DEPARTMENT OF DEVELOPMENT SUPPORT & ENVIRONMENTAL MANAGEMENT

SITE AND DEVELOPMENT PLAN APPLICATION OVERVIEW

Leon County
Board of County Commissioners

Department of Development Support
& Environmental Management
435 North Macomb St., 2nd Floor
Renaissance Center, 2nd Floor
Tallahassee, FL 32301

Phone#: (850) 606-1300
Fax#: (850) 606-1301
Website: www.leonpermits.org

Leon County welcomes the opportunity to serve you during the processing of your development proposal. The County's Subdivision and Site and Development Plan Review process includes two review tracks that have been adopted by the Board of County Commissioners in an effort to streamline review of site plan applications. The Two-Track review process, as it is formally known, contains two review tracks that are available, depending upon the level of your site plan application (i.e. Type A, B, C): the Concept Plan Approval (CPA) track and the Final Design Plan Approval (FDPA) track. A description and flow diagram of each respective review track is included as an attachment to this application.

TWO-TRACK REVIEW PROCESS

Applicants for Type A or B level site plans have the option of selecting either the CPA track or the FDPA track. Applications that qualify for review as Type C level site plans shall be reviewed through the FDPA track. Applications that are determined to be Type D level site plans do not qualify for review under the Two-Track review process and shall comply with the review requirements set forth in Section 10-6.696 of the Land Development Code. Regardless of the review track chosen by the applicant, a Permitted Use Verification (PUV) and Natural Features Inventory (NFI) shall be determined eligible/approved prior to submitting an application and scheduling an Application Review Meeting (includes public advertisement and direct mail notification to surrounding property owners) for the proposed project. To fully realize the expedited review benefits of the Two-Track Review Process, the applicant is encouraged to submit applications for building permit review concurrent with review of the site and development plan. Building permits that have completed review will be issued once the site plan application and associated environmental reviews are complete.

CPA Track: As mentioned above, the CPA track is available for projects that qualify as Type A or Type B level site plans. A conceptual Environmental Impact Analysis (EIA) is required as part of the CPA track, and shall be submitted for review concurrent with the concept plan application. Under the CPA track, the EIA requirements are limited to outlining how environmental constraints will be preserved and/or how mitigation measures will be achieved in anticipation of development impacts. Engineering related information and review, including stormwater analysis, will occur subsequent to the site plan approval with review of an Environmental Management Permit (EMP). Development of any such application under the CPA track cannot ensue until such time an EMP has been secured. As-Built and Operating permits must also be approved by the Department of Development Support and Environmental Management. Amendments processed during review of EMP and As-Built permits may necessitate modifications to the concept plan. Modifications to an approved concept plan shall be reviewed based on the criteria set forth in Section 10-7.411. Concurrency review and any anticipated mitigation efforts will need to be satisfied prior to approval of the site plan.

FDPA Track: The FDPA track also provides expedited site plan review by allowing concurrent review of the project's site plan and Environmental Management Permit (EMP). Technical and engineering related information and analysis is handled with concurrent review of a detailed site plan and EMP. The EMP shall include the conceptual EIA submittal requirements outlined in Section 10-7.402.5(a)(3) and all engineering and design level information required to demonstrate compliance with all environmental and stormwater related requirements applicable to the site. Development of any such application under the CPA track cannot ensue until such time an EMP has been secured. As-Built and Operating permits must also be approved by the Department of Development Support and Environmental Management. Amendments to a site plan approved under the FDPA track shall be reviewed based on the criteria set forth in Section 10-7.411. Concurrency review and any anticipated mitigation efforts will need to be satisfied prior to approval of the site plan.

SUBMITTAL REQUIREMENTS

According to the information we have been provided, your project is a Type ____ level site plan. Should the level of site plan change during the course of this process, we will instruct you accordingly. Application checklists, review schedules, and a submittal instruction package are included to facilitate your application process. Application submittals for Pre-Application Meetings (Type D), Application Review Meetings (ARM) or Development Review Committee (DRC) Meetings are generally required two weeks prior to the scheduled meeting. The submittal schedule may be viewed online at http://cms.leoncountyfl.gov/Home/Departments/DevelopmentSupportandEnvironmentalManagement/BuildingPlansReviewandInspection/LegalNoticesandPublicMeetings.

