

**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@gadsdengov.net Web site: www.gadsdengov.gov**

Please provide 2 copies of review materials and plans to the Planning Division approximately 7 days prior to the desired pre-application date if you would like an application specific review. Materials may be e-mailed to Planning in .pdf form. Comments provided for pre-application meetings are preliminary and are based solely on the information provided by the applicant. Any omission, error or scrivener in the comments provided at the pre-application meeting or any subsequent meeting do not authorize or justify violation of the Gadsden County Comprehensive Plan, Stormwater Policies & Procedures Manual or Land Development Code.

PRE-APPLICATION MEETING REVIEW

PROJECT NAME: _____

PARCEL ID #: _____

GENERAL INFORMATION:

OWNER: _____

ADDRESS: _____

PHONE:(____) _____ E-MAIL: _____

SIGNATURE: _____

APPLICANT/REP. (IF OTHER THAN THE OWNER: _____

ADDRESS: _____

PHONE:(____) _____ E-MAIL: _____

SIGNATURE #: _____

DESCRIPTION OF APPLICATION:

SUBMITTAL REQUIREMENTS (Recommended):

_____ This application & support documents such as a conceptual site or subdivision plan.

_____ Boundary Survey with legal description (legal description could be copy of legal provided with deed) or equivalent.

ATTENTION ALL ADDRESSING AUTHORITIES,

The following Zip Code(S) or Post Offices service **your county**: 32324-Chattahoochee, 32330-Greensboro, 32332-Grenta, 32333-Havana, QUINCY and 39819-Bainbridge

Please provide the email below to ALL Developers and Builders of new subdivision and new phases of excessing subdivisions.

This email is provided to inform all addressing authorities within the Gulf Atlantic District of the United States Postal Service.

On April 5, 2012, the United States Postal Service (USPS) revised *Postal Operations Manual* (POM) subchapter 63, providing the Postal Service with autonomy in determining the **modes of delivery** when adding new deliveries, thereby enabling the Postal Service to provide services adequate and necessary to meeting its basic function in the **most efficient manner**.

The Local Postal Service representatives are still **required** to meet with builders and developers **early in the process** to ensure the best choices are made. The USPS reserves the right to establish delivery in the most consistent and cost effective means viable to meet our federal mandate of providing a free form of service that best meets the need to establish and maintain a safe, reliable and efficient national Postal Service.

In order for the USPS to make contact with the builder early in the process, their contact information would be very helpful if provided. Delivery will begin in the newly developed area **ONLY** upon approval from the USPS representative and only to locations and equipment provided by the USPS. Street delivery will be held until such time as an approved site locations is agreed upon.

Please ensure to add my email address to your contact notification list for the USPS and local Post Office.

Thank you,
Phillip A. Fretwell, Growth Management Coordinator
Gulf Atlantic District
P: 904-783-7253 F:904-783-7158



GADSDEN COUNTY BUILDING & PLANNING & DEPARTMENT

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Class II, Type 11 Site Plan

____ Conceptual/Preliminary ____ Conceptual ____ Preliminary

1. APPLICANT/OWNER
NAME (Print): _____
CONTACT PERSON (If Corporation): _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: () _____ E-MAIL: _____
2. AUTHORIZED REPRESENTATIVE NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: () _____ E-MAIL: _____
3. Parcel Identification Number _____
4. Land Use Category: _____ Existing Use: _____
5. Total Parcel Area: _____ Total Development Area: _____
Number of Buildings: _____ Gross Floor Area: _____ Floor Area Ratio: _____
Number of Stories: _____ Height: _____ Area in Wetlands: _____
Area of Stormwater Facilities: _____ Impervious Surface Area: _____
Number of Seats for Restaurants or other places of Assembly: _____
Parking & Driveway Area Paved: _____ Unpaved Parking Area: _____
Number of Parking Spaces: _____ Number of Handicapped Spaces: _____
8. NFIP# 12039C-_____ Flood Zone: _____
9. The following plans and documents are required to complete this application for review (also see County Land Development Code (LDC) Chapter 5, Subsections 5207 and 5208 and Chapter 7, Subsection 7102 (Level I) or Subsection 7103 (Level II)):
 - a. _____ Two copies of this application with fee (\$400) plus concurrency, if applicable.
 - b. _____ Six (6) Folded Preliminary Site Plan 24" x 36" prints, 2 signed and sealed (copies must include the signature and seal), and a .pdf copy (electronic copy). Plans addressing the requirements of the LDC.
 - c. _____ An up-to-date survey and title opinion (or qualifying deed) with legal descriptions (See Sub. 7103.C of the LDC).
 - d. _____ Indication of FEMA Flood Zones/special flood hazard areas and environmental resources (wetlands, streams, creeks, etc.) to be protected on plans, as applicable.
 - e. _____ Authorization to Represent, if applicable.

