



LEON COUNTY DEVELOPMENT SERVICES DIVISION ELECTRONIC SITE PLAN SUBMITTAL PROCESS

REQUISITES TO SUBMITTING TYPE A–D SITE PLAN APPLICATIONS:

Due to requirements for public notice, including advertising of the Application Review Meeting (ARM) and Development Review Committee Meeting (DRC), applications for Type A-D site plan review shall be submitted in accordance with the published [site plan submittal deadlines](#). A project will only be placed on an ARM/DRC schedule when an application has been deemed complete and all fees have been paid.

As a requisite to submitting for site plan review, the applicant shall have obtained a Permitted Use Verification (PUV) that has been determined “eligible” or “conditional” and may have been required to complete a Natural Features Inventory (NFI) that has been “approved” or “approved with conditions”. The issued PUV for the project will provide a list of required permitting steps which may include options based on the review track sought (see track options below). A complete application submittal shall include a site plan application, an environmental permit application and a concurrency application.

Concept Plan Approval (CPA) Track (Linked): Available to Type “A” and Type “B” site and development plan applications only. Requires the submission of an Environmental Impact Analysis (EIA) either prior to or simultaneously with a Site and Development Plan Application. An Environmental Management Permit (EMP) is not required until after the approval of the Site and Development Plan Application.

Final Design Plan Approval (FDPA) Track (Linked): Available to Type “A” and Type “B” site and development plan applications and is required for Type “C” applications. Requires the submission of an EMP simultaneously with the Site and Development Plan Application.

Site Plan Submittals Email (Linked)

Applicants may request a ProjectDox invitation for a Type A-D site plan submittal no earlier than the day prior (Tuesday) to a scheduled site plan submittal date (most Wednesdays). ***Exempt site plan review processes, which includes anything other than a Type A-D, can submit for site plan review at any time.***

To initiate a submittal, an applicant shall attach the following files to the autogenerated email link above:

1. [Site and Development Plan Application](#)
2. Issued Permitted Use Verification (PUV) determined “eligible” or “conditional”
3. Natural Features Inventory (NFI) Approval Letter (or Approval with Conditions)

Once the information is confirmed, the applicant will receive an email invitation (login and password) to a project specific number that is assigned by Development Services and implemented through the web-based application, ProjectDox. At this time, the applicant will have the ability to make the electronic submittal which shall include a complete set of application materials and plans with all necessary professional seals and signatures. ***Please note that EMPs have separate submittal procedures and should not be uploaded to the Site Plan ProjectDox file. [Find out more about the submittal procedures for EMPs \(Linked\)](#).***

When uploading files to Project Dox, please upload all files to the "Applicant Upload Folder" and name/save project files and documents in accordance with the naming conventions noted on pages 2-4.

Permitted Use Verification (PUV; Linked)

As a pre-submittal requirement, the applicant shall have obtained a PUV Certificate that has been determined “eligible” or “conditional.” All conditions listed in the PUV Certificate shall be addressed prior to site plan approval.

The issued PUV shall be uploaded with the site plan application and saved as: **PUV.pdf**

Natural Features Inventory (NFI)

As a pre-submittal requirement, the applicant shall have obtained an approved (or approved with conditions) NFI.

A copy of the NFI letter shall be uploaded with the site plan application and saved as: **NFI.pdf**

Site Plan Application (Linked)

Application Review Meeting (ARM) Application: **ARMapp.pdf**

Development Review Committee (DRC) Meeting Application: **DRCapp.pdf**

Exempt Process Applications (Boundary Settlement, Limited Partition, Family Heir 219, Equal or Larger, Administrative Streamlined Application Process): **App.pdf**

Ownership Affidavit (Linked)

Ownership affidavits shall be signed and notarized by each property owner, shall include the parcel identification number(s) and agent information. If the site and development plan application also involves a developer who is not the property owner, then separate Ownership Affidavits shall be submitted by the property owner that also designate the developer as the “applicant’s agent”.

