

HARC MAJOR PROJECTS CHECKLIST



City of Key West

1300 White Street
Key West, Florida 33040

HARC COA #	REVISION #	INITIAL & DATE
FLOOD ZONE	ZONING DISTRICT	BLDG PERMIT #

ADDRESS OF PROPOSED PROJECT: _____

APPLICATION

- Major Projects Application Complete and Clear
- Major Projects Pre-Application Meeting Form
- Application Fee Paid
- Demolition Appendix (Signed by Owner)

ARCHITECTURAL PLANS/SCALED DRAWINGS

- Existing and Proposed Site Plan
 - With Setbacks
 - Include Mechanical Equipment
- Site Data Table (Existing, Proposed, and Required)
 - Zoning District
 - Open Space Calculations
 - Impervious Surface Calculations
 - Building Coverage Calculations
 - Setbacks
 - Height from Crown of Road
- Demolition Plan
- Existing and Proposed Elevations
 - Heights from Crown of Road
 - Proposed Materials Included
- Existing and Proposed Streetscape Elevations

ADDITIONAL INFORMATION

- Survey – Signed and Current
- Photographs of the Site and Adjacent Context
- Material Specifications and Manufacturing Information
- Digital Copies Sent to Staff
 - Plans
 - Photos

RELOCATIONS

- Relocation Site Plan
- Relocation Methodology

ELEVATING STRUCTURES

- Existing First Floor Height
- Minimum First Floor Height Required by FEMA
- Proposed First Floor Height
- Elevation Methodology