

PLANNING & DEVELOPMENT SERVICES

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PUTNAM COUNTY DEVELOPMENT REVIEW PROCESS AND APPLICATION

October, 2007

SECTION 12.03 OF THE LAND DEVELOPMENT CODE DETAILS COMPONENTS OF DEVELOPMENT REVIEW AND CLASSES OF DEVELOPMENT ACTIVITY.

STEP 1. Determine the class of development. There are three (3) classes of development in Putnam County. The class of development determines the development review process. The development review process is separate and different from the other review processes, such as rezonings (including PUDs), special use permits, variances, nonconforming use determinations, vestings, subdivision reviews, comprehensive plan amendments and concurrency determinations. **The development review process is required prior to the issuance of building permits for the following classes of development.**

a. Class I (see 12.05.01 LDC):

1. Development activities undertaken pursuant to a final development order issued under this Article.
2. Development activity necessary to implement a valid site plan or development plan on which the start of construction took place prior to the adoption of this Code and has continued in good faith.
3. Development activity necessary to implement a valid site plan or development plan which was approved prior to the adoption of this Code and such development commences within one (1) year of the date of the application for the permit at issue.
4. The construction or alteration of a one or two family dwelling on a lot or parcel determined to be a conforming or lawfully created lot or parcel in compliance with this Code.
5. Additions of two hundred fifty (250) square feet or less to existing nonresidential buildings where there is no proposed change of use.
6. The erection of a sign on a previously developed site and independent of any other development activity on the site.
7. The re-surfacing of a vehicle use area if the vehicle use area conforms to all requirements of this Code.
8. A lot split granted pursuant to the procedures in Subsection 12.09 of the Land Development Code.

b. Class II:

All development activities that are neither Class I development nor Class III development shall be designated as Class II Development.

c. Class III:

1. Non-residential developments involving a land area in excess of five (5) acres or a gross building area that equals or exceeds 50,000 square feet.
2. Residential developments involving one or more of the following:
 - (a) Development activity on more than one hundred (100) acres;
 - (b) More than one hundred (100) dwelling units;
 - (c) More than ten (10) acres at a density of five (5) to seven (7) dwelling units per acre;
 - (d) More than five (5) acres at a density of greater than seven (7) but not more than nine (9) dwelling units per acre;
 - (e) More than nine (9) dwelling units per acre.
3. Any development that the Department designates as a Class III development project because the proposed development is part of a larger parcel for which additional development is anticipated that when aggregated with the project in question exceeds the limits of a. or b. above.

Table 1. Determination of Development Review Elements Required.

		CLASS OF DEVELOPMENT		
		CLASS I	CLASS II	CLASS III
ELEMENTS OF THE REVIEW PROCESS	PRE-APPLICATION CONFERENCE	OPTIONAL	MANDATORY	MANDATORY
	APPLICATION	MANDATORY	MANDATORY	MANDATORY
	SUFFICIENCY REVIEW	MANDATORY	MANDATORY	MANDATORY
	PRELIMINARY DEVELOPMENT PLAN REVIEW	N/A	N/A	MANDATORY
	FINAL DEVELOPMENT PLAN REVIEW	N/A	MANDATORY	MANDATORY

STEP 2. Call 386-326-2893 to schedule a pre-application conference with the Putnam County Planning and Development Services department. There is no fee for a pre-application conference.

The documentation requirements for the class of development and development review step will be provided during this conference, as will submittal deadline dates.

STEP 3. Make application. Prepare and submit to the County all documents, plans and studies required by this Code. Page 6 lists the site plan requirements and provides a checklist for the applicant.

Attach the following with your application:

- Application fee of \$100 for Limited Review, \$400 for Class II Developments and \$800 for Class III Developments. This is non-refundable.
- Agent designation form, if applicable.
- Twenty (20) folded copies of your plans and supporting data, with a copy of the application stapled to the outside or front.

Sufficiency review. The Planning and Development Services Department reviews the application and supporting documentation to determine whether all information needed for making a determination has been submitted by the applicant. Sufficiency review takes place at each submittal stage in the Development Review process. The applicant will be notified in writing as to whether the application is sufficient to commence the review process, and on what date and time the application will be heard before the Development Review Committee (DRC).

STEP 4. Preliminary development plan review (12.05.02 LDC). This step entails a review of a development plan that meets the minimum level of detail required by the submittal requirements of Section 12.05 of the Land Development Code in order to determine compliance with all applicable requirements.

