



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

MINOR SUBDIVISION APPLICATION
(5 or less lots, residential; 2 lots, non-residential)

Name of Proposed Subdivision: _____

Parent Parcel Tax 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: _____

Number of Lots Proposed: _____ Total Acreage: _____

Future Land Use Category (from Future Land Use Map): _____

Access: Existing Road: _____ or, Proposed Right-of-way: _____

Area in wetlands: _____ Area in Flood Zone: _____

Submittal Requirements*:

- ____ 1. Two (2) copies of the completed application and \$250 plus \$12 per lot fee (Checks payable to the Gadsden County Board of County Commissioners).
- ____ 2. A (1) copy of the warranty deed and legal description depicting the parcel to be subdivided.
- ____ 3. A (1) signed and sealed boundary survey with the legal description of the parcel to be subdivided with dimensional information.
- ____ 4. Two (2) copies of the signed and sealed draft legal descriptions with name of subdivision, lot #, easements for lots for each of the resulting lot/ parcels, right-of-way, and stormwater facilities, conservations easements, if applicable.
- ____ 5. Two copies of the 'draft' conveyance deed for each parcel resultant of the subdivision.
- ____ 6. A vicinity map as required by Sub. 6102.B of the Land Development Regulations.
- ____ 7. An approved subdivision and roadway name (E-911), if applicable.
- ____ 8. Two (2) copies of a signed and sealed survey of the proposed subdivision (with metes & bounds description and acreage) demonstrating compliance with the county land development regulations to include***:
 - a) Name of subdivision and lot #s.
 - b) Demonstration of access to public or private right-of-way.

- c) The location of all existing improvements including structures, driveways, wells, septic systems and drainfields.
- d) If applicable, indicate the location of environmentally sensitive resources, flood zones, required open space, corridor road protection areas, and protected trees**.
- e) At least one (1) depth to water table boring test result unless lots created are greater than three (3) acres in size*.
- f) Method of utility provision and proposed utility plan layout for water, electric and for sewer systems, if applicable.

* Documents to be recorded must be a size acceptable to the Gadsden County Clerk of the Court.

** Prior to submittal, contact the Planning Division for a cursory identification of flood zones, wetlands, or environment sensitive lands to determine whether these features are located on the subject property and may be required to be shown on the surveys.

*** If applicable include a statement on the conveyance that, "Roads and other infrastructure constructed and/or for this subdivision are not owned or maintained by Gadsden County."

**** Minor subdivisions with infrastructure (Central utility requirements, roadways and/or stormwater) must complete site development and construction prior to issuance of permits.

NOTICE TO PROPERTY OWNERS AND REPRESENTATIVES

Once approved, an affidavit for a "Minor Subdivision" shall be signed by the Planning Director (P&CD) or designee and the minor subdivision (conveyance documents, legal descriptions & boundary survey for each parcel, right-of-way, easement and HOA) shall be recorded by the applicant in the official records of the Clerk of Circuit Court by the Property Owner or Agent. A copy of the recorded minor subdivision will be provided to Planning within 180 days of approval and a development order will be issued and permits may be issued.

_____ 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 Signature

Notary Seal

_____ Notary Name Printed

ATTENTION ALL ADDRESSING AUTHORITIES,

The following Zip Code(S) or Post Offices service **your county**: 32324-Chattahoochee, 32330-Greensboro, 32332-Gretna, 32333-Havana, QUINCY and 39819-Bainbridge

Please provide the email below to ALL Developers and Builders of new subdivision and new phases of existing 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



August 7, 2018

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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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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