

TO BE COMPLETED BY COUNTY STAFF

DATE RECEIVED: _____ **RDO #:** _____

E-911 ADDRESS: _____

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.gadsdengov.gov

RESIDENTIAL DEVELOPMENT ORDER APPLICATION
Application Fee \$100.00

SUBMITTAL OF AN APPLICATION DOES NOT GUARANTEE APPROVAL. DO NOT BUY A SITE BUILT HOUSE OR MANUFACTURED HOME BEFORE OBTAINING APPROVAL OF A RESIDENTIAL DEVELOPMENT ORDER. PLEASE ALLOW 10 BUSINESS DAYS FOR PROCESSING.

PROPERTY OWNER INFORMATION

Property Owner as indicated on deed: _____

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

Contact Phone: _____ E-Mail: _____

AUTHORIZED REPRESENTATIVE/APPLICANT INFORMATION

Agent/Applicant Name: _____

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

Contact Phone: _____ E-Mail: _____

PROPERTY INFORMATION

Parcel Identification #: _____ Parcel Size: _____ acres or sq. ft.

___ Site Built ___ Manufactured Home ___ Manuf. Date ___ Modular Home ___ Manuf. Date

Replacement Unit: ___ Yes ___ No

Acreage of Parcel Referenced by Deed: _____ # of Proposed Units _____ # of Existing Units _____

Is site located in a Subdivision or Mobile Home Park? ___ Yes ___ No ___ Do Not Know

If Yes, the name: _____

Access provided on: ___ Public Road ___ Private Road ___ Private Easement

Name of Access Road: _____

___ Existing Driveway Connection ___ New Driveway Connection – County ___ FDOT ___

___ Private Well ___ Talquin Water ___ Municipal Water ___ Private Septic Tank ___ Sewer Treatment Plant

___ Public Sewer System - Name of Provider: _____

Are there environmentally sensitive areas on the site? ___ Yes ___ No If yes circle: river, stream, creek, pond, lake, gopher tortoises, ravines, seepage slopes or wetland, etc. Show location on site drawing.

REQUIRED INFORMATION

_____	A copy of the RECORDED DEED (Source: County Clerk's Office, (850)875-8601)
_____	A Site Plan (See attached checklist)
_____	Copies of any required easements (access, ingress/egress, conservation, utility, etc.)
_____	If applicable, documentation that the residence being replaced was located on the site within the past 2 years (Information including but not limited to aerials, electric bills, tax documents, move or demolition permit, etc.).
_____	A notarized 'Authorization to Represent' if an agent is designated (See attached form)
_____	A Driveway Permit Application (See attached form)
_____	A Tree Removal Permit Application, if applicable.

A RESIDENTIAL DEVELOPMENT ORDER DOES NOT SUPERCEDE ANY DEED RESTRICTIONS OR COVENANTS, NEIGHBORHOOD BYLAWS, RULES OR REGULATIONS. BEFORE CONTINUING WITH ANY DEVELOPMENT IT IS YOUR RESPONSIBILITY TO OBTAIN THIS INFORMATION.

_____ I AM THE OWNER,

_____ I AM THE LEGAL REPRESENTATIVE OF THE OWNER (Attach Authorization to Represent) of the property described which is the subject matter of this application.

Under penalties of perjury, I declare that I have read said application and all sketches and data and matter attached to and made a part of said application are honest and true to the best of my knowledge and belief. I understand that by signing this document, I am giving the County or agent thereof the authority to duplicate, disseminate, and reproduce any and all items submitted as part of this request, whether copyrighted or not.

SIGNATURE OF APPLICANT

DATE

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ day of _____ ,

20 _____ By _____
(Applicant)

who is personally known to me or produced _____
I.D. and did take an oath.