STEP 5. Final development plan review. This step is for the final review of a development plan to ensure all requirements of this Code are met and that all conditions attached to a preliminary development order, where issued, have been met. Final development plan review will not be initiated until all preliminary development review comments and issues are addressed. Site plan approval and/or a development order will not be issued until all final review comments are addressed and five sets of completely revised site plans are submitted. Site plans will be signed off by each department at the next regularly scheduled DRC meeting.

APPLICATION FOR DEVELOPMENT REVIEW

Please print using blue or black ink only. Failure to complete this form in its entirety may result in a delay of processing. Note: A separate application is required for each request.

PROJECT NAME: _____

APPLICANT: _____ AGENT: _____

CONTACT: _____ CONTACT: _____

ADDRESS: _____ ADDRESS: _____

DAYTIME PHONE: _____ BUSINESS PHONE: _____

FAX: _____ FAX: _____

CELL: _____ CELL: _____

Prefer notification by email? Yes No EMAIL: _____

Site Location. Please give driving directions from Palatka. _____

Name of Legal Owner(s) _____

Present Land Use Designation: _____ Proposed Land Use Designation: _____

Present Zoning Designation: _____ Proposed Zoning Designation: _____

Number of Units/Lots: _____ Area (Acres or Square Feet): _____

Parcel ID Number: _____

Preliminary Site Plan Final Site Plan Preliminary Subdivision Plan

Final Subdivision Plan Preliminary Plat Final Plat

PUD Master Plan

I hereby certify that I have reviewed the Putnam County, Florida Land Development Code and that my submission meets all requirements. The only exceptions are those items to which I am requesting variances to or waivers from certain sections of the code and understand that they must be listed on the plans individually and on the attached submittal. I understand that if an item does need a variance, it will be necessary to file through the appropriate governing body.

Owner/Agent Date

On the _____ day of _____, _____, personally appeared before me _____, and who duly acknowledged to me authorization to submit this application to the Putnam County Planning and Development Services Department for the purposes set forth.

Notary Public

My commission expires: _____

AGENT DESIGNATION FORM

The applicant(s) does(do) hereby appoint and designate _____ as agent in fact for the owner(s) of parcel(s) _____ to present an application for development review for all or a portion of the referenced parcel(s) and to present all evidence in support thereof to the Putnam County Development Review Committee, and to respond to and furnish all information and data requested by said Committee.

Print name of property owner(s) _____ Signature(s) of property owner(s) _____

THE FOREGOING instrument was acknowledged before me, this _____ day of _____, 20____, by _____ State of _____ County of _____ Notary Signature: _____

Personally known / Produced ID Type of ID:

AGENT OATH AND SIGNATURE

The undersigned _____, being duly appointed as agent in fact for the above named owner(s) of the property whereby said owners are seeking a variance and the undersigned does hereby accept said appointment and will faithfully and truly carry out the request of said owner(s).

