

GADSDEN COUNTY
BUILDING & PLANNING DEPARTMENT
1-B East Jefferson Street, Post Office Box 1799, Quincy, FL 32353-1799
Phone: (850) 875-8663 Fax: (850) 875-7280
E-mail: planning@gadsdencountyfl.gov Web site: www.gadsdencountyfl.gov

SUBDIVISION SITE IMPROVEMENT CONSTRUCTION REVIEW APPLICATION

1. **Name of Subdivision:** _____

2. **Applicant Name*:** _____
Contact Person (if Corporation): _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Telephone: () _____ **Fax:** () _____
E-mail: _____
*If other than owner a completed affidavit to represent is required.

3. **Engineer of Record:** _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Telephone: () _____ **Fax:** () _____
E-mail: _____

6. **Project Address:** _____
7. **Parcel ID #:** _____
8. **Number of Lots:** _____ **Acreage:** _____
Area of Wetlands: _____ **Area of Right-of-Way:** _____
9. **Future Land Use Designation:** _____

10. **Utility Main Construction/Extension: (Please check at least one)**
None _____ **Lift Station** _____
Water _____ **Reclaimed** _____
Sewer _____ **Force Main** _____

11. **Dedicated Improvements: (Please check applicable improvements.)**
None _____ **Lift Station** _____
Water _____ **Reclaimed** _____
Sewer _____ **Force Main** _____
Roadways _____
Park Land _____

12. List Utility Providers: _____ Water _____ Potable Well
_____ Sewer _____ Septic
_____ Electric _____ Advanced Treatment

Applicant or Owner agrees to, and shall, reimburse the County all monies paid for inspection performed outside the regular 40-hour work week and holidays. These monies shall include 30% for fringe benefits and shall be in excess of fees paid to the County for inspection.

Applicant Signature

Date

Print Name

*For Subdivision Construction Fees see checklist below.

COVER SHEET

THE RIGHT PORTION OF THE CONSTRUCTION PLAN COVER SHEET SHALL BE RESERVED FOR THE FOLLOWING INFORMATION AND DATA:

1. Your title block, Revision Dates, Seal, Address, etc.
 2. Signature Block for P&CD and County approval stamps and stipulations.
 3. Erosion & Sedimentation Control requirements of County Code Subsections 6104.B. and 5401.B.
 4. Gadsden County specification reference notes as applicable:
 - a. "WATER DISTRIBUTION SYSTEM CONSTRUCTION SHALL COMPLY WITH THE LATEST TECHNICAL PROVISIONS FOR CONSTRUCTION OF WATER DISTRIBUTION SYSTEM ISSUED BY THE SERVICE PROVIDER."
 - b. "SANITARY SEWER SYSTEM CONSTRUCTION SHALL COMPLY WITH THE LATEST TECHNICAL PROVISIONS FOR CONSTRUCTION OF SANITARY SEWER SYSTEM ISSUED BY THE SERVICE PROVIDER."
 - c. "SANITARY SEWER LIFT STATION CONSTRUCTION SHALL COMPLY WITH THE LATEST TECHNICAL PROVISIONS FOR CONSTRUCTION OF SANITARY SEWER LIFT STATION ISSUED BY THE SERVICE PROVIDER."
 - d. "SOLID WASTE PICK-UP SHALL BE PROVIDED THROUGH THE COUNTY'S SOLID WASTE PROVIDER UNLESS A SPECIFIC EXEMPTION IS GRANTED."
- USE THE DATE AS SHOWN ON FRONT PAGE OF SPECIFICATION THAT IS BEING REFERENCED.

GADSDEN COUNTY CONSTRUCTION/ FINAL SITE PLAN APPROVAL	
Subdivision File # - _____	
TAX PARCEL ID #: _____	
_____	_____
Building Official or designee	Date
_____	_____
County Engineer	Date

<i>Date Received</i>	Subdivision Application Checklist & Preconstruction Review Requirements
	Construction Plan Review Application w/ Plan Review fee (fee based on schedule, Sept. 2, 2014) \$500.00
	Certified Boundary, Topo & Tree Survey - (with overlay of proposed improvements shown)
	Affidavit of Ownership &/ or Authorization to Represent
	Concurrency Application Package w/ Concurrency Fee (\$110.00)
	Stormwater Permit Application w/ \$300.00 Fee with Drainage Plan & Calculations to be forwarded to the County Engineer for review.
	Stormwater Maintenance Agreement, if applicable
	Tree Permit Application \$100.00, if applicable
	Erosion & Sedimentation Control Permit Application (\$100.00)
	Written Preliminary Plat Approval confirmation
	Certified Water System Analysis for Fire Flow (Gadsden County Fire Chief's criteria: 20 psi residual pressure; 10 fps velocity; 6 hr. duration) (also check with utility provider). Fire Hydrant Location.
	Estimated Cost of Overall Site Improvements
	Estimated Cost of Dedicated Utilities
	Final Inspection Fee \$200
	Utility Provider Water Permit Applications, if applicable
	Utility Provider Sewer Permit Applications, if applicable
	County (\$35) or FDOT Driveway Permit, if applicable.
	Meter Placement Bond (fee based on overall cost estimate)
	Overtime Inspection Bond (N/A)
	As-built Inspection Bond (N/A)
	Right-of-Way Restoration Bond (N/A)
	FDOT Util. Permit Applications to Operate & Maintain
	Lift Station Calculations
	Copies of State, Federal and other permits applied for
	Preconstruction Conference, Contact Construction Compliance Officer (850)545-4185
	Size Meter needed for this project

