

# Required Documents by Record Type

## Development Services

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Click [here](#) to access documents and forms provided by Community Development.

### The information below is sorted as follows:

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1. Always Required
2. Required Based on Custom Field Value
3. Document Type

## Required Documents by Record Type

Development Services

### Development Order

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
<b>Affidavit of Authorization</b>	No	Yes	No	
<b>Legal Sketch/Description</b>	No	Yes	No	
<b>Site Plan</b>	No	Yes	No	
<b>Bonus Density Documents</b>	No	No	Yes	Bonus Density = Yes
<b>Application</b>	No	No	No	
<b>Architectural Plan</b>	No	No	No	
<b>Baseline Monitoring Report</b>	No	No	No	
<b>Boundary Survey or Existing Plat</b>	No	No	No	
<b>Conservation Easement</b>	No	No	No	
<b>Cost Opinion</b>	No	No	No	
<b>Fee in Lieu Documents</b>	No	No	No	
<b>FLUCCS Map</b>	No	No	No	
<b>Hurricane Preparedness</b>	No	No	No	
<b>Indigenous Management Plan</b>	No	No	No	
<b>Landscape Plan</b>	No	No	No	
<b>Lighting Plan</b>	No	No	No	
<b>Meeting Notes</b>	No	No	No	
<b>No Rise</b>	Yes	No	No	
<b>Other</b>	No	No	No	
<b>Proposed Plat</b>	No	No	No	
<b>Protected Species Survey</b>	No	No	No	
<b>Response Letter</b>	No	No	No	Required for Resubmittal Only
<b>State Permit</b>	No	No	No	
<b>Supporting Documents (Inspections)</b>	No	No	No	Required for Inspections Only

## Required Documents by Record Type

### Development Services

<b>Title</b>	No	No	No	
<b>Traffic Impact Statement</b>	No	No	No	
<b>Wetland Determination</b>	No	No	No	
<b>Zoning Documents</b>	No	No	No	

## Informal Meeting or Waiver Request

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
<b>Application</b>	No	Yes	No	
<b>Site Plan</b>	No	Yes	No	
<b>District Query</b>	No	No	No	
<b>Other</b>	No	No	No	
<b>Response Letter</b>	No	No	No	Required for Resubmittal Only

## Limited Review Development Order

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
<b>Affidavit of Authorization</b>	No	Yes	No	
<b>Application</b>	No	Yes	No	
<b>Architectural Plan</b>	No	Yes	No	
<b>Boundary Survey or Plat</b>	No	Yes	No	
<b>Landscape Plan</b>	No	Yes	No	
<b>Legal Sketch/Description</b>	No	Yes	No	

## Required Documents by Record Type

### Development Services

Lighting Plan	No	Yes	No	
Meeting Notes	No	Yes	No	
No Rise	Yes	Yes	No	
Other	No	No	No	
Proposed Plat	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only
Site Plan	No	No	No	
State Permits	No	No	No	
Supporting Documents (Inspections)	No	No	No	
Title	No	No	No	
Traffic Impact Statement	No	No	No	
Zoning Documents	No	No	No	

## Petition to Vacate

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Copy of GIS Map	No	Yes	No	
Deed	No	Yes	No	
Legal Description	No	Yes	No	
Letter providing purpose for request	No	Yes	No	
No Objection Letter from Agencies	No	Yes	No	
No Objection Letter from Utility Co.	No	Yes	No	
Professional Sketch	No	Yes	No	
Proof of Paid Taxes	No	Yes	No	
Recorded Plat	No	Yes	No	
Proof of Notification of Property Owner	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only

## Required Documents by Record Type

### Development Services

### Plat

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Affidavit of Authorization	No	Yes	No	
Plat	No	Yes	No	
Title Certification	No	Yes	No	
Lot and Tract Size List	No	No	Yes	Any of the following fields are not blank: <ul style="list-style-type: none"> <li>○ Number of Lots</li> <li>○ Number of Tracts</li> <li>○ Total Lots/Tracts fields</li> </ul>
Easement Tract Location Table	No	Yes	No	
Boundary Survey	Yes	No	No	
Property Owner Association Documents	No	No	No	
Road Name Approval Letters	No	Yes	No	
Utility Service Provider Letters of Review	No	Yes	No	
Draft or Executed Consent and Joinder Docs	No	No	No	
Proof or Payment of Taxes	No	Yes	No	
Strap Map	No	Yes	No	
Response Letter	No	No	No	Required for Resubmittal Only

