

JEFFERSON COUNTY PLANNING DEPARTMENT

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



MAJOR SUBDIVISION APPLICATION PUBLIC ROADS

(This application is for subdivisions containing 6 or more lots)

Date of application _____

Proposed Name of Subdivision: _____

Total Number of Lots: _____

Property Tax ID Number(s): _____

Location - Existing Road(s): _____

Property Owner's Name _____

Applicant, if different than Owner _____

Applicant's Phone Number _____

Cell Phone Number _____

Signature of Applicant _____

Signature of Owner if different _____

Address _____

Address _____

A Public Hearing by the Jefferson County Planning Commission will be held on:

_____ Date _____ Time _____ Place _____

A Public Hearing by the Jefferson County Board of County Commissioners will be held on:

_____ Date _____ Time _____ Place _____

NOTE: Approval by the Planning Commission results in a Development Permit that will expire one (1) year from the date approved unless a building permit or site construction permit application has been submitted and is under review or approved. Extension(s) may be granted by the Planning Official upon written request submitted a minimum of 15 days prior to the expiration date.

Sections 9.4.0-9.4.2 of the Land Development Code list the submittal requirements for this application.

1. Complete the above application form.
2. Attach all pertinent information
3. Notice by Certified Mail of the public hearing shall be sent to all property owners within 500 feet of the perimeter of the development site. Attach a copy of the certified list of said property owners obtained from the Property Appraiser's Office.
4. The Planning Department will review the application to determine that it is complete, and verify the number of notice letters to be sent, before notice is sent to property owners.
5. If you have questions, ask them during the pre-application meeting.
6. Dates for required public hearings shall be established upon submittal of this completed application form and all required map(s) and documentation.

DEVELOPMENT REVIEW CHECKLISTS

The following checklist is designed to help you, the developer, meet all the requirements for development review. This is a summation of the requirements found in Article 9 of the Jefferson County Land Development Regulations, which have been included for your benefit. Please take time to familiarize yourself with the requirements in Article 9 and use this checklist as a reference. Failure to include any of these requirements in your application will result in a processing delay. If you have questions about any of the requirements, please contact the Jefferson County Planning Department at (850) 342-0223.

General Plan Requirements		√
1.	Project/Subdivision Name: (Note: Every subdivision must have a legal name different from any other recorded plat in the County)	
2.	Plans submitted in conformance with Sec. 9.02.03 C. 2-4 of the LDC.	
3.	Cover Sheet: The front cover sheet of each plan set must include the following information:	
	A. Vicinity or Location Map: Position of the proposed development in section(s), township, and range, indicating the major roads, city limits (if close), and other pertinent information.	
	B. Boundary Survey: F.S. Chapter 177, part I; including metes and bounds legal description.	
	C. Name, Address and Telephone Number of Owner(s), E.	
	D. Name, Address and Telephone Number of Developer (if different from owner), Surveyor, Engineer.	
	E. Title Block: Each sheet must contain name of development, date & north arrow	
	F. Area of Property: shown in square feet & acres.	
4.	Residential Units: The number & type of residential units, gross density & FAR	
5.	Office, Commercial, or Industrial Units: Floor area, height and type.	
6.	Restrictions: Deed restrictions or restrictive covenants must be submitted & approved by the Planning Attorney prior to the Public Hearing.	
7.	List of Land Owners within 500 feet: Certified list from the Property Appraiser must be submitted with the application.	

Development Review Requirements		√
1.	Vegetation Cover Map: Location and identity by common name of all protected trees on the site (refer to Article 2.05.04B of the county Land Development Code).	
2.	Tree Removal: A statement must be submitted describing which protected trees are to be removed and why.	
3.	Environmentally Sensitive Areas Map: A map must be submitted depicting all land within 500 feet containing environmentally sensitive areas. Environmentally sensitive areas include shoreline protection zones, lakes, streams, and wetlands.	
4.	Topographic Map	
5.	Soils Map	
6.	Area Map: Existing hydrology/runoff of the site & the size, location, topography, and land use of any off-site areas that drain onto, through, or around the project area	
7.	Existing Surface Waters: All surface waters not included in other required submittals.	
8.	FIRM Map Location	
9.	Engineering Agreement: For a subdivision with public or private paved roads, include a written agreement with a certified engineer for the preparation of a storm water management plan for submittal to the appropriate water management district prior to preliminary plat approval.	
10.	Erosion and Sedimentation Control Plan	
11.	Location of Off-Site Water Resource Facilities	
12.	Impervious surface ratio.	
13.	Grading Plans.	
14.	Construction Phases: Schedule, acreage, and intensity of each phase.	
15.	Building Plans.	
16.	Building Setbacks.	
17.	Water System Information: Submit proposed system for water & wastewater	
18.	Location of Existing/Proposed Fire Hydrants, if applicable	
19.	Location of Utilities, Culverts, and Drains within 500 feet	
20.	Streets, Parking, and Loading plan	
21.	Landscaping: Buffer zones and plant materials	
22.	Signs: See LDC Article 6	
23.	Amount and Location of Proposed Land Uses.	