Ownership Affidavits shall be saved as follows: **OA.pdf (OA2.pdf, OA3.pdf, etc.)**

Site Plan Set

Site and development plans shall contain all the necessary sheets, information and supporting documents set forth in the application submittal checklist.

Plan sheets shall be saved in one document as: **Siteplan.pdf**

Boundary Surveys

Electronic copies of boundary surveys, signed and sealed by a surveyor registered in the State of Florida, may be submitted for review; however, hard copies of signed and sealed surveys will be required prior to final approval.

Boundary surveys and legal descriptions of existing property: **BndrySurvey.pdf**

Proposed surveys and legal descriptions showing proposed conditions: **ProposedSurvey.pdf**

Concurrency Application (Linked)

An application for concurrency determination is required for all site and development plan applications and shall be submitted at the same time as the site plan application. In addition, a School Impact Analysis Form is required for all residential projects which can be obtained from the Concurrency Management Planner by calling 850-606-1386.

Concurrency Application: **CncyApp.pdf**

School Impact Analysis Form: **SAI.pdf**

Traffic Impact Analysis Form shall be saved as follows: **CncyTia.pdf**

Parking Standards Committee Review

Section 10-7.545 of the Land Development Code establishes parking standards for certain uses. Some uses are unique and may require Parking Standards Committee review to establish the required number of parking spaces. Conversely, a unique circumstance may exist where a use requires more parking than allowed by code and the applicant can provide accepted traffic engineering practices and standards to demonstrate the increase is warranted. Any requests for Parking Standards Committee Review shall accompany the site plan application. ***Applications for Parking Standards Committee Review shall be discussed prior to making an application with the Development Services Division by calling 850-606-1300.***

Parking Standards Committee Review shall be saved: **PkgReview.pdf**

Deviation from Development Standards

There may be a need to request a deviation from a development standard set forth in the Land Development Code. All requests for development standard deviations shall be consistent with the Comprehensive Plan. An application to request a deviation does not exist; however, requests shall accompany the site plan and shall include a narrative that addresses the criteria for granting such deviations set forth in Section 10-1.106 of the Land Development Code (linked). ***All deviation requests shall be discussed with the Development Services Division at 850-606-1300 before being submitted.***

Deviations from Development Standards shall be saved as: **Deviation.pdf**

Receipt of Paid Property Taxes

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 an application submittal to demonstrate compliance. Should you have any questions regarding compliance with this Statute, please contact the Leon County Tax Collector's Office at 850-488-4735.

Proof of paid taxes shall be uploaded as: **TaxReceipt.pdf**

Homeowner's Association (HOA) or Property Owner's Association (POA) Documents

Projects proposing streets, roads, alleys, rights-of-way, common areas, utility, conservation and drainage or other easements not dedicated to the public shall submit draft copies of proposed HOA/POA covenants and restrictions, articles of incorporation and bylaws to be reviewed as to form by the County Attorney's Office prior to execution and recording into the public records. This also includes an Engineer's estimation of cost for financing the maintenance of the streets or roads, alleys, rights-of-way, common areas and facilities, utility and drainage or other easements.

These files shall be names as follows:

HOA Covenants and Restrictions: **HOACRs.pdf**

HOA Articles of Incorporation: **HOAIncp.pdf**

HOA Bylaws: **HOABylaws.pdf**

POA Covenants and Restrictions: **POACRs.pdf**

HOA Articles of Incorporation: **POAIncp.pdf**

HOA Bylaws: **POABylaws.pdf**

Engineer's Estimation of Cost: **EngCostEst.pdf**

Sign Posting Affidavit (Linked) and Pictures

Property that is subject to development and review shall post a sign to the property notifying the public of the upcoming public meeting (ARM and/or DRC). [Sign posting specifications](#) detail the size, color, material and placement of the required sign(s). Once the sign(s) have been placed on the property, the applicant/agent shall submit a signed and notarized Sign Posting Affidavit and pictures of the posted signs in reference to the closest roads and the property to the ProjectDox file.

Sign Posting Affidavit: **SignPostAff.pdf**

Sign Posting Pictures: **SignPostPics.pdf**