

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

Minor (Class I) Site Plan

Administrative Review

_____ Conceptual/Preliminary (concurrent) _____ 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 items are needed 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).

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 Block (Place on Cover Sheet)

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

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



