



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

FINAL SITE PLAN
SITE DEVELOPMENT & CONSTRUCTION APPLICATION

NAME OF PROJECT: _____

PARCEL I.D. #: _____

Street Address: _____

1. APPLICANT NAME (Print): _____

CONTACT PERSON (If Corporation): _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: () _____ FAX: () _____

E-MAIL ADDRESS: _____

2. ENGINEER OF RECORD: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: () _____ FAX: () _____

E-MAIL ADDRESS: _____

3. Legal Description of the specific property covered by this application (if lengthy, please attach extra sheets): _____

4. 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: _____

Parking & Driveway Area Paved: _____ Unpaved Parking Area: _____

Number of Parking Spaces: _____ Number of Handicapped Spaces: _____

5. NFIP# 12039C- _____ Flood Zone: _____

6. a. _____ Two copies of this and all applications with fees on schedule provided at the bottom of this application.

b. _____ 5 **Folded** 24" by 36" Final Site Plan & Construction Plans (signed & sealed) showing vicinity map, legal description, and phasing, plus one copy of the plan set on an 11" x 17" sheet and **a .pdf via E-mail or disc.** Plans to address the requirements of the Gadsden County Land Development Code including Sub. 5207. Final Site Plan Requirements and the Gadsden County Stormwater Policies and Procedures Manual. (See www.gadsdencountyfl.gov for land development regulations.)

c. _____ Certificate of Title that may be satisfied by a copy of the recorded deed, title insurance policy or similar document which adequately certifies ownership & bears a specific legal description of the property consistent with legal descriptions provided on the application & survey (Subsection 7103).

d. _____ Indication of FEMA Flood Zones/special flood hazard designation and location on plans.

- e. _____ A copy of a boundary survey with legal description signed and sealed by a Florida Licensed Surveyor.
- f. _____ Two (2) copies of an Environmental Impact Assessment per County Land Development Code Section 5400, Subsection 5401 B. 24, if applicable.
- g. _____ A copy of a Tree Survey, showing protected trees (20" dbh or greater). Plans shall address tree protection pursuant to Sub. 5405.B.
- h. _____ A surface soils survey and/or subsurface soil boring results (Sub. 7103.E).
- i. _____ The completed Concurrency Review Application, as applicable (attached).
- j. _____ A completed driveway permit, as applicable. (FDOT permit if accessing state roadway.)
- k. _____ A completed tree/clearing permit, as applicable.
- l. _____ A completed erosion and sediment control permit, as applicable.
- m. _____ Two (2) complete construction sets, including the following listed items, to be forwarded to Stormwater Engineer) by the County.
 - 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.
- n. _____ Copies of submittals or approvals from outside (non-county) agencies and/or previously approved site plans, if applicable (e.g. FDOT connection permit, NFWFMD, etc.).

_____ 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. I declare that I have read this application and all sketches and data and matter attached to and made a part of this 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. I acknowledge that I am aware that submittal of signed/sealed as-built plans will be submitted prior to requesting a certificate of occupancy.

SIGNATURE OF APPLICANT

DATE

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.

SEAL

Print Name, Notary, State of FL

Signature of Notary

FEES:

Final Plan Review fees, as applicable:

Projects Up to \$99,999	\$500.00
Projects \$100,000 and over	\$750.00
Concurrency Fee*	\$110.00
Erosion & Sediment Control Permit*	\$100.00
Tree/Clearing Permit Application*	\$100.00
Engineering As-Built Fee	\$120.00
Stormwater Review Fee*	\$300.00
Driveway Permit	\$35.00

GADSDEN COUNTY CONSTRUCTION PLAN 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 Date, Seal, Contact info., etc.**
2. Signature block (Title, Parcel ID #, Signature line for Planning & Community Development Director & County Stormwater Engineer, Dates)
3. Erosion & Sedimentation Control requirements of County Code Subsections 6306 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.

GADSDEN COUNTY	
FINAL SITE PLAN - SITE DEVELOPMENT & CONSTRUCTION PLAN APPROVAL	
SITE PLAN FILE NO. <u>SP-_____</u>	
TAX PARCEL ID # _____	
_____	_____
Planning Official or Designee	Date
_____	_____
County Engineer	Date