Signature of Agent: _____

Address: _____

Telephone Number: _____

Fax Number: _____

State of _____ County of _____

Dated this _____ day of _____, 20____

Notary Public

signature: _____

Personally known / Produced ID

Date Commission

Expires _____

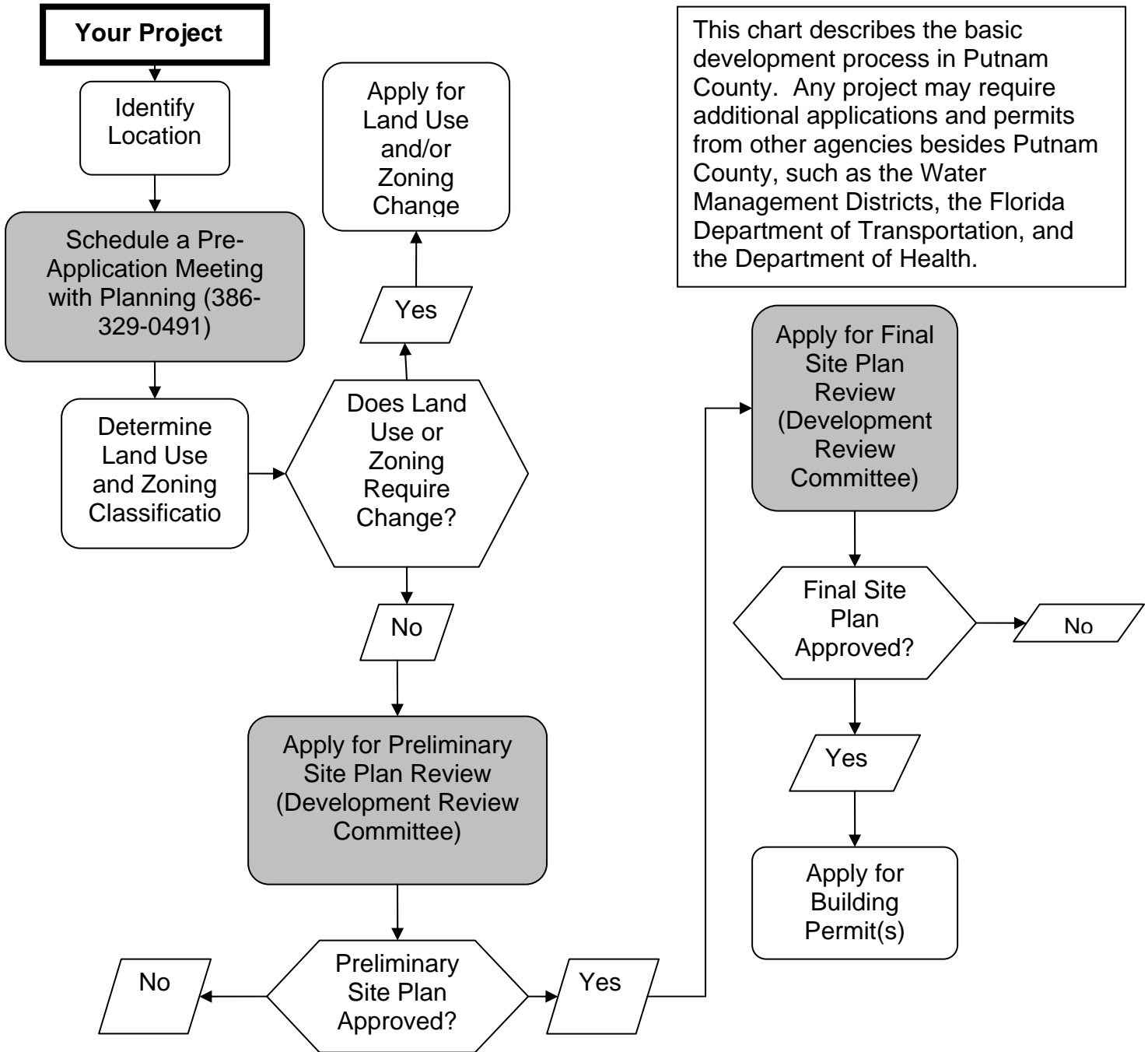
Type of ID:

Final Site Plan Submittal Requirements

An approved site plan is required prior to issuance of any building permit. All site plans and required supplementary materials shall cover the entire parcel(s). **All site plans shall be drawn at a scale of one (1) inch equals twenty (20) feet, unless the Department determines that a different scale is sufficient or necessary for proper review of the proposal,** and contain the following data and information:

FINAL SITE PLAN SUBMITTAL CHECKLIST (12.05.02 LDC)	INCLUDED
Name, address, phone of owner(s)	
Parcel ID and Legal description of property	
Construction plans	
Location map w. survey	
Proposed use and description of project	
Location & dimensions of all existing and proposed structures	
Existing & proposed vehicular & pedestrian accessways	
Off-street parking areas	
Loading & service areas	
Total area of site with percentages of areas for building, etc.	
Dimensions of all features, ie. Setbacks, bldg separation, etc.	
Designation of all common areas	
Proposed or required screening, buffering	
Tree survey	
Location of adjacent, internal, streets, driveways, access points	
Any known special fire protection or hazards	
Location of fire hydrants, water mains	
Show paved or stabilized areas	
Landscaping & irrigation plan	
Location of existing utilities	
Existing and proposed easements	
Location of proposed water/wastewater facilities	
Special flood hazard areas with elevations	
Wetland protection setback lines	
Occupancy classification of building(s)	
Location of all service laterals, water meters with size	
Location & description of signs	
North arrow	
Drainage narrative	
Drainage plan	
Grading/paving plan	
Sedimentation control plan	
Statement outlining status of federal, state, regional permits	
Maintenance statement for stormwater management facilities	
Phasing plan, where applicable	

BASIC DEVELOPMENT PROCESS IN PUTNAM COUNTY, FLORIDA OCTOBER, 2007



This chart describes the basic development process in Putnam County. Any project may require additional applications and permits from other agencies besides Putnam County, such as the Water Management Districts, the Florida Department of Transportation, and the Department of Health.

Basic DRC Applicant Steps