

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

FINAL SITE PLAN
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):

4. 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: _____

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

6. a. _____ Two copies of this and all applications with fees on schedule provided at the bottom of this application. (See below).
- b. _____ 5 **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 including Sub. 5207. Final Site Plan Requirements and the Gadsden County Stormwater Policies and Procedures Manual. (See www.gadsdencountyfl.gov for land development regulations.)
- c. _____ 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).

- d. _____ Indication of FEMA Flood Zones/special flood hazard designation and location on plans.
- e. _____ A copy of a boundary survey with legal description signed and sealed by a Florida Licensed Surveyor.
- f. _____ Two (2) copies of an Environmental Impact Assessment per County Land Development Code Section 5400, Subsection 5401 B. 24, if applicable.
- g. _____ A copy of a Tree Survey, showing protected trees (20" dbh or greater). Plans shall address tree protection pursuant to Sub. 5405.B.
- h. _____ A surface soils survey and/or subsurface soil boring results (Sub. 7103.E).
- i. _____ The completed Concurrency Review Application, as applicable (attached).
- j. _____ A completed driveway permit, as applicable. (FDOT permit if accessing state roadway.)
- k. _____ A completed tree/clearing permit, as applicable.
- l. _____ A completed erosion and sediment control permit, as applicable.
- m. _____ Two (2) complete construction sets, including the following listed items, to be forwarded to Stormwater Engineer) 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.
- n. _____ 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 _____
 Print - 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:

Final Plan Review fees, as applicable:

Projects Up to \$99,999	\$500.00
Projects \$100,000 and over	\$750.00
Concurrency Fee*	\$110.00
Erosion & Sediment Control Permit*	\$100.00
Tree/Clearing 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 6306 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.

<p>GADSDEN COUNTY FINAL SITE PLAN - SITE DEVELOPMENT & CONSTRUCTION PLAN APPROVAL</p>	
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>	Final Site Plan & Construction Plan Application Checklist
	Constr. Plan Review Appl. w/Plan Review fee. Projects up to \$99,999 = \$500; Projects \$100,000 and over = \$750.00) (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
ESTIMATED COST OF OVERALL SITE IMPROVEMENTS**

COUNTY PROJECT NO.: _____

PROJECT NAME: _____

PARCEL ID#: _____

PREPARED BY: _____ PHONE: () _____

LABOR AND MATERIALS			
GENERAL CATEGORY	QUANTITY/UNITS	UNIT COST	TOTAL

TOTAL \$ _____

SEAL:

Engineer or Certified Contractor Signature

Date

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:

Improvement Category	Material Description	Quantity/ Unit	Unit Price	Totals
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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: _____

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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:

Approved: **Denied:**

Construction Compliance Officer Date

\$100.00 FEE

DISPLAY ON SITE

PERMIT #: _____

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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 of 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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DRIVEWAY PERMIT

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: _____

Submittal Requirements:

1. A complete application with fee (\$35.00 stand alone).
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 required.

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)

PERMIT APPROVED: _____ PERMIT DENIED: _____

Comments: _____

Signature Authorized Staff: _____ Date: _____

Title: _____