	PRE-CONSTRUCTION PLAN REVIEW REQUIREMENTS
<i>DATE RCVD</i>	Final Site Plan & Construction Plan Application Checklist
	Constr. Plan Review Appl. w/Plan Review fee. Projects up to \$99,999 = \$500; Projects \$100,000 and over = \$750.00) (Stormwater Engineer Fee \$300) (check made out to Gadsden County BOCC) (Site work plus construction estimate)*
	Project Name, Parcel Identification #
	Certified Boundary, Topo & Tree Survey - (with overlay of proposed improvements shown)
	Vicinity Maps & Legal Descriptions
	Concurrency Application Package. With fee (\$110.00) if submitted separately from this application or if previously submitted.* If previously submitted provide copy.
	Stormwater Calculations submitted to the County Engineer. Stormwater Permit Application w/ \$300.00 fee (subsequent review fee is \$300.00, if necessary).*
	Stormwater Maintenance Agreement, if applicable
	Erosion & Sedimentation Control Permit Application (\$100.00)*
	Tree Permit Application \$100.00 (if applicable –trees on the site)*
	Signed & Notarized “Affidavit of Ownership” or “Authorization to Represent”
	Certified Water System Analysis for Fire Flow (Gadsden County Fire Chief’s criteria: 20 psi residual pressure; 10 fps velocity; 6 hr. duration) (see specifications from providers)
	Estimated Cost of Overall Site Improvements (Itemized)
	County Driveway permit, if applicable (\$35.00)
	County Engineer As-built Inspection fee (\$120.00)
	Utility Agreement From Utility Provider
	FDOT Util. Permit Application to Operate.& Maintain, if applicable
	Application FDOT Driveway Connection and/or Drainage Permit, if applicable
	Preconstruction Conference required. Contact Construction Compliance Officer 545-4185.

***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 the Construction Plan fee, unless previously paid.**

GADSDEN COUNTY

ESTIMATED COST OF OVERALL SITE IMPROVEMENTS

COUNTY PROJECT NO.: _____

PROJECT NAME: _____

PARCEL ID#: _____

PREPARED BY: _____ PHONE: () _____

LABOR AND MATERIALS			
GENERAL CATEGORY	QUANTITY/UNITS	UNIT COST	TOTAL

TOTAL \$ _____

SEAL:

Engineer or Certified Contractor Signature

Date

GADSDEN COUNTY CERTIFIED DEDICATED IMPROVEMENT COST ESTIMATE

(Use additional pages as necessary)*

COUNTY PROJECT NO. _____

PROJECT NAME: _____

ESTIMATOR SHALL PROVIDE DETAILED LINE ITEM BREAKDOWN SOF ALL SYSTEMS DEDICATED.

LABOR AND MATERIALS:

Improvement Category	Material Description	Quantity/ Unit	Unit Price	Totals
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

UTILITIES AND IMPROVEMENTS:

TOTAL AMOUNTS

Water System (include: valves, laterals, hydrants and bends) [BILL of SALE to UTILTY PROVIDER] _____

Sewer System (include: laterals and manholes) [BILL of SALE to UTILITY PROVIDER] _____

Roads (include: subgrade, base, asphalt & C & G) _____

Road Drainage (include: curb inlets, french drain and piping to retention) _____

Re-Use (include all appurtenances) _____

GRAND TOTAL: \$ _____

Dedicated Roads: _____
 Total Length: _____
 Total Width: _____

 Engineer or Certified Contractor Signature & Seal

 Date

***Indicate where not applicable (NA).**

**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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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



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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



DRIVEWAY CONNECTION PERMIT

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

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E-mail: planning@gadsdencountyfl.gov Web Site: www.gadsdengov.net

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: 24' 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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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 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: _____



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**APPLICATION FOR AS-BUILTS FOR BUILDING, STORMWATER AND DRAINAGE
(Type I and Type II Site Plans)**

Notice: Prior to issuance of a certificate of occupancy for any new buildings, the owner must submit two (2) complete sets of signed and sealed compliant as-built drawings. Once determined compliant these plans shall be placed in the County's permanent construction and stormwater files (Subsection 5209.D).

NAME OF PROJECT: _____

Parcel Identification Number: _____

1. PROPERTY OWNER(Print): _____
CONTACT PERSON (If Corporation): _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: () _____ FAX: () _____
E-MAIL ADDRESS: _____

2. AUTHORIZED REPRESENTATIVE (Print): _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: () _____ FAX: () _____
E-MAIL ADDRESS: _____

3. ENGINEER OF RECORD: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: () _____ FAX: () _____
E-MAIL ADDRESS: _____

4. The following items are needed to complete this application for review (also see County Land Development Code Chapter 5, Section 5209 and Chapter 7, Subsection 7103. C.):

- a. _____ Two copies of this application with \$120 as-built review fee.
- b. _____ Two (2) Folded Final As-Built Site Plan sets showing vicinity map, legal description, and phasing, all required site detail, including but not limited to landscaping, parking, construction, stormwater & grading detail. As built are to be signed and sealed by the project engineer (Sub. 5207 of the Land Development Code).
- c. As-builts should be accompanied with a narrative indicating any discrepancies between the Final/Construction Plans & As-Built plans.

- e. _____ Authorization to Represent, if applicable.
- f. _____ Indication of FEMA Flood Zones and locations on plans (Special flood hazard areas.)

_____ 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 OWNER OR REPRESENTATIVE

DATE

Subscribed and sworn before me this ____ Day of _____, 20__ by _____, who is personally known to me / has produced as identification.

My Commission Expires: _____

NOTARY PUBLIC, State of Florida at Large