

**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](mailto:planning@gadsdencountyfl.gov) Web site: [www.gadsdencountyfl.gov](http://www.gadsdencountyfl.gov)

**SUBDIVISION SITE DEVELOPMENT CONSTRUCTION PLAN 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
13. Copy of letter from Division of Historical Resources, Dept. of State, indicating whether or not there are any historical resources are recorded on site as listed on the Florida Master Site File (Policy 6.4.8)).
14. Five (5) 24" by 36" copy and one digital copy of signed and sealed Site Development Construction Plans demonstrating compliance with Section 6302 of the Land Development Code and the Gadsden County Stormwater Policy and Procedures Manual.
15. Two (2) complete construction sets, including the following listed items, to be forwarded to the County Stormwater Eng.
- 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.
16. Copies of submittals or approvals from outside (non-county) agencies and/or previously if applicable (e.g. FDOT connection permit, NFWFMD, etc.).

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.

| <b>GADSDEN COUNTY CONSTRUCTION/ FINAL SITE PLAN APPROVAL</b> |       |
|--|-------|
| 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 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 |
|------------------|----------------|--------------|-------|
| _____            | _____          | _____        | _____ |
| _____            | _____          | _____        | _____ |
|                  |                | <b>TOTAL</b> | _____ |

(Use additional pages as necessary)

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

|   |  |
|---|--|
| UTILITIES & IMPROVEMENTS:<br><br>Water system (include: valves, laterals, hydrants and bends)<br><br>Sewer System (include: laterals and manholes)<br><br>Roads (include: subgrade, base, asphalt & C & G)<br><br>Road Drainage (include: curb inlets, french drain and piping to retention).<br><br>Re-Use (include all appurtenances) | TOTALS:<br><br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>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](mailto:planning@gadsdencountyfl.gov) Web site: [www.gadsdencountyfl.gov](http://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 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](mailto:planning@gadsdencountyfl.gov) Web site: [www.gadsdencountyfl.gov](http://www.gadsdencountyfl.gov)

**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**