We encourage you to spend some time reviewing this important information and to consult with the Leon County Development Services staff should you have any questions while completing your application. The Development Services staff may be contacted at (850) 606-1300 or at 435 North Macomb Street, 2nd Floor, Tallahassee, FL, 32301.

FDPA Submittal Requirements:
In addition to a completed site and development plan application, the following information needs to be submitted by the applicant:

1. Affidavit of Ownership/Agent Designation	
2. Permitted Use Verification (determined eligible or conditional)	VC #
3. Natural Features Inventory (approved)	LEA #
4. Environmental Management Permit (EMP) Application	LEM #
5. Application for Concurrency Review	LCM #

CPA Submittal Requirements:
In addition to a completed site and development plan application, the following information needs to be submitted by the applicant:

1. Affidavit of Ownership/Agent Designation	
2. Permitted Use Verification (determined eligible or conditional)	VC #
3. Natural Features Inventory (approved)	LEA #
4. Environmental Impact Analysis (EIA) Application	LEA #
5. Application for Concurrency Review	LCM #

Additional attachments if applying for a Type C level site plan:

- Lobbyist Registration Form

Additional attachments if applying for a Type D level site plan:

- Lobbyist Registration Form
- Type D Site Plan Guide

NOTE: Comprehensive Plan requirements prevail in the event of procedural conflicts with the Land Development Code language.

DEPARTMENT OF DEVELOPMENT SUPPORT & ENVIRONMENTAL MANAGEMENT

APPLICATION FOR SITE AND DEVELOPMENT PLAN REVIEW

D - 4

Leon County
Board of County Commissioners

Department of Development Support & Environmental Management
435 North Macomb St., 2nd Floor
Tallahassee, FL 32301

Phone#: (850) 606-1300
Fax#: (850) 606-1301
Website: www.leonpermits.org

Level of Site Plan:
- ☐ Type A Development
- ☐ Type B Development
- ☐ Type C Development
- ☐ Type D Development

Review Process :
- ☐ Concept Plan Approval (CPA)
- ☐ Final Design Plan Approval (FDPA)
- ☐ Planned Unit Development (PUD)

This application must be completed and returned with all attachments referenced in items below to the Leon County Development Support and Environmental Management (DSEM) Department, 435 North Macomb Street, 2nd Floor, Tallahassee, FL, 32301. The completed application will be used by DSEM staff to review your development proposal for consistency with the Comprehensive Plan and demonstrations of compliance with the County Land Development Regulations prior to approval, approval with conditions or denial of the application.

Application for: Application Review Meeting ( ) Development Review Committee ( ) Planned Unit Development ( )

Project Name:

1. Applicant

Name:	Address:	Phone#: Fax#:
City:	State:	Zip:
Email Address:		

2. Agent/Representative

Name:	Address:	Phone#: Fax#:
City:	State:	Zip:
Email Address:		

3. Property Owner

Name:	Address:	Phone#: Fax#:
City:	State:	Zip:
Email Address:		

4. Property Information:

Future Land Use Designation:	Zoning Designation:
Property Tax I.D. #'s:	

Acreage of Property (consistent with legal description and boundary survey):
Type of Proposed Development and Nature of Request (be as specific as possible):

5. Project Information:

Type of Proposed Development and Nature of Request (be as specific as possible):	
Number of existing residential units:	
Number of existing non-residential buildings/structures:	
Proposed number of non-residential buildings/structures:	Total area of buildings/structures (s.f.):
Proposed number of residential dwelling units:	Type of residential unit(s):
Does the proposal include subdivision of the property?	If yes, number of proposed lots:
Proposed impervious surface area (s.f.):	
Proposed building/structure height:	

6. Other Information:

Variances/Vested Rights Claim/Approved Deviations from Development Standards, existing or applied for, on the subject property (describe and attach appropriate documentation):