NOTARY PUBLIC, State of Florida at Large

My Commission Expires: _____

Letter of Authorization to Represent for Residential Development Order (RDO)

This letter serves as notice that on this date, _____

I, _____
Property Owner(s)

Hereby give authorization to,

Representative (Name & Company) – (If entity include name of entity and individuals)

Phone #: (Required)

E-mail:

To obtain all necessary permits to obtain a RDO as my representative for the property described below:

Parcel Identification Number

Property Address

Property Owner Signature

Date: _____

Sworn and subscribed this _____ Day of _____, 20 _____

State of _____

In the County of _____

Personally Known Produced Identification
Driver's License issued by State of _____

Driver's License Number/other _____

Telephone Number: _____

Notary Signature

Date

Notary Signature Printed

Notary Seal

**DRIVEWAY CONNECTION PERMIT APPLICATION
CLASS I**

PROPERTY INFORMATION

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

Location Address: _____

Number of Connections to Road: _____

OWNERSHIP INFORMATION:

Property Owner's Name: _____ Phone #: _____

Owner's Agent: _____ Phone #: _____

The applicant shall submit a completed copy of this application along with a site plan drawing showing the location & dimensions of proposed and all existing driveways. The proposed location shall be marked by flags. 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. The applicant/owner binds and obligates by way of the approved permit to construct the driveway connection in accordance with the approved permit. Failure to do so shall result in a code enforcement action.

Minimum Driveway Width: 18'

Minimum Culvert Length: 24'

Minimum Culvert Diameter (Public Roads): 24" (Section 4.64, GCSWPPM)

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 of the Land Development Code.)

I, the owner/agent listed above, understand the requirements of the Gadsden County Code for construction of a driveway and culvert.

Signature: _____ Date: _____

COUNTY DETERMINATION

_____ **PERMIT APPROVED** _____ **PERMIT #** _____ **PERMIT DENIED**

Signature County Staff: _____ Date: _____

Planning & Community Development (850)875-8663
Public Works Department (850)875-8672

SITE PLAN CHECKLIST

Please provide a site plan with the following items identified and check each item off as they are completed, as applicable (Sub. 5103.D of the Land Development Code). If an item does not apply to you, please write NA.

- _____ North arrow
- _____ Show property boundary lines and label dimensions.
- _____ Label the parcel/lot front, rear and side setbacks and dimensions.
- _____ Indicate if the lot is a corner or interior lot.
- _____ Show the location & dimension of driveways within 100' , streets, right-of-way, utility and/or access easements, as applicable.
- _____ Show the location and dimensions of all existing and proposed structures and distances (setbacks) from property lines, right-of-way, wells, and septic systems (tanks & drain fields).
- _____ Show the location of drinking (potable) water source (e.g. well or connection to public water supply).
- _____ Location of Protected trees (20" or greater in diameter at breast height) and trees proposed to be removed.
- _____ Location of any clearing, grading or fill activity
- _____ Location of any wetlands, natural or constructed water conveyance or environmental resources such as a lake, pond, ravine, swale, ditch, culvert, creek, swamp, or marshes, steep slopes, seepage slopes.
- _____ Show the direction of storm water flow and any slopes on the site (arrows).
- _____ Location of any special development restrictions (if any), such as easements, natural areas or required open space, flood zones, corridor roads, etc.
- _____ The location of original residence being replaced.

THIS IS TO VERIFY THAT ALL INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I AM PROVIDING MY SIGNATURE BELOW, INDICATING THAT I HAVE READ AND UNDERSTAND THIS DOCUMENT.

