

1. Enable all forms and applications to be interactive to allow applicant to fill out and submit online
2. Provide a master detail sheet for civil plans
3. Each department to provide a review checklist to engineer so engineer can ensure all necessary information is provided on plans prior to submittal
4. Pre-application conference with all departments in attendance prior to formal application submittal
5. Provide name, title, email address, phone, and fax for ALL plan reviewers in ALL departments at pre-application
6. Municipality is lenient if Engineer makes additions/corrections and resubmits after deadline
7. 1st formal site plan submittal - 10 business days to review and approve or forward comments to applicant
 - a. For “formal” pre-application participants - no new comments unless new information is placed on plans
8. 2nd formal site plan submittal - 5 business days to review and approve and forward comments to applicant.
 - a. No new comments unless new information is placed on plans
9. Have St Johns River Water Management District review storm water for cities and counties
 - a. Cities and counties could develop interlocal agreements with SJRWMD having them review the city and county restrictions as well as their own
10. Minor site plan should not require full site plan approval
 - a. Minor site plans are defined as:
 - Accessory structure
 - Under 10% increase in square footage of primary structure
 - Or as deemed minor by county/city Engineer
 - b. Minor Site plan process guidelines:
 - Complete within 5 days
 - Submit electronically in .pdf format
 - No ownership encumbrance reports
 - Remodeling projects exempt
 - Traffic study is not required
 - Engineer of record will sign off on which departments need to be involved with project – see new form
 - o If engineer signs off that survey is accurate, a new survey should not be needed

11. Site plan EXEMPTION

- a. County & city minor site plan exemptions should fall in line with St. Johns

- b. Site plans should be exempt from being approved by the county/city if at least one of the following criteria are met:
 - No parking required
 - No increase to impervious surface
 - No increase in structural
 - o Example: apertures; coolers; awnings; covered patio; covered parking; gazebos

12. If 50% additional building area is added to site plan, entire site may be brought up to code

13. Cultural change - treat applicant as a client

14. Have one point of contact to guide applicant through the process