



Planning & Development

FAST PASS RESIDENTIAL SCREEN ENCLOSURE

Virtual Submittal Requirements List

Residential Screen Enclosure for a single family or two family dwelling.

To facilitate the virtual appointment, it is required that the application be initiated online prior to the appointment and all required documents uploaded to the record.

Documentation required with a [Residential Miscellaneous application](#):

Site Plan

- Location and Dimensions.** Plan indicating location and dimensions of proposed enclosure, all property lines, onsite structures, and power lines.
- Site Elevations.** Existing and proposed assumed site elevations on a 25' grid and 10' past the adjacent property lines.
 - Survey.** If proposed enclosure includes over 1,000 square foot of new concrete slab a signed and sealed topographical survey with elevations on a 25' grid and 10' past the property lines is required.

Important

- If the proposed enclosure is on a property where a new residential dwelling and/or pool are under construction or has been issued a c/o within 2 years, the site plan must be based on the approved plan for the SFR or pool to ensure compliance with COT municipal codes.
- Projects with encroachments into the listed tree protective distances must have the plan certified by an approved arborist under the COT self-certified arborist program.
- If a release of Easement is necessary, it must be approved by the Right of Way and Mapping division or private entity prior to submittal for review.

- Trees.** Identify all trees within 20' of proposed work (including species and diameter of each). Specimen trees 24" DBH (diameter breast height – see Exhibit E) require a minimum of 15' foot protective distance and Grand Trees 32" DBH or larger require a minimum of 20 foot from construction.
- Easements.** All COT easements and private easements must be shown.

Structural Plans

- Signed and sealed structural plans to the current Florida Building Code and digital signature standards**
 - Indicate emergency escape locations for bedrooms (if applicable).

- Completed [Owner-Builder Acknowledgement form](#)** (if applicable).