLICATION FILE SHALL CONTAIN THE FOLLOWING SCANNED DOCUMENTS:
 - APPLICATION WITH ORIGINAL SIGNATURE
 - COVER LETTER WITH ORIGINAL SIGNATURE
 - AGENT AUTHORIZATION WITH ORIGINAL SIGNATURE (IF APPLICABLE)
 - WARRANTY DEED (RECORDED ORIGINAL)



STANDARD CONSTRUCTION DETAIL
SUBMITTAL REQUIREMENTS

REV. 12/18

FILE NAME:

M1.DWG

DETAIL REF:

M-1