Utility Providers:

Sanitary Sewage Disposal:	☐ On-site Septic System(s)	☐ City of Tallahassee	☐ Talquin Electric Cooperative	☐ Other*
Water Supplied By:	☐ On-site Potable Well(s)	☐ City of Tallahassee	☐ Talquin Electric Cooperative	☐ Other*
Electric Provider:		☐ City of Tallahassee	☐ Talquin Electric Cooperative	☐ Other*

* Please specify:_____

7. FDPA/Type D Site Plan Checklist:

Twelve (12) sets of the following are needed for agenda submittal:

☐ Completed site and development plan application for the Application Review Meeting

☐ Affidavit of Ownership and Designation of Agent form

☐ Permitted Use Verification (PUV) determined 'Eligible' or 'Conditional'

☐ Completed application for Concurrency Management Determination

☐ Completed School Impact Analysis Form (for residential projects only)

☐ Approved Natural Features Inventory (NFI)

☐ Environmental Management Permit (EMP) – EMP application submittal required at the time of ARM submittal

☐ Site and development plans for review under the FDPA track shall include the following:

(The specific submittal requirements outlined below may be waived by the County Administrator or designee if the applicant provides adequate documentation as to the inapplicability to the proposed development)

1) Title block containing the following:
   i. Name of proposed development.
   ii. Date of preparation.
   iii. Scale of the site and development plan, both written and graphic.
2) A signed and sealed boundary survey and legal description (by a professional surveyor licensed to practice in the State of Florida).
3) Tax identification number(s) for parcel(s) that are the subject of the application.
4) Total acreage of the parcel(s) that are subject of application.
5) A vicinity map with north arrow.
6) Names, addresses and telephone numbers of all owners of the parcel(s), developers, optionees and agents.
7) Location and type of proposed easements, including legal access.
8) Dimension of all proposed lots to the nearest foot.
9) Lot and block numbers, if applicable. If a re-subdivision of an existing plat is proposed, the numbering must be consistent with the existing system.
10) A circulation diagram or illustrative plan showing vehicular and pedestrian movements, including location and dimensions of access points, sidewalks, any special engineering features, and traffic control devices, if any.
11) Proposed changes to existing topography.
12) Location of stormwater management facilities, including all conveyances and drainage easements.
13) Location and type of buffers and conservation easements to be provided.
14) Number of spaces and location of parking facilities or other impervious surfaces, including calculation of the square footage of all impervious areas. This information should be provided in tabular form.
15) Location and depth of setbacks. This information should be provided in tabular form.
16) Location and use of temporary structures as defined in Section 10-7.109 of the Land Development Code.
17) Location and generalized footprint of each building existing or to be constructed by the applicant. For non-residential structures, a calculation of the gross square footage for each, including floor area ratios and height of any structure proposed. Existing buildings should be labeled as “to be removed” or “to remain”.
18) Location and footprint of each type of infrastructure to be constructed.
19) Areas to be protected by a conservation or preservation easement, or other method acceptable to the County.
20) If the development fronts on a street or roadway, include each street or roadway and street or roadway name.
21) Street plans, locations, designs, and names assigned in accordance with County regulations shall be depicted and described.
22) If the applicant will construct them, location and description of all structures to be built by the developer, and if common facilities are to be constructed, how they will be maintained.
23) Location and type of recreation facilities.
24) Refuse collection areas, and location and type of screening, if proposed.
25) Where the site and development plan covers only a portion of the landowner’s parcel, a map depicting all of the landowner’s contiguous property and proposed use for the balance of the property not included in the site which is the subject of the application.

26) Proposed build-out date of the infrastructure for the development in its entirety, and if the development will be built in phases, a development scheduled and proposed build out date for each phase. The proposed phasing schedule should also be noted graphically on the plan.

27) A utility service plan addressing proposed water supply, electric power supply and method and location of sewage disposal.

28) All lot lines, parcel tax identification numbers, roads, access easements on the subject parcel, structures and paved areas within 300 feet of the parcel boundaries.

