



City of Wildwood, Florida  
 Development Services Department  
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## Checklist for Re-Submittals / Final Approval

During the week prior to the Project Review Committee meeting and immediately following, you may be required to re-submit your project to meet requirements of staff comments. The following checklist is intended to ensure that all requirements are met in a timely and efficient manner.

### 1. Resubmittal Deadline

The resubmittal deadline after Project Review Committee (PRC) meeting is the Friday following the meeting. For example, if the PRC meeting is Tuesday, December 20th, then the resubmittal deadline will be Friday, December 23rd. Comments will be issued by the PRC prior to the meeting, providing you with enough time to resubmit before the deadline. The objective is to ensure that all staff comments are addressed prior to the Planning & Zoning (P&Z) hearing on the first Tuesday of the following month. Failure to resubmit by the deadline will result in a delay of your project.

### 2. Required Items with Resubmittal

The following items are REQUIRED with every resubmittal. Failure to provide any or all of these items will result in a delay of your project.

- Five (5) paper copies of your responses / revisions to staff comments
- Five (5) hard copies of revised plans on 24x36"
- Five (5) hard copies of any other revised forms, documents, applications, etc.
- Two (2) CDs containing all resubmittal information, including the above and any additional materials

### 3. Additional Resubmittals

Resubmittals that do not adequately address staff comments will be required to resubmit again. This process will repeat until ALL staff comments have been addressed and each reviewing entity has issued a letter or statement of approval. Applicants/agents are encouraged to work directly with subject matter experts to ensure resolution of comments prior to re-submitting.

### 4. Final Approval

When your project has sufficiently addressed all staff comments, the Development Services Department will issue an Approval Package, which contains the following, as applicable to your project:

- Development Services Sign-Off
- Impact Fee Determination Invoices for Police, Recreation, Water/Sewer
- Water/Sewer Capacity Reservation
- Development Permit
- One (1) Hard Copy of Approved Building Elevations
- One (1) Hard Copy of Approved Landscape Plans
- Three (3) Hard Copies of Approved Master Site Plan Page 11x17"
- One (1) Hard Copy of Approved Plans

### 5. Final Close-Out Inspection

After final approval has been issued, the following documents are required to be completed AFTER construction. These documents are available on our website and detail all required final submittal items:

- Engineer's Certification of Satisfactory Completion
- FDEP Utility Clearance Checklist
- Plat Review Checklist (For Plats Only)
- City of Wildwood Final Construction Clearance Checklist