

# JEFFERSON COUNTY PLANNING DEPARTMENT

445 W. PALMER MILL ROAD  
MONTICELLO, FLORIDA 32344  
Phone (850) 342-0223 - Fax: (850) 342-0225



## DEVELOPMENT PERMIT APPLICATION MINOR DEVELOPMENT SITE PLAN

This application is to request a development permit for the construction of a new minor development, including a modification or addition to an existing structure and/or site improvement(s). Planning Official approval is required for any Change of Use (type of business) or structural addition not classified as a major modification to a site plan, provided that there are 10 units or less and the aggregate gross building area of all structures does not exceed 25,000 square feet does not require notification; however, if allowable building additions also results in alterations to the site including, but not limited to: additional parking spaces, driveways, alteration or expansion of stormwater management facilities, substantial changes in landscaping, etc., the Planning Official may require mailed notice to potentially-impacted adjacent residential property owners. Gross leasable area shall include any enclosed/unenclosed outside impervious display/storage areas, whether the impervious area is created by ground cover or a roof.

Date of application: \_\_\_\_\_

This application shall include all items listed on the attached checklist unless marked as not applicable (waived) by the Planning Official or authorized Planning Department staff.

Property Owner's Name

Builder/Contractor Name

\_\_\_\_\_

\_\_\_\_\_

Owner's Phone Number

Builder/Contractor Phone Number

\_\_\_\_\_

\_\_\_\_\_

Parcel ID #: \_\_\_\_\_ Property Location: \_\_\_\_\_

Description of Development:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Applicant

Signature of Owner if different

\_\_\_\_\_

\_\_\_\_\_

Address

Address

\_\_\_\_\_

\_\_\_\_\_

## Development Review Checklist MINOR DEVELOPMENT SITE PLAN

This checklist is designed to help you meet all the requirements for a minor development review that is required prior to either changing the use of an existing structure and/or the issuance of required building permit(s) for an addition to, or modification of an existing non-residential or business structure, or the construction of a new non-residential or business structure and other improvements. These items must be submitted with an application for a building permit. Failure to include any of these requirements in your application will result in a processing delay. If you have further questions about any of the requirements, please contact the Jefferson County Planning Department at (850) 342-0223.

<b>General Site Plan and Development Review Submittal Requirements</b>	√
1. A general site plan depicting the following:	
a. Overall site Location Map: Position of the proposed development in section, township, and range, with roads and other pertinent information.	
b. Boundary Survey: The boundary survey must meet the requirements of Florida Statutes Chapter 177, part I; including metes & bounds legal description.	
c. Name, Address and Telephone Number of Owner(s).	
d. Name, Address and Telephone Number of Builder/Contractor.	
e. Area of Property: The area of the property must be clearly shown	
f. Building Setbacks.	
g. Office, Commercial, or Industrial Existing and Additional Floor area, height and type.	
h. Tree Removal: A statement must be submitted describing which protected trees are to be removed and why.	
i. Soils Information	
j. Existing/Proposed Parking, Driveways and Loading	
k. A Landscape Plan, including interior landscape islands when required in parking lots, perimeter landscape buffers (or letters from any adjacent owners requesting either no constructed buffer, or no change in existing vegetation in the area of an otherwise required buffer), and frontage perimeter landscaping when adjacent to vehicular use areas*.	
l. Calculations indicating all impervious surface areas	
m. FIRM Map Location/Information	
n. Stormwater provisions (see item 5. below)	
2. Building Plans.	
3. A copy of the deed of the subject property, including any deed restrictions/restrictive covenants.	
4. Notice requirements:	
a. Public Notice is not required for a change of use not requiring a building addition or a site modification such as additional paved parking or other impervious surfaces.	
b. Notice by Certified Mail is required to be sent to all property owners within 500 feet of the perimeter of the development site for new developments. Attach a copy of the certified list of said property owners obtained from the Property Appraiser's Office.	
5. Approved Stormwater Permit or Letter of Exemption from the appropriate Water Management District	

\*The plantings along roadway rights of way should be tall enough to prevent headlights of all vehicles (cars or trucks) parked or maneuvering in parking areas from the potential of distracting or "blinding" drivers passing on the road at night. (A decorative, opaque fence may be utilized between the vehicular area and the new plantings as a supplemental screen to block lights.)