*All fees listed above may be submitted on one check made payable to the Gadsden County Board of County Commissioners (BOCC). The Concurrency fee, Erosion & Sediment Control Permit fee, the Tree Permit fee, the Inspection fee and the Stormwater Management Review fee are to be paid in addition to and at the time of the Construction/Final Plan Application submittal.

**The Inspection fee, As-Built Inspection fee and additional inspection fees are to be submitted with the As-Built submittal.

**GADSDEN COUNTY
ESTIMATED COST OF OVERALL SITE IMPROVEMENTS**

COUNTY PROJECT NO: _____

PROJECT NAME: _____

PREPARED BY: _____ PHONE: _____

LABOR & MATERIALS

GENERAL CATEGORY	QUANTITY/UNITS	UNIT COST	TOTAL
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	TOTAL	_____

ENGINEER OR CERTIFIED CONTRACTOR SIGNATURE

DATE

SEAL:

GADSDEN COUNTY CERTIFIED DEDICATED IMPROVEMENT COST ESTIMATE

COUNTY PROJECT NO: _____
 PROJECT NAME: _____
 PREPARED BY: _____ PHONE: _____
 ENGINEER OF RECORD: _____ PHONE: _____
LABOR & MATERIALS

GENERAL CATEGORY	QUANTITY/UNITS	UNIT COST	TOTAL
_____	_____	_____	_____
_____	_____	_____	_____
		TOTAL	_____

(Use additional pages as necessary)

ESTIMATOR SHALL PROVIDE DETAILED LINE ITEM BREAKDOWNS OF ALL DEDICATED SYSTEMS.

UTILITIES & IMPROVEMENTS:	TOTALS:
Water system (include: valves, laterals, hydrants and bends)	_____
Sewer System (include: laterals and manholes)	_____
Roads (include: subgrade, base, asphalt & C & G)	_____
Road Drainage (include: curb inlets, french drain and piping to retention).	_____
Re-Use (include all appurtenances)	_____
Grand Total:	\$ _____

 Engineer or Certified Contractor Signature _____
 Date

Seal:

**GADSDEN COUNTY
STORMWATER PERMIT AND CERTIFICATION**

County Project #: _____ Date Received: _____

INCLUDE THIS COMPLETED DOCUMENT WITH THE STORMWATER CALCULATIONS & PLANS TO BE REVIEWED BY THE COUNTY ENGINEER.

Project Name: _____

Parcel I.D. #: _____ Acreage of site: _____

Owner/Developer: _____

Address: _____

Phone: (_____) _____ Fax #: (_____) _____

E-mail: _____

Authorized Representative (if applicable): _____

Address: _____

Phone: (_____) _____ Fax #: (_____) _____

E-mail: _____

Project Area/Acreage: _____ Total Parcel Acreage: _____

Pre- Development Impervious Area: _____ Post- Development Impervious Area: _____

No underground or aboveground construction of any facility or building shall commence on site in question without the County Engineer's approval.

I hereby certify that the above-mentioned plans are in substantial compliance with the Gadsden County Stormwater Policies and Procedures Manual.

Design Engineer _____ SEAL:

P.E. Number: _____

Corporation: _____

Address: _____

Phone: _____ Date: _____

County Engineer's Stormwater Permit approval:

Signature: _____

Title: _____

Date: _____

GADSDEN COUNTY BUILDING & PLANNING DEPARTMENT
1-B East Jefferson Street, Post Office Box 1799, Quincy, FL 32353-1799

PLANNING DIVISION

Phone (850) 875-8663 Fax (850) 875-7280

E-mail: planning@gadsdencountyfl.gov Web site: www.gadsdencountyfl.gov

APPLICATION FOR CONCURRENCY REVIEW

Parcel Identification Number: _____

Location/Address: _____

Property Owner (Print): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-Mail: _____

Authorized Representative (Print): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-Mail: _____

Concurrency Requirements are outlined in Chapter 8 of the Gadsden County Land Development Code. Preliminary Development Orders may be issued without a concurrency evaluation. At the applicant's option, concurrency evaluation for water and wastewater services may be deferred until building permit or tap is requested, but no building permit will be issued until concurrency review for water and wastewater is complete.

Size of the project parcel: _____ Land Use Classification: _____

Specific Uses or uses proposed to be expanded: _____

Phase #: _____ Total Number of Phases: _____ Residential Units: _____

Gross Floor Area (GFA) or Square footage and number of units for each phase:

Existing GFA, # of units and square footage: _____

Proposed GFA, # of units and square footage: _____

Total GFA, # of units & density: _____

Traffic Impacts:

ITE Code and Existing Level of Service (Attach additional tables & data if necessary.)

