

CITY OF TALLAHASSEE/INNOVATION PARK
SITE PLAN REVIEW
COMPLETENESS DETERMINATION CHECKLIST

In order for an application to be eligible for review, the following materials must be submitted to the Innovation Park/Tallahassee Development Review Committee. Five copies are required for this review.

APPLICANT
VERIFICATION

STAFF
VERIFICATION

1. The applicant shall submit to the Innovation Park/Tallahassee Development Review Committee a detailed statement of objectives indicating:
 - a. The general purpose of the development
 - b. The type and square footage of non-residential development including floor area ratios, pervious and impervious surface areas, and other standards as may be required.
2. A site conditions map drawn to an appropriate engineer's scale sufficient to show and to depict the location of existing property lines for both private and public property (boundary survey), existing contours shown at a contour interval of two (2) feet, streets, buildings, watercourses, transmission lines, sewers, culverts, and drain pipes, water mains, public utility easements, wooded area, streams, lakes, marshes, and any other physical conditions on the site.
3. A site plan shall be drawn to an appropriate engineer's scale showing:
 - a. The proposed grading plan.
 - b. All rights-of-way and easements showing points of reference.
 - c. All proposed buildings and other structures.

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| _____ | _____ | 7. Development schedule showing order of construction, proposed date for the beginning of construction and completion of the project as a whole and any phases thereof. |
| _____ | _____ | 8. This completed checklist. |
| _____ | _____ | 9. Other relevant information which is deemed to be appropriate by the Innovation Park/Tallahassee Development Review Committee to ensure consideration of all relevant issues. |

If the Innovation Park/Tallahassee Development Review Committee refers the project to the City of Tallahassee the following will be required:

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| _____ | _____ | 10. Completed application for Site Plan Review - Type A. |
| _____ | _____ | 11. Application fee. |

Note: All of the items listed above must be submitted at time of application, unless the Development Review Committee Chairman waives a specific item.