- f. _____ Two (2) copies of an Environmental Impact Assessment per County Land Development Code Section 5400, if applicable.
- g. _____ Two (2) copies of a Certified Tree Survey as required per Subsection 5404.B.3 for protected trees, as applicable. Protected trees (greater than 20" diameter) must be shown on site plans. Also show Corridor Road setbacks and plantings (Subsection 5405), if applicable.
- h. _____ The completed Concurrency Review Application and traffic analysis, if applicable.

I hereby certify that the information contained in this application is correct and accurate and that I am either the sole property owner of the subject property, or am the authorized representative of the property owner(s) in all regards pertaining to this application pursuant to proof and/or attached authorization.

_____ 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.

Signature of Owner or Authorized Representative

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20_____

By _____ who is personally known to me or
Print (Owner or Authorized Representative)

produced I.D. and did take an oath.

SEAL:

Notary Signature

Notary Printed Name

Commission Number: _____

Signature Blocks (Place on Cover Sheet)

GADSDEN COUNTY CONCEPTUAL SITE PLAN APPROVAL	
Title: _____	SITE PLAN FILE NO. _____
TAX ID #: _____	
_____	_____
Building Official or designee	Date

GADSDEN COUNTY PRELIMINARY/CONCEPTUAL SITE PLAN APPROVAL	
Title: _____	SITE PLAN FILE NO. _____
TAX PARCEL ID #: _____	
BOCC APPROVAL DATE: _____	
_____	_____
Building Official or designee	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

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. If the representative is an entity, print the name of all individuals representing the entity for the purposes of this statement)

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 Planning & Community Development 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 _____

Sworn to and subscribed before me this __ day of _____, 20 __, by

___Personally Known or Identification Produced _____

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

Notary Seal

ATTENTION ALL ADDRESSING AUTHORITIES,

The following Zip Code(S) or Post Offices service **your county**: 32324-Chattahoochee, 32330-Greensboro, 32332-Grenta, 32333-Havana, QUINCY and 39819-Bainbridge

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Please ensure to add my email address to your contact notification list for the USPS and local Post Office.

Thank you,
Phillip A. Fretwell, Growth Management Coordinator
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Web site: www.gadsdencountyfl.gov

SITE DEVELOPMENT & CONSTRUCTION APPLICATION

NAME OF PROJECT: _____

PARCEL I.D. #: _____

1. APPLICANT NAME (Print): _____

CONTACT PERSON (If Corporation): _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP: _____

TELEPHONE: () _____

FAX: () _____

E-MAIL ADDRESS: _____

2. ENGINEER OF RECORD: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP: _____

TELEPHONE: () _____

FAX: () _____

E-MAIL ADDRESS: _____

3. Legal Description of the specific property covered by this application (if lengthy, please attach extra sheets):

5. Total Parcel Area: _____ Total Development Area: _____

Number of Buildings: _____ Gross Floor Area: _____ Floor Area Ratio: _____

Number of Stories: _____ Height: _____ Area in Wetlands: _____

Area of Stormwater Facilities: _____ Impervious Surface Area: _____

Parking & Driveway Area Paved: _____ Unpaved Parking Area: _____

Number of Parking Spaces: _____ Number of Handicapped Spaces: _____

6. NFIP# 12039C- _____ Flood Zone: _____

7. a. _____ Two (2) notarized copies of this application, fee and an Authorization to Represent, as applicable.