☐ A site map depicting the existing natural and developed features on the parcels, which are the subject of the application, shall also be submitted. The information submitted shall include, and be consistent with, the provisions of this section:

1) Location of all wooded areas, differentiating between native forests, high quality successional forests and mature successional forests.
2) Location of any listed species and their habitats, as defined by the Environmental Management Act (EMA), and their occurrences on-site.
3) For multifamily residential and all non-residential site plans, identify trees defined as protected by the EMA which are impacted by the proposed development.
4) Location of wetlands as defined by the EMA.
5) Conservation and preservation areas as set forth in the Comprehensive Plan and the EMA.
6) Location of sinkholes and other karst features.
7) Location of all water bodies, watercourses, drainage ditches, canals, and other surface water features.
8) Location and type of known hazardous materials, hazardous wasteland, and underground storage tanks.
9) Location of 100 year floodplain.
10) Location of other natural features.
11) An aerial photograph showing the location of the site and adjacent properties within 300 feet of the site. The boundary of the subject property should be outlined or highlighted on the aerial photograph.
12) A conceptual landscaping plan, including a planting plan for public right-of-way, common areas, and buffers or open space areas showing types, sizes, and spacing of trees and other vegetation.
13) Location of closed basins and natural drainage divides.
14) Proposed covenants, grants, easements, dedications, and restrictions to be imposed on the land, buildings, and/or structure, including proposed easements for public utilities and instruments relating to the use and maintenance of common natural areas, open spaces, private streets, and other private infrastructure shall be furnished with an application. All such documents should be reviewed and approved by the County Attorney as to form and sufficiency consistent with the minimum requirements of the LDC, prior to action on the application. Such instruments shall allow access of public vehicles for public safety or maintenance purposes.

☐ For non-residential development, the applicant should also provide the following information consistent with the provisions of this Section:

1) Names and amounts of hazardous or toxic materials or wastes to be used or produced on-site.
2) Types and amounts of radioactive materials or wastes, explosives, or flammable materials to be used or produced on-site.
3) Types and amounts of smoke, dust, particulate matter, noxious or odorous gases or other pollution of the air produced on-site.
4) Types and amounts of materials identified in Section 10-7.402(b)(iii)(a), (b), and (c), which can be expected to be moved off-site.
5) Noise levels expected at the site boundaries.
6) The types of manufacturing, production, processing or other industrial activities which will take place.
7) Additional information as may be required by the County to clarify relevant points.

8. CPA Site Plan Checklist:

Twelve (12) sets of the following are needed for agenda submittal:

- ☐ Completed site and development plan application for the Application Review Meeting
- ☐ Affidavit of Ownership and Designation of Agent form
- ☐ Permitted Use Verification (PUV) determined 'Eligible' or 'Conditional'
- ☐ Completed application for Concurrency Management Determination
- ☐ Completed School Impact Analysis Form (for residential projects only)
- ☐ Approved Natural Features Inventory (NFI)
- ☐ Environmental Impact Analysis (EIA) – EIA application submittal required at the time of ARM submittal
- ☐ Site and development plans for review under the CPA track shall include the following:

(The specific submittal requirements outlined below may be waived by the County Administrator or designee if the applicant provides adequate documentation as to the inapplicability to the proposed development)

