



1-B East Jefferson Street, Post Office Box 1799, Quincy, FL 32353-1799

Phone: (850) 875-8663

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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>	<b>Subdivision Application Checklist &amp; Preconstruction Review Requirements</b>
	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:	TOTALS:
Water system (include: valves, laterals, hydrants and bends)	_____
Sewer System (include: laterals and manholes)	_____
Roads (include: subgrade, base, asphalt & C & G)	_____
Road Drainage (include: curb inlets, french drain and piping to retention).	_____
Re-Use (include all appurtenances)	_____
<b>Grand Total: \$</b>	_____

\_\_\_\_\_  
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: \_\_\_\_\_



**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. Print the name of all individuals representing the entity)*

\_\_\_\_\_  
*Telephone number*

\_\_\_\_\_  
*E-mail Address*

To apply for an \_\_\_\_\_  
application(s) 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 or entity & representative)*

\_\_\_\_\_  
*(Print name of property owner and/or entity)*

State of Florida  
County of Gadsden

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

\_\_\_\_\_  
Notary Signature

Notary Seal

\_\_\_\_\_  
Notary Name Printed





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**PROPERTY INFORMATION**

Parcel Tax I.D. # \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

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

Number of Roadway Connections (driveway access points) requested: \_\_\_\_\_

**OWNERSHIP INFORMATION:**

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Owner's Representative: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Fee: \$35.00 stand-alone Paid (Circle)

**Submittal Requirements:**

1. A complete application with fee.
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:**

Maximum Driveway Aisle Width: 18' for residential; 40' Industrial; 25' Other.

Culvert Diameter: 18" for residential driveways unless the examination of upstream & downstream pipes indicates a larger size be matched; Commercial driveway pipes shall be sized per engineered plans but shall not be less than 18" in diameter & shall match or exceed upstream & downstream pipe diameters.

Minimum Culvert Length: 20' for residential; For non-residential uses culvert length shall be sized to accommodate two-way traffic & adequate turning radius as indicated by the design engineer on a case-by-case basis.

**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)

COUNTY DETERMINATION

PERMIT APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

Comments: \_\_\_\_\_

Signature Authorized Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_



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## EROSION & SEDIMENTATION CONTROL APPLICATION/PERMIT

Project Name: \_\_\_\_\_

Parcel I.D. # \_\_\_\_\_

Owner or Authorized Representative: \_\_\_\_\_

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.**

\_\_\_\_\_  
Signature - Owner or Authorized Representative Date

### FOR OFFICE USE ONLY

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

\_\_\_\_\_  
Environmental Compliance Coordinator Date

**\$100.00 FEE**



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**DISPLAY ON SITE**

**PERMIT #:** \_\_\_\_\_

**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: \_\_\_\_\_