b. _____ 6 **Folded** 24" by 36" Final Site Plan & Construction Plans (signed & sealed) showing vicinity map, legal description, and phasing, plus one copy of the plan set on an 11" x 17" sheet and **a .pdf via E-mail or disc**. Plans to address the requirements of the Gadsden County Land Development Code and Stormwater Policies and Procedures Manual.

c. _____ Site Plan Construction Plan review fee of as described on fee schedule (see below).

d. _____ Certificate of Title that may be satisfied by a copy of the recorded deed, title insurance policy or similar document which adequately certifies ownership & bears a specific legal description of the property consistent with legal descriptions provided on the application & survey (Subsection 7103).

e. _____ Indication of FEMA Flood Zones/special flood hazard areas.

f. _____ A copy of a boundary survey with legal description signed and sealed by a Florida Licensed Surveyor.

- g. _____ Two (2) copies of an Environmental Impact Assessment per County Land Development Code Section 5400, Subsection 5401 B. 24, if applicable.
- h. _____ A copy of a Tree Survey, showing protected trees (20" dbh or greater). Plans shall address tree protection pursuant to Sub. 5405.B.
- i. _____ A surface soils survey and/or subsurface soil boring results (Sub. 7103.E).
- j. _____ The completed Concurrency Review Application, as applicable (attached).
- k. _____ One complete construction set, including the following listed items, to be forwarded to Stormwater Eng. (Preble-Rish, Inc.) by the County.
 - a. 2 Signed/sealed copies of calculations.
 - b. 2 Signed/sealed copies of construction plans (included in the 6 copies above.)
 - c. Signed/sealed drainage map.
 - d. Signed/sealed geotechnical/geologic-soils report.
 - e. NFWFMD FAC 62-341 Permit application or exception provided.
- l. _____ Copies of submittals or approvals from outside (non-county) agencies and/or previously approved site plans, if applicable (e.g. FDOT connection permit, NFWFMD, etc.).

_____ 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. I declare that I have read this application and all sketches and data and matter attached to and made a part of this 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 _____
Owner or Authorized Representative

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

Notary of Florida, State of FL

FEES:

Construction/Final Plan Review fees, as applicable:

Projects Up to \$99,999	\$900.00
Projects \$100,000 and over	\$1000.00
Concurrency Fee*	\$110.00
Erosion & Sediment Control Permit*	\$100.00
Tree Permit Application*	\$110.00
Engineering As-Built Fee	\$120.00
Stormwater Review Fee*	\$300.00
Driveway Permit	\$35.00

**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. If the representative is an entity, print the name of all individuals representing the entity for the purposes of this statement)

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:

(Parcel identification number) *(E911 address)*

(Signature of property owner) *(Print name of property owner & entity)*

STATE OF FLORIDA, COUNTY OF _____

Sworn to and subscribed before me this __ day of _____, 20____, by

Who is Personally Known _____ or Produced Identification _____

_____.

(Signature of Notary of Public – State of Florida)

(Name of notary – typed, printed or stamped)

Notary Seal

CONSTRUCTION PLAN 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 Date, Seal, Contact info., etc.
 2. Signature block (Title, Parcel ID #, Signature line for Planning & Community Development Director & County Stormwater Engineer, Dates)
 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 SITE DEVELOPMENT & CONSTRUCTION PLAN APPROVAL	
SITE PLAN FILE NO. <u>SP-_____</u>	
TAX PARCEL ID # _____	
_____ Building Official or Designee	_____ Date
_____ County Engineer	_____ Date

