



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.gadsdengov.net](http://www.gadsdengov.net)

### PRELIMINARY PLAT APPLICATION - (Major Subdivision)

Name of Proposed Subdivision: \_\_\_\_\_

Parent Tax Parcel ID #: \_\_\_\_\_

Property Owner/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: \_\_\_\_\_

Engineer of Record: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone number: \_\_\_\_\_ Cell #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

#### Subdivision Information:

Date of Conceptual Approval: \_\_\_\_\_ Future Land Use Category: \_\_\_\_\_

Number of Lots Proposed: \_\_\_\_\_ Total Acreage: \_\_\_\_\_ Open Space Area: \_\_\_\_\_

Gross Density (units/acre): \_\_\_\_\_ Net density (units/acreage less wetlands in Rural Residential): \_\_\_\_\_

NFIP Panel #: \_\_\_\_\_ Flood Zone Area: \_\_\_\_\_ ROW Area: \_\_\_\_\_

Wetlands & Environmental Resources Area: \_\_\_\_\_ Area in stormwater facilities: \_\_\_\_\_

Name of Proposed Roadway: \_\_\_\_\_ Private or Public Ownership: \_\_\_\_\_

#### Submittal Requirements:

- \_\_\_\_\_ 1. Five (5) copies of the completed application and folded 24" by 36" signed and sealed plans; One (1) 11" by 17" copy of signed and sealed plans; and, a .pdf copy. Plans are to address the requirements of Subsection 6202 & 6203 and comply with the development standards of the Gadsden County Land Development Code and Stormwater Policies and Procedures Manual. Include signature block and a data table.
- \_\_\_\_\_ 2. Application fee \$450 plus \$12 per lot.
- \_\_\_\_\_ 3. Draft agreements and covenants (Home or property owner's association documents), if applicable.

- \_\_\_\_\_ 4. A (1) copy of a title opinion or equivalent conveyance (deed) with legal description depicting the parcel to be subdivided consistent with description on survey.
- \_\_\_\_\_ 5. A (1) signed and sealed boundary survey with the legal description of the parcel to be subdivided and dimensional information.
- \_\_\_\_\_ 6. Demonstrate compliance with the Citizen Growth Management & Planning Bill of Rights. Include a copy of citizen participation plan, public hearing notice and newspaper notification. Provide summary of citizens meeting and verification of attendance (sign in sheet).
- \_\_\_\_\_ 7. E-911 approved subdivision and roadway name, if applicable.
- \_\_\_\_\_ 8. Depth to water table boring test results unless lots created are greater than three (3) acres in size.

**NOTICE:**

Conceptual approval shall remain in effect for six (6) months. If the preliminary plat is not submitted within that time, the approval shall be null and void and no preliminary plat will be accepted for review until a new application for conceptual review is submitted, with the applicable fee, and approved pursuant to this ordinance.

The final plat application must be submitted within nine (9) months of preliminary plat approval. If the final plat is not submitted within that time, the preliminary approval shall be null and void and no conceptual and preliminary plat applications will be accepted until a new application is submitted, with the applicable fee, and approved pursuant to this ordinance. One ninety (90) day extension may be granted if requested in writing and approved prior to the expiration of the preliminary plant

\_\_\_ I AM THE OWNER,

\_\_\_ I AM THE LEGAL REPRESENTATIVE OF THE OWNER (Attach Authorization to Represent), 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.

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.

Signature of Notary:

Notary Print:

SEAL: \_\_\_\_\_

PLACE SIGNATURE BLOCK ON COVER OF PRELIMINARY PLAT PLAN SET:

<b>GADSDEN COUNTY PRELIMINARY PLAT APPROVAL</b>	
<b>PRELIMINARY PLAT PLAN FILE NO. -</b> _____	
<b>TAX ID Parcel ID #:</b> _____	
_____	_____
Building and Planning Official or designee	Date



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### 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: \_\_\_\_\_

Preliminary Development Orders may be issued without a concurrency evaluation. At the applicant's option, concurrency evaluation may be deferred until a site development construction plan development order is applied for. No building permit will be issued until concurrency review is approved.

#### Submittal Requirements:

\_\_\_\_\_ Fee (\$110.00). Checks to be made out to the Gadsden County Board of County Commissioners

\_\_\_\_\_ Completed Application

\_\_\_\_\_ Transportation and/or turn lane analysis (as required by County Engineer and/or FDOT)

Size of the project parcel: \_\_\_\_\_ # of Phases: \_\_\_\_\_

Specific Uses or uses proposed to be expanded: \_\_\_\_\_

Type and # of Residential Units (single family, duplex, multi-family, etc.): \_\_\_\_\_

Type and Square footage of non-residential uses (e.g. club house, restaurant, office, manufacturing, etc.): \_\_\_\_\_

#### Gross Floor Area (GFA), Square footage and number of units for each phase:

Existing GFA, # of units and/or square footage: \_\_\_\_\_

Proposed GFA, # of units and/or square footage: \_\_\_\_\_

Total GFA, # of units and/or square footage: \_\_\_\_\_

#### Stormwater:

\_\_\_\_\_ On site \_\_\_\_\_ Master stormwater system

**Water:**

\_\_\_\_\_ Central Water System \_\_\_\_\_ Well(s), on-site

**Sewer:**

\_\_\_\_\_ Central Sewer \_\_\_\_\_ Central, Package Plant \_\_\_\_\_ Septic System \_\_\_\_\_ Septic, Advanced treatment,

**Transportation 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. LOS information required may 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>.

**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 Authorization to Represent submitted with the development application.)

\_\_\_\_\_  
Signature of Owner or Authorized Representative

\_\_\_\_\_  
Date