



# Development & Growth Management

## 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 [Residential Miscellaneous Application](#) type be initiated online prior to the appointment and all required documents uploaded to the record.

#### Documentation required:

##### 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).