PRE-CONSTRUCTION PLAN REVIEW REQUIREMENTS	
<i>DATE RCVD</i>	Construction Plan Application Checklist
	Constr. Plan Review Appl. w/Plan Review fee. Projects up to \$99,999 = \$900; Projects \$100,000 and over = \$1000.00) (Stormwater Engineer Fee \$300) (check made out to Gadsden County BOCC) (Site work plus construction estimate)*
	Project Name, Parcel Identification #
	Certified Boundary, Topo & Tree Survey - (with overlay of proposed improvements shown)
	Vicinity Maps & Legal Descriptions
	Concurrency Application Package. With fee (\$110.00) if submitted separately from this application or if previously submitted.* If previously submitted provide copy.
	Stormwater Calculations submitted to the County Engineer. Stormwater Permit Application w/ \$300.00 fee (subsequent review fee is \$300.00, if necessary).*
	Stormwater Maintenance Agreement, if applicable
	Erosion & Sedimentation Control Permit Application (\$100.00)*
	Tree Permit Application \$100.00 (if applicable –trees on the site)*
	Signed & Notarized “Affidavit of Ownership” or “Authorization to Represent”
	Certified Water System Analysis for Fire Flow (Gadsden County Fire Chief’s. criteria: 20 psi residual pressure; 10 fps velocity; 6 hr. duration) (see specifications from providers)
	Estimated Cost of Overall Site Improvements (Itemized)
	County Driveway permit, if applicable (\$35.00)
	County Engineer As-built Inspection fee (\$120.00)
	Utility Agreement From Utility Provider
	FDOT Util. Permit Application to Operate.& Maintain, if applicable
	Application FDOT Driveway Connection and/or Drainage Permit, if applicable
	Preconstruction Conference required. Contact Construction Compliance Officer 545-4185.

***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 the Construction Plan fee, unless previously paid.**

GADSDEN COUNTY CERTIFIED DEDICATED IMPROVEMENT COST ESTIMATE

(Use additional pages as necessary)*

COUNTY PROJECT NO. _____

PROJECT NAME: _____

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

LABOR AND MATERIALS:

<u>Improvement Category</u>	<u>Material Description</u>	<u>Quantity/ Unit</u>	<u>Unit Price</u>	<u>Totals</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

UTILITIES AND IMPROVEMENTS:

TOTAL AMOUNTS

Water System (include: valves, laterals, hydrants and bends) [BILL of SALE to UTILITY PROVIDER] _____

Sewer System (include: laterals and manholes) [BILL of SALE to UTILITY PROVIDER] _____

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: \$ _____

Dedicated Roads: _____

Total Length: _____

Total Width: _____

Engineer or Certified Contractor Signature & Seal

Date

***Indicate where not applicable (NA).**

**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
STORMWATER PERMIT AND CERTIFICATION**

Project Name # _____

Parcel I.D. #: _____

No underground or aboveground construction of any facility or building shall commence on site in question without the County Engineers approval. All applications for approval shall be certified that the plans, specifications, calculations and related documents are in compliance with the County Stormwater Policies and Procedures Manual.

Project Area/Acreage: _____

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

Owner: _____

Address: _____

Phone: () _____ Fax: () _____

E-mail: _____

Authorized Representative: _____

Address: _____

Phone: () _____ Fax: _____

E-mail: _____

I hereby certify that the above-mentioned plans are in substantial compliance with the Gadsden County Stormwater Management Manual

Design Engineer (seal) _____

P.E. Number: _____

Corporation: _____

Address: _____

Phone: _____ Date: _____

County Engineer's Stormwater Permit approval:

By: _____

Title: _____

Date: _____

GADSDEN COUNTY BUILDING AND PLANNING DEPARTMENT
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EROSION & SEDIMENTATION CONTROL PERMIT

Project Name: _____

Applicant Name: _____

Address: _____

Phone: () _____ Fax: () _____

Approx. Starting Date: _____ Approx. Completion Date: _____

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

Applicant Signature

Date

FOR OFFICE USE ONLY

Comments: Install silt fence correctly in the north west corner of the cleared property to control sediments from leaving site. Stabilize with a fast growing seed mix immediately after clearing is complete. **No other construction activity is approved at this time.** If culvert for additional drive is installed it must be code compliant with mitered end section or headwalls for end treatments.