### Vegetation Permit -Development Order

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
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## Required Documents by Record Type

### Development Services

Authorization Letter	No	Yes	No	
Application	No	No	No	
Protected Species Permit	No	No	No	
Site Plan	No	No	No	
State Permit Protected Species Permit	No	No	No	

## Vegetation Permit – Other

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Authorization Letter	No	Yes	No	
Aerial	No	No	No	
Application	No	No	No	
Boring Location Map	No	No	No	
Copies of Applicable AG Expenses	No	No	No	
Indigenous Maintenance	No	No	No	
Legal Sketch/Description	No	No	No	
Notarized Letter	No	No	No	
Protected Species Permit	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only
Site Plan	No	No	No	
State Permits	No	No	No	
Tree Location/Species	No	No	No	

# Required Documents by Record Type

## Development Services

### Child Records

#### Amendment

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Architectural Plan	No	No	Yes	Architectural Change = Yes
Boundary Survey or Existing Plat	No	No	Yes	Additional Acreage = Yes
Hurricane Preparedness	No	No	Yes	Unit Increase = Yes
Landscape Plan	No	No	Yes	Landscape Change = Yes
Lighting Plan	No	No	Yes	Lighting Change = Yes
Protected Species Survey	No	No	Yes	Total Acreage >= 10
Traffic Impact Statement	No	No	Yes	Occupancy Capacity Increase = Yes
Affidavit of Authorization	No	No	No	
Baseline Monitoring Report	No	No	No	
Bonus Density Documents	No	No	No	
Conservation Easement	No	No	No	
Cost Opinion	No	No	No	
Fee in Lieu Documents	No	No	No	
FLUCCS Map	No	No	No	
Indigenous Management Plan	No	No	No	
Legal Sketch & Description	No	No	No	
Meeting Notes	No	No	No	
No Rise	Yes	No	No	
Other	No	No	No	
Proposed Plat	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only
Site Plan	No	No	No	

## Required Documents by Record Type

### Development Services

<b>State Permit</b>	No	No	No	
<b>Title</b>	No	No	No	
<b>Wetland Determination</b>	No	No	No	
<b>Zoning Documents</b>	No	No	No	

## Minor Change

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
<b>Architectural Plan</b>	No	No	Yes	Architectural Change = Yes
<b>Landscape Plan</b>	No	No	Yes	Landscape Change = Yes
<b>Lighting Plan</b>	No	No	Yes	Lighting Change = Yes
<b>Site Plan</b>	No	No	Yes	Any of the following fields = Yes: <ul style="list-style-type: none"> <li>○ Are Phases being added or changed?</li> <li>○ Will there be a change to the Utilities?</li> <li>○ Will there be a change to the Roadway?</li> <li>○ Will there be a change to the Fire plans?</li> </ul>
<b>Affidavit of Authorization</b>	No	No	No	
<b>Baseline Monitoring Report</b>	No	No	No	
<b>Bonus Density Documents</b>	No	No	No	
<b>Boundary Survey or Existing Plat</b>	No	No	No	
<b>Conservation Easement</b>	No	No	No	
<b>Cost Opinion</b>	No	No	No	
<b>Fee in Lieu Documents</b>	No	No	No	
<b>FLUCCS Map</b>	No	No	No	
<b>Hurricane Preparedness</b>	No	No	No	
<b>Indigenous Management Plan</b>	No	No	No	
<b>Legal Sketch &amp; Description</b>	No	No	No	
<b>Meeting Notes</b>	No	No	No	



## Required Documents by Record Type

*Development Services*

No Rise	Yes	No	No	
Other	No	No	No	
Proposed Plat	No	No	No	
Protected Species Survey	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only
State Permit	No	No	No	
Title	No	No	No	
Traffic Impact Statement	No	No	No	
Wetland Determination	No	No	No	
Zoning Documents	No	No	No	