



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.gadsdencountyfl.gov](http://www.gadsdencountyfl.gov)

**Minor (Class I) Site Plan**  
Administrative Review

\_\_\_\_\_ Conceptual/Preliminary (concurrent) \_\_\_\_\_ Conceptual \_\_\_\_\_ Preliminary

1. APPLICANT/OWNER  
NAME (Print): \_\_\_\_\_  
CONTACT PERSON (If Corporation): \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
TELEPHONE: ( ) \_\_\_\_\_ E-MAIL: \_\_\_\_\_
2. AUTHORIZED REPRESENTATIVE NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
TELEPHONE: ( ) \_\_\_\_\_ E-MAIL: \_\_\_\_\_
3. Parcel Identification Number \_\_\_\_\_
4. Land Use Category: \_\_\_\_\_ Existing Use: \_\_\_\_\_
5. Project Description: \_\_\_\_\_  
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: \_\_\_\_\_  
Number of Seats for Restaurants or other places of Assembly: \_\_\_\_\_  
Parking & Driveway Area Paved: \_\_\_\_\_ Unpaved Parking Area: \_\_\_\_\_  
Number of Parking Spaces: \_\_\_\_\_ Number of Handicapped Spaces: \_\_\_\_\_
6. NFIP# 12039C-\_\_\_\_\_ Flood Zone: \_\_\_\_\_ (Show on plans)
7. The following items are needed to complete this application for review (**Applications shall include requirements of County Land Development Code (LDC) Chapter 5 Development Standards, Subsections 5205 and 5206 and Chapter 7, Subsection 7102 (Level I) or Subsection 7103 (Level II)**):
  - a. \_\_\_\_\_ Two copies of this application with fee (\$400) plus concurrency, if applicable.
  - b. \_\_\_\_\_ Six (6) Folded Preliminary Site Plan 24" x 36" prints, **2 signed and sealed** by a (copies must include the signature and seal), and **a .pdf copy (electronic copy) drawn to a minimum scale of one " = 100 ft. .**

*Minor Site Plan Application*

- c. \_\_\_\_\_ An up-to-date survey and title opinion (or qualifying deed) containing a legal description(s) (See Sub. 7103.C of the LDC).
- d. \_\_\_\_\_ Indication of FEMA Flood Zones/special flood hazard areas and environmental resources (wetlands, streams, creeks, etc.) to be protected on plans, as applicable.
- e. \_\_\_\_\_ Authorization to Represent, if applicable.
- f. \_\_\_\_\_ Two (2) copies of an Environmental Impact Assessment per County Land Development Code Section 5400, if applicable.
- g. \_\_\_\_\_ Two (2) copies of a Certified Tree Survey as required per Subsection 5404.B.3 for protected trees, as applicable. Protected trees (greater than 20" diameter) must be shown on site plans. Also show Corridor Road setbacks and plantings (Subsection 5405), if applicable.
- h. \_\_\_\_\_ The completed Concurrency Review Application and traffic analysis, if applicable.

I hereby certify that the information contained in this application is correct and accurate and that I am either the sole property owner of the subject property, or am the authorized representative of the property owner(s) in all regards pertaining to this application pursuant to proof and/or attached authorization.

\_\_\_\_\_ 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.

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

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.

By \_\_\_\_\_  
Print (Owner or Authorized Representative)

**SEAL:**

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

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

Commission Number: \_\_\_\_\_

**Signature Block (Place on Cover Sheet)**

<b>GADSDEN COUNTY CONCEPTUAL/PRELIMINARY SITE PLAN APPROVAL</b>	
Title: _____	SITE PLAN FILE NO. _____
TAX ID #: _____	
_____	_____
Planning Official or designee	Date

ATTENTION ALL ADDRESSING AUTHORITIES,

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

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





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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.