Approved:

Denied:

Construction Compliance Officer

Date

\$100.00 FEE

DISPLAY ON SITE

PERMIT #:

GADSDEN COUNTY BUILDING & PLANNING DEPARTMENT

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Phone (850) 875-8663

Fax (850) 875-7280

E-mail: planning@gadsdencountyfl.gov

Web Site: www.gadsdengov.gov

TREE REMOVAL & CLEARING PERMIT APPLICATION

E-911 Address:

Parcel ID #:

Applicant:

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

Address:

City: _____ State _____ Zip

Code _____

Telephone number: _____ Cell #: _____

E-mail address:

Submittal Requirements*:

- _____ 1. Application and \$100 fee (Checks are to be payable to the Gadsden County Board of County Commissioners).
- _____ 2. A site drawing showing the limits of clearing and trees to be removed. Include dimensions of area to be cleared and location of protected trees (20" at dbh or greater).
- _____ 3. Demonstrate requirements of Subsection 5405 for tree protection and clearing requirements are met. Show tree protection barricades for protected trees at 100% of dripline.
- _____ 4. Authorization to Represent, if applicant is other than the owner.

Once approved a copy of this permit is to be posted prominently on site.

Applicant's Signature: _____ Date:

To be completed by Gadsden County Planning Division Staff:

Approved/Denied: _____ Date: _____

Signature & Title: _____

Conditions, if applicable _____

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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) _____

Submittal Requirements:

1. A complete application with fee;
2. A site drawing showing the location of the proposed driveway with dimensions and detail to demonstrate compliance and separation per Sub. 5611 of the Land Development Code and Sub. 4.5 & 4.6 of the Stormwater Policies & Procedures Manual.
3. The proposed driveway location shall be marked by flags provided by the Planning Division within 24 hours of application submittal.

Driveway Standards:

Minimum Driveway Aisle Width: 18'
Minimum Culvert Diameter: 18" unless larger size is determined to be needed.
Minimum Culvert Length: 24'

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: _____
(Owner or Authorized Representative)

COUNTY STAFF DETERMINATION

PERMIT APPROVED: _____ PERMIT DENIED: _____
Comments: _____

Signature Authorized Staff: _____ Date: _____
Title: _____

GADSDEN COUNTY DEPARTMENT OF BUILDING & PLANNING DEPARTMENT

1-B East Jefferson Street, Post Office Box 1799, Quincy, FL 32353-1799

Phone: (850) 875-8663

Fax: (850) 875-7280

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**APPLICATION FOR AS-BUILTS FOR BUILDING, STORMWATER AND DRAINAGE
SITE PLANS**

Notice: Prior to issuance of a certificate of occupancy for any new buildings, the owner must submit two (2) complete sets of signed and sealed compliant as-built drawings. Once determined compliant these plans shall be placed in the County's permanent construction and stormwater files (Subsection 5209.D).

NAME OF PROJECT: _____

Parcel Identification Number _____

1. APPLICANT NAME (Print): _____
CONTACT PERSON (If Corporation): _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: () _____ FAX: () _____
E-MAIL ADDRESS: _____
2. OWNER OF PROPERTY (Print): _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: () _____ FAX: () _____
E-MAIL ADDRESS: _____
3. REPRESENTATIVE NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: () _____ FAX: () _____
E-MAIL ADDRESS: _____
4. The following items are needed to complete this application for review (also see County Land Development Code Chapter 5, Section 5209 and Chapter 7, Subsection 7102. C.):
 - a. _____ Two copies of this application with \$120 as-built review fee.
 - b. _____ Two (2) Folded Final As-Built Site Plan sets showing vicinity map, legal

description, and phasing, all required site detail, including but not limited to landscaping, parking, construction, driveway connection, stormwater & grading detail.

- c. _____ As-builts should be accompanied with a narrative indicating any discrepancies between the Final/Construction Plans & As-Built plans. Said sets are signed and sealed.
- d. _____ Site as-built review fee is \$120.00. Please submit fee in CASH, CHECK or MONEY ORDER drawn to the order of the Gadsden County Board of County Commissioners (BOCC).
- e. _____ Indication of FEMA Flood Zones/special flood hazard areas.
- f. _____ Authorization to Represent, if applicable.

_____ 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 OWNER OR AUTHORIZED REPRESENTATIVE

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: _____