

# JEFFERSON COUNTY PLANNING DEPARTMENT

445 W. PALMER MILL RD, MONTICELLO, FLORIDA 32345

Phone (850) 342-0223 Fax: (850) 342-0225

## MAJOR DEVELOPMENT APPLICATION FORM

☐ SITE PLAN

☐ SUBDIVISION

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

\*Date approved \_\_\_\_\_

Property Owner's Name \_\_\_\_\_

Applicant \_\_\_\_\_

Applicant's Phone Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Property to be considered: \_\_\_\_\_  
Tax ID Number \_\_\_\_\_

Location: \_\_\_\_\_

Purpose of application \_\_\_\_\_

\_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Signature of Owner if different \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*This permit is good for one (1) year from the date approved. Extension(s) can be granted upon written request.

A public hearing will be conducted by the County Planning Commission on:

\_\_\_\_\_

Date

Time

Place

A public hearing will be conducted by the County Commissioners on:

\_\_\_\_\_

Date

Time

Place

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The items required in Section 9.02.03 of the Jefferson County Land Development Code shall be submitted with this application.

1. Fill out form as complete as you can.
2. Dates for public hearings will be supplied when you return the form.
3. If notice to the public within 500 feet is required, include a copy of the list supplied by the Property Appraiser's Office.
4. The receipts from the Post Office must be added to the application 15 days before the meeting date or the hearing will be cancelled.
5. Allow the Planning Department a few days to review the application and determine that is complete before notice is sent to property owners.
6. If you have questions, ask them before you waste time doing the wrong thing.

**WARNING!** *If you are planning a subdivision for mobile homes, you will have a more difficult time getting it approved and will be required to have more regulations that if it is for site built homes.*

## Development Review Checklist

This checklist is designed to help you, the developer, meet all the requirements for development review. This merely 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 further questions about any of the requirements, please contact the Jefferson County Department of Building and Planning, 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: Plans must be submitted in conformance with Sec. 9.02.03 C: 2-4 of the LDC.	
3. Cover Sheet: The front cover sheet of each plan must include the following	
A. Vicinity or Location Map: Position of the proposed developed in section(s), township, and range, with roads, city limits, and other pertinent information.	
B. Boundary Survey: F.S. Chapter 177, part I; incl. metes/bounds legal description.	
C. Name, Address and Telephone Number of Owner(s).	
D. Name, Address and Telephone Number of Developer (if different from owner).	
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.	

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<b>Development Review Requirements</b>	
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. If proposed development is within 100 feet of any of these areas, see LDC Sec. 2.05.05	
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: A written agreement with a certified engineer for the preparation of a storm water management plan must be included. The plan must be included for final 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 & Sec.9.02.03 D. 15: a-c	
23. Amount and Location of Proposed Land Uses.	
<b>Additional Major Review Requirements</b>	
1. Public Recreation, Open Space and All Phasing Requirements	
2. Streets, Pedestrian/Bike Routes and Ingress and Egress	
3. Public Uses.	