Include Trips generated by the proposed project using the latest ITE Trip-Generation Handbook.

ITE Code	Land Use	# Units	Daily Trips	Peak Hour Trips
Totals				

Include the following information for State & County roads impacted by the proposed development.

Road	Segment	Maximum Service Volume	LOS	Existing Peak Hour Volume	PM Peak Hour Trips Added	New Peak Hour Volume

LOS standards do not apply to local roads. Information required can be obtained from the FDOT District 3 Level of Service Tables at <http://www.fdot.gov/planning/systems/programs/SM/los/districts/district3/2016/Gadsden.pdf>.

Turn Lane Analysis will be required for major projects as required by FDOT.

Public School Capacity:

Planning will calculate impact to LOS based on # of Residential units proposed.

Parks:

Planning will calculate impact to LOS based on # of Residential units proposed.

I hereby certify that the information contained in this application is true and accurate and that I am either the owner or the subject property, or am the authorized representative of the property owner in regards to this matter.

_____ I AM THE OWNER

_____ I AM THE LEGAL AUTHORIZED REPRESENTATIVE OF THE OWNER (Reference attached affidavit of ownership or Authorization to Represent submitted with development permit application to Gadsden County)

Signature of Owner or Authorized Representative

Date

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EROSION & SEDIMENTATION CONTROL PERMIT

Project Name: _____
Parcel ID #: _____
Property Owner: _____
Authorized Representative (If Applicable): _____
Address: _____
Phone: () _____ Fax: () _____
Approx. Starting Date: _____ Approx. Completion Date: _____

APPLICANT MUST ALSO APPLY TO THE PLANNING DIVISION FOR A TREE PERMIT PRIOR TO COMMENCING ANY CLEARING ACTIVITY IF THE SITE CONTAINS TREES.

Owner or Authorized Representatives Signature Date

FOR OFFICE USE ONLY

Comments: _____

Approved: Denied:

Construction Compliance Officer Date

\$100.00 FEE

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DRIVEWAY CONNECTION PERMIT APPLICATION

PROPERTY INFORMATION

Parcel Tax I.D. # _____ Subdivision Name: _____

Location Address: _____

Number of Connections to Public Streets: _____ # of Driveways: _____

OWNERSHIP INFORMATION:

Owner: _____ Phone: _____

Mailing Address: _____

Owner's Representative: _____

Phone #: _____ E-Mail: _____

Fee: \$35.00 stand-alone Paid (Circle)

Upon submittal of a complete application along with a site plan drawing that showing the location of the proposed driveway with dimensions, the proposed driveway location shall be marked by flags provided by the Planning Division.

Minimum Driveway Width: 18' Minimum Culvert Diameter (Public Roads): 24"
Minimum Culvert Length: 24' Minimum Culvert Diameter (Private Roads): 18"

DRIVEWAY CULVERTS ARE REQUIRED TO BE CONSTRUCTED WITH MITERED ENDS INCLUDING POURED CONCRETE COLLARS OR HEADWALLS (Subsection 6102.D.)

The applicant/owner for self, heirs, assigns and successors in interest, binds and obligates self to save and hold Gadsden County harmless from any and all damages, claims or injuries caused in whole or in part by applicant that may occur by reason of this construction, said facility design, maintenance or continuing existence of connection and obligates by way of the approved permit to construct the driveway connection in accordance with the approved permit. Failure to do so can result in a code enforcement action.

I, the applicant/authorized representative listed above, understand the requirements of the Gadsden County Stormwater Policies & Procedures Manual and Land Development Code for construction of a culvert and agree to construct said culvert in compliance with County & State regulations.

Signature: _____ Date: _____

COUNTY STAFF DETERMINATION

PERMIT APPROVED: _____ PERMIT DENIED: _____

Comments: _____

Signature Authorized Staff: _____ Date: _____

Title: _____

**GADSDEN COUNTY
AUTHORIZATION TO REPRESENT**

If the applicant is not the property owner an 'Authorization to Represent' is required.

This letter serves as notice that on this date: _____, 20_____

I/We, _____
(Print name of property owner(s) and/or entity & authorized representative)

Hereby give authorization to,

(Print name of authorized representative or entity. Print the name of all individuals representing the entity)

Address *City* *Zip Code*

Telephone number *E-mail Address*

To apply for an _____ application and all necessary permits as part of the Gadsden County, Florida review process from the Gadsden County Building & Planning & Department for the property described below:

identification number) _____
(E911 address) *(Parcel*

(Signature of property owner or entity & representative) _____
(Print name of property owner and/or entity)

STATE OF FLORIDA, COUNTY OF GADSDEN

Sworn to and subscribed before me this _____ day of _____, 20_____, who is

Personally Known _____ or Produced Identification _____

(Signature of Notary of Public – State of Florida) _____
(Name of notary – typed, printed or stamped)

Notary Seal