



City of Wildwood  
Development Services Department  
100 N. Main St., Wildwood, FL  
34785 Tel: 352.330.1334 Fax:  
352.330.1338 [www.wildwood-fl.gov](http://www.wildwood-fl.gov)

---

## Checklist for Re-Submittals / Final Approval

The following checklist is intended to ensure that all requirements are met in a timely and efficient manner.

### 1. Resubmittal

The City wants to ensure that all staff comments are addressed prior to the project being scheduled to be heard at Project Review Committee (PRC).

### 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.

Electronic submittal of your written response to staff comments

Two (2) hard copies of revised plans on 24x36"

Electronic submittal or one (1) CD 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 been approved by the respective committee or board, the Development Services Department will issue an Approval Package, which contains the following, as applicable to your project:

Development Services Sign-Off

Digitally signed plans

Development Permit

### 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