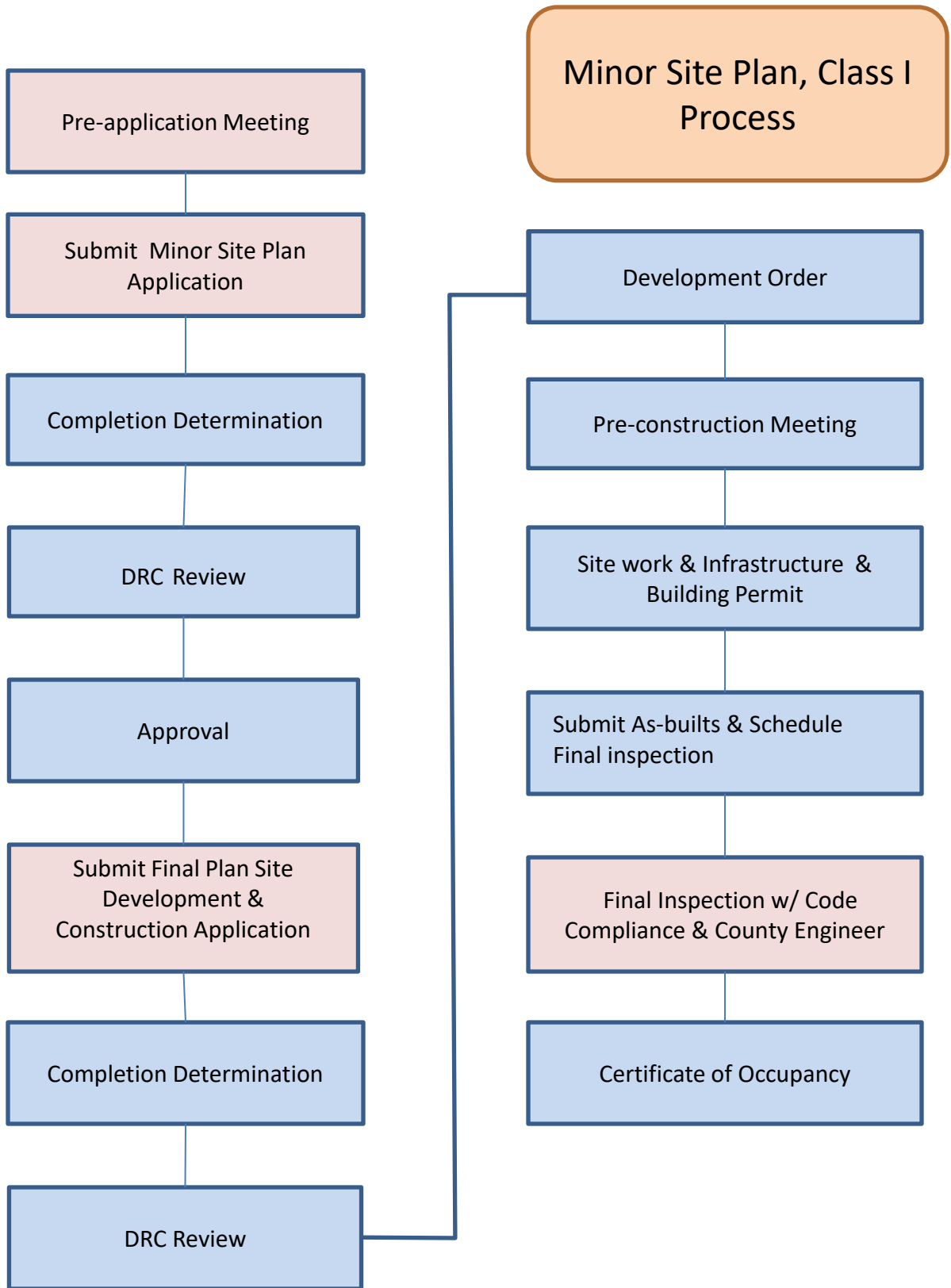
I hereby certify that the information contained in this application is true and accurate and that I am either the owner or the subject property, or am the authorized representative of the property owner in regards to this matter.

\_\_\_\_\_ 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



Assumes 100% approval. Resubmittals will add steps.