

TO BE COMPLETED BY COUNTY STAFF

DATE RECEIVED: _____ RDO #: _____

E-911 ADDRESS: _____



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.net

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: _____

Current mailing 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 Home _____ Manufactured Home _____ Modular Home

_____ # of Proposed Housing Units _____ # of Existing Housing Units Is this a Replacement Unit? _____

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

If Yes, the subdivision name: _____

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

Name of Access Road: _____

_____ Existing Driveway Connection _____ New Driveway Connection – County _____ FDOT (State Road)

_____ Private Well (>25' setback from home if termite treated.) _____ Talquin Water _____ Municipal Water

_____ Private Septic Tank _____ Public Sewer System, Service 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 with legal description (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



State of _____ County of _____

The foregoing instrument was acknowledged before me this ____ day of _____ 20_____, by _____ who is personally known to me, or has produced _____ as identification and who did (did not) take an oath.

Notary Seal

Notary Signature

Notary Name Printed

Residential Development Order
Letter of Authorization to Represent

This letter serves as notice that on this _____ day of _____, 20_____, I,
_____ the property owner hereby give

Property Owner(s) Name

authorization to: _____

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

who can be contacted at: _____

Phone Number

E-mail Address

To obtain all necessary permits to obtain a RDO as my representative for the property
described by: Tax Parcel Identification # _____ and/or

Property address: _____.

_____ Date: _____

Property Owner Signature

State of _____ County of _____

The foregoing instrument was acknowledged before me this _____ day of _____ 20_____,
by _____ who is personally known to me, or has produced
_____ as identification and who did (did not) take an oath.

Notary Signature

Notary Seal

Notary Name Printed

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.net

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.
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: _____

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). Wells must be at least 25' from structures that are termite treated.
- _____ 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

THE SEPTIC TANK AND DRAIN FIELD, OVERHANG, WELL AND ANY OTHER BUILDING OR STRUCTURE ON THE PROPERTY MUST MEET THESE MINIMUM SET-BACKS.

A 50' natural area & setback is required from the water and/ or wetlands.
 Septic tanks and drainfields setback 100' from water or wetlands. 75' Well and Septic Tank (DOH).
 Minimum 25' well setback if Termite Treated - NFWWMD

10'

Side Setbacks must total 25' & be no less than 10' on any side.

10'

15'

20'

(IF CORNER LOT)

DWELLING OR STRUCTURE

SIDE PROPERTY LINE

SIDE PROPERTY LINE

NO SIGN, STRUCTURE, BRICK COLUMNS, BRICK MAIL BOXES, ETC., SHALL BE CONSTRUCTED ON RIGHT-OF-WAYS OR EASEMENTS.
 FOR QUESTIONS CALL GADSDEN COUNTY PUBLIC WORKS DEPT: 850-875-8672

A MINIMUM OF 35' FROM A DEDICATED, DESIGNATED OR MAINTAINED ROAD, R-O-W or EASEMENT OR A MINIMUM OF 65' FROM CENTER LINE, OF THE ROAD, ROW OR EASEMENT, WHICHEVER IS GREATER. SETBACKS MAY VARY BASED ON ROADWAY WIDTH CLASSIFICATION. CONFIRM WITH THE PLANNING DIVISION AT (850)875-8663.

35'

65'

Sidewalk, if applicable (Sub. 5605)

Driveway

Sub. 5611

Corridor Rd. If applicable (Sub. 5405)

FRONT PROPERTY LINE

CENTER OF ROAD, R-O-W OR INGRESS/EGRESS EASEMENT

CULVERT REQUIREMENTS: 24" X 18" OR 24" X 24"

(Initial:)

*This diagram is for guidance only. Please check the Gadsden County Land Development Code & Stormwater Regulations for specific standards.