



## *Planning Division*

### **Electronic Submission Requirements**

1. The application for Site Plan Approval, along with the appropriate fees, shall be submitted to the Planning Division at 451 Third Street, NW, Winter Haven, Florida 33881.
2. The project will be created in ProjectDox and an email will be sent to the applicant to upload the files to the project. Please be advised that the project will not be created until the fee payment is made.
3. Upon acceptance through the intake process, the project will be sent out for review to the City departments. The review period is as follows:

1 <sup>st</sup> Submittal:	17 working days	
2 <sup>nd</sup> Submittal:	12 working days	
3 <sup>rd</sup> + Submittal:	7 working days	– Please note that a re-submittal fee is required for these submittals.
4. Plans shall have a front cover and should contain minimal information. Please be sure that, at a minimum, the bottom left corner is left open.
5. Plans can be submitted as .dwg, .dxf, .dgn, and .pdf files. Each sheet shall be in a separate file (e.g. site plan, utility plan, landscape plan, etc.). Do not create multiple sheets in the same file.
6. Plans shall be printable on 24" x 36" sheet. The scale in paper space shall be between 1"=10' to 1"=50'.
7. A graphic scale shall be on all sheets.
8. When uploading documents for re-submittal, the document(s) shall be named **exactly** the same as it was on the first submittal.
9. Upon approval of the site plan, submit two (2) sets of signed and sealed paper copies to the Planning Division for stamping. One (1) of these copies will be returned to the applicant for the contractor to keep on site at all times during construction. If additional paper sets are needed, please submit at that time.