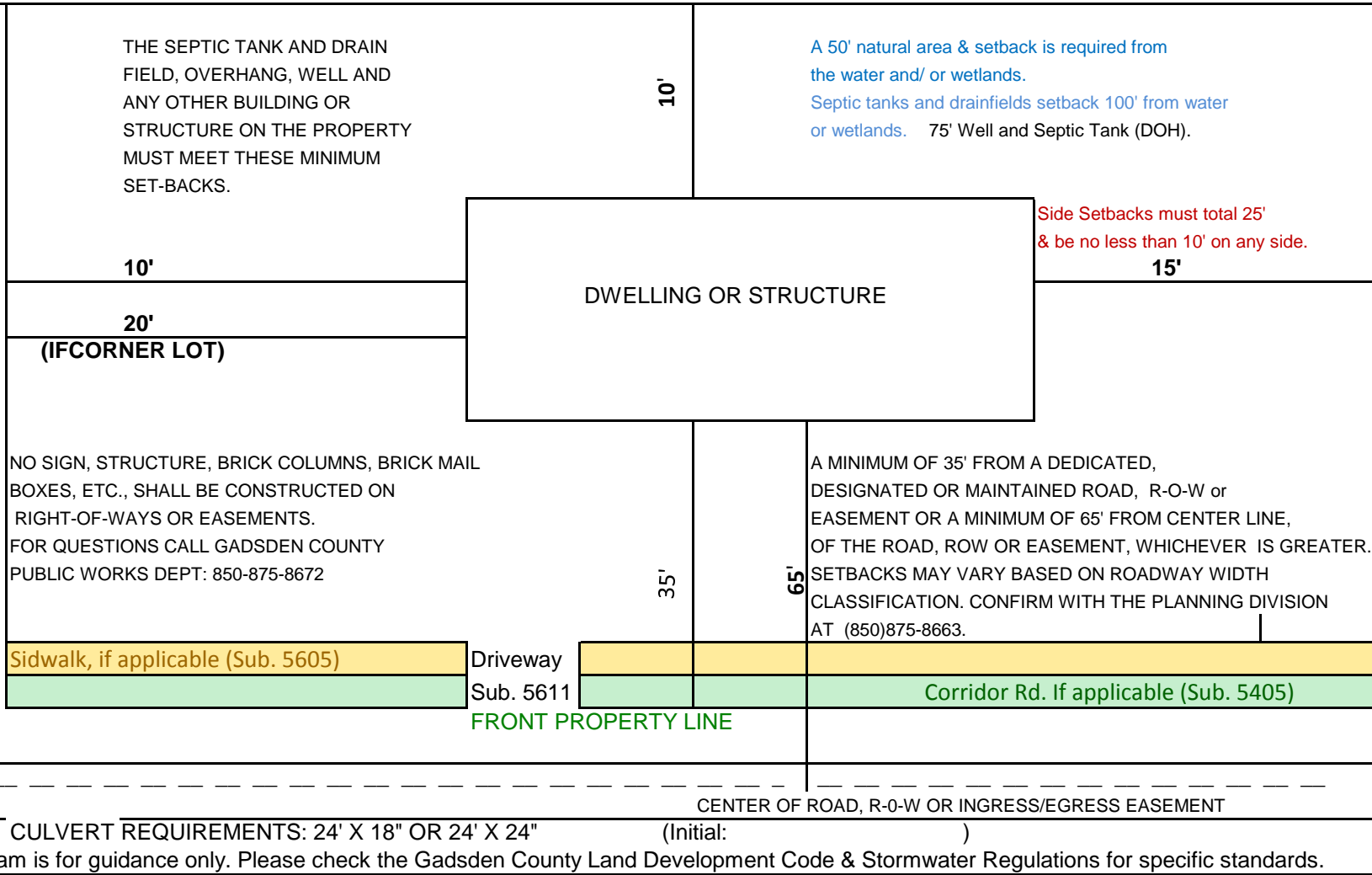
Signature

Date

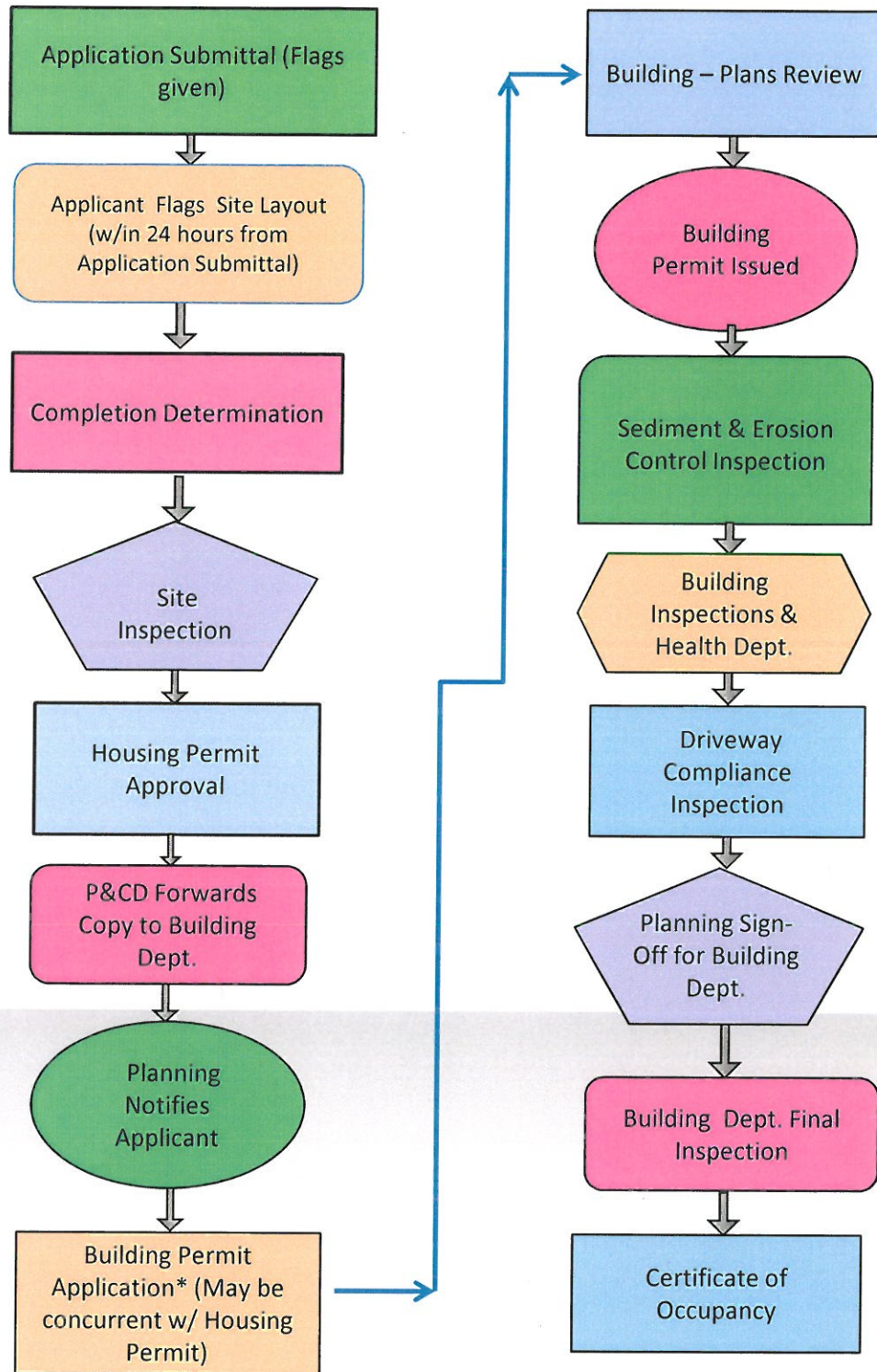


GADSDEN COUNTY SET BACK REQUIREMENTS

REAR PROPERTY LINE



Housing Permit Process Summary*



*Summary Info Only. Assumes Complete Application & Approval. All applications must comply with the requirements of the Gadsden County Comprehensive Plan & Land Development Code.