1) Title block containing the following:
   i. Name of proposed development.
   ii. Date of preparation.
   iii. Scale of the site and development plan, both written and graphic.
2) A signed and sealed boundary survey and legal description (by a professional surveyor licensed to practice in the State of Florida).
3) Tax identification number(s) for parcel(s) that are the subject of the application.
4) Total acreage of the parcel(s) that are subject of application.
5) A vicinity map with north arrow.
6) Names, addresses and telephone numbers of all owners of the parcel(s), developers, optionees and agents.
7) Location of proposed land uses, open space, conservation or preservation areas and all other natural features (as identified with the NFI).
8) Location and type of known hazardous materials, hazardous wasteland, and underground storage tanks.
9) An itemized list of proposed land uses.
10) The minimum and maximum number of allowable residential units (and calculated gross density) and/or non-residential development intensity (as measured in gross building square footage).
11) Development and design standards including, but not limited to: lot dimensions and size, building setbacks, building heights, dimensions of internal streets, sidewalks and any other transportation facilities, and buffering
12) A circulation diagram or illustrative plan showing vehicular and pedestrian movements, including location and dimensions of access points, sidewalks, any special engineering features, and traffic control devices, if any
13) Proposed covenants, grants, easements, dedications, and restrictions to be imposed on the land, buildings, and/or structure, including proposed easements for public utilities and instruments relating to the use and maintenance of common natural areas, open spaces, private streets, and other private infrastructure shall be furnished with an application.
14) Proposed build-out date of the infrastructure for the development in its entirety, and if the development will be built in phases, a development scheduled and proposed build out date for each phase. The proposed phasing schedule should also be noted graphically on the plan.

PLAN SUBMITTALS

Site and development plans for review under the CPA track should be limited to four (4) plan sheets including a cover sheet with location map, boundary survey with existing conditions, an environmental conditions sheet, and a conceptual plan sheet that establishes the allowable uses and development intensity/density, vehicular and pedestrian circulation (including sidewalk locations), open space (parks, recreational areas, etc.), conservation areas, as well as any corresponding development and design standards for all lands included in the application.

Site and development plans for review under the FDPA track should be limited to eight (8) plan sheets including a cover sheet with location map, boundary survey with existing conditions with contours, grading plan with tree survey, site plan layout including paving and structures and preserves/conservation areas, a drainage and utilities sheet, tree removal plan, a landscape plan, and details sheet. Each sheet should include a tabular summary of the applicable development information as noted above. Other sheets may be required if requested by the reviewing agency. Site plan submittals must follow the deadlines set forth in the site plan submittal and meeting dates posted on the Department website.

Digital Submittals: Leon County accepts and reviews plan submittals electronically. Applicants may submit digital plans or electronic files in lieu of paper copies to the Department of Development Support and Environmental Management. Digital submittals shall contain all of the information included with this application and any supplemental information or approvals needed to schedule the application for review. Applications will not be scheduled for review until such time all applicable review fees have been collected. Digital submittals must follow the deadlines set forth in the site plan submittal and meeting dates posted on the Department website. Documents will only be accepted in Adobe .pdf format. Digital submittals should be coordinated with the administrative representative that handles site plan submittals. For additional information, please contact Development Services at 850-606-1300.

☐ Please be advised that, according to Florida Statute 197.192, all property taxes shall be paid prior to the final approval and recording by the Clerk of Court in the public records of the County any proposed subdivision of land, or declaration of condominium of land. Therefore, tax receipts or other documentation from the Leon County Tax Collector's Office must be provided with this submittal to demonstrate compliance with Florida Statute 197.192. Should you have any questions regarding compliance with this Statute, contact the Leon County Tax Collector's Office at (850) 488-4735.

☐ Application fees:

Type A:
Non-residential - $2,436 plus $.85 per square foot of building area ($6,000 max.), plus $950 direct notice fee
Residential - $4,476 plus $96 per dwelling unit ($6,000 max.), plus $950 direct notice fee

Type B:
Non-residential - $3,828 plus $.56 per square foot of building area ($12,000 max.), plus $1,690 direct notice fee
Residential - $6,024 plus $78 per dwelling unit ($12,000 max.), plus $1,690 direct notice fee

Type C:
Non-residential - $3,756 plus $.55 per square foot of building area ($12,000 max.), plus $2,640 direct notice fee
Residential - $4,500 plus $48 per unit ($12,000 max.), plus $2,640 direct notice fee

Type D:
Residential or Non-residential - $3,000 plus $2 per dwelling unit or $12 per acre, plus $2,640 direct notice fee
Density or Concept Plan Revisions - $4,800 (plus $2,640 direct notice fee)
Other Minor Revisions - $1,500

See Natural Features Inventory and Concurrency